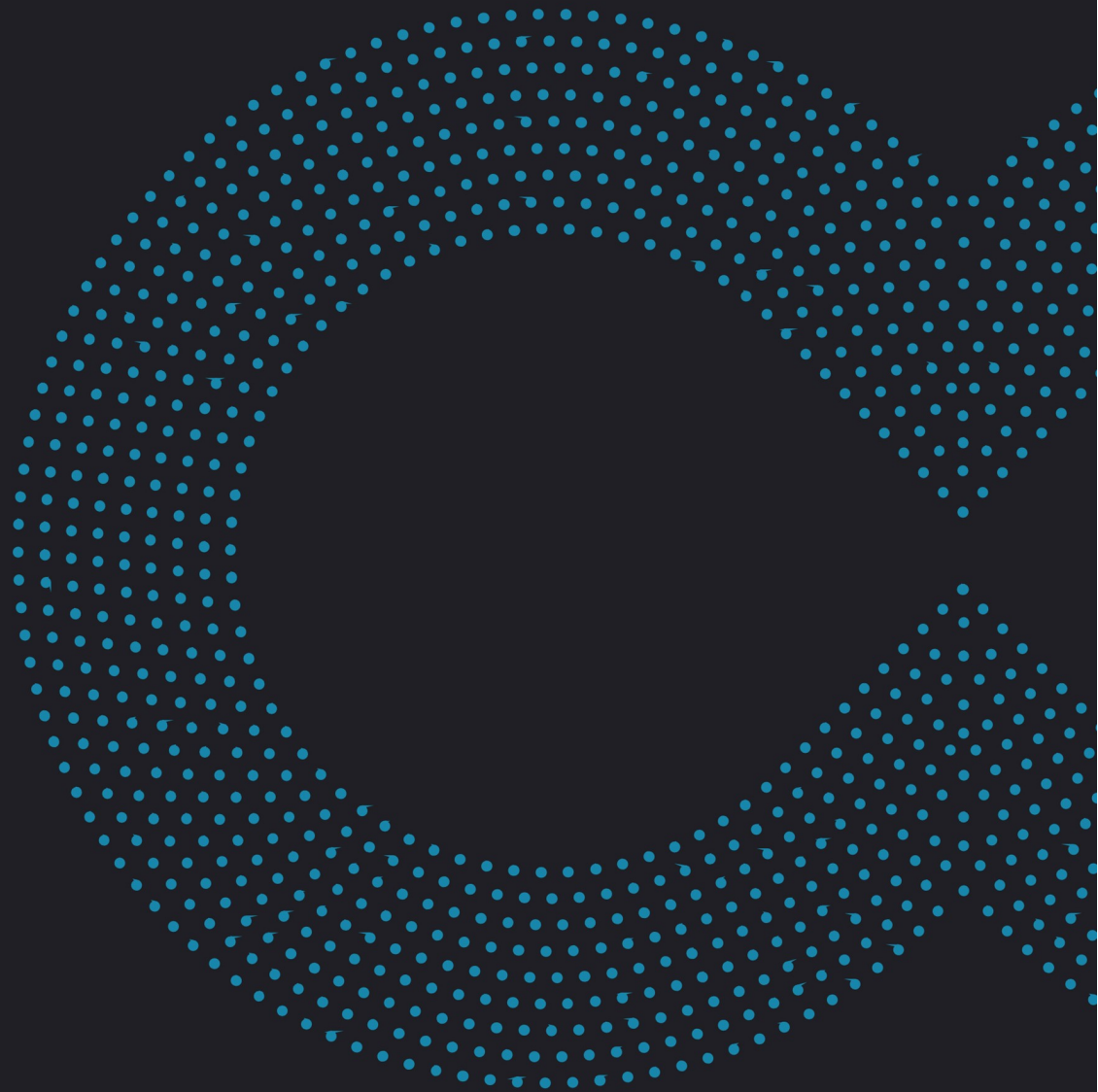


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Administrator Guide

Microsoft AIP for PostFiles Outlook



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1. Introduction

This document is for administrators who want to activate the Microsoft Azure Information Protection (AIP) feature for the PostFiles Outlook plugin.

Azure Information Protection is a Microsoft security service integrated into the Office suite, enabling its users to set sensitivity levels for documents by applying a label to them.

When sending an attachment specified as sensitive from the Microsoft Outlook email client, the PostFiles Outlook plugin is able to detect the sensitivity label for the attachment and thus ensure it is sent as a link via PostFiles instead of Outlook.

This document describes how to configure the AIP feature for the PostFiles Outlook plugin for all users of a workspace.

1.1. Technical requirements

Before you can use the AIP feature for PostFiles Outlook, you need to have installed the following:

- PostFiles Outlook plugin v6.2 or later
- **Microsoft Office 365** (which natively contains the AIP feature) or **Microsoft Office Professional** 2013 or higher, accompanied by the **Microsoft Azure Information Protection** application (available at <https://www.microsoft.com/en-us/download/details.aspx?id=53018>).

The administrator tasked with performing the configuration must have access to the module **Sharing Administration**.

The following components are also required to enable PostFiles Outlook to function correctly on your users' computers:

- **Microsoft .NET:** v4.7.2 or higher.
- **Microsoft Visual C++** 2015 Redistributable Update or higher.
- **WebView2 runtime:** v90.0.818.66 or higher (available for download [here](#)).

If the plugin installer is unable to detect these components on the user's computer, it will download and install them automatically. This action may require escalated "Administrator" permissions.

1.2. Limitations

Limitations of the AIP feature in PostFiles Outlook	
Enabling the PostFiles Outlook plugin	<p>The PostFiles Outlook plugin must be active in order to detect the presence of an attachment and its label.</p> <p>For more information on enabling the Outlook plugin, see the following chapter : Send attachments with AIP in PostFiles Outlook.</p>
Display the AIP banner (for Office Professional suite only)	<p>Please note: This specific usage feature applies only to the Office Professional suite, and is not visible to Office 365 users.</p> <p>PostFiles Outlook and AIP make use of a shared Outlook mechanism that allows them to display features in a banner when creating an email.</p> <p>It is not currently possible to give priority to the PostFiles banner and display it by default. However, you can hide the AIP banner to ensure that the PostFiles Outlook banner remains permanently visible.</p> <p>For more information on managing banner views, see the following chapter: Send attachments with AIP in PostFiles Outlook.</p>
Types of files handled by AIP	<p>PostFiles Outlook does not consider the format of the file you want to share, it simply checks for the existence of an AIP classification label. However, the AIP service that manages various options for your documents — such as classification, labeling, and protection — only labels files in certain formats.</p> <p>For more information on the types of files handled, please see: https://docs.microsoft.com/en-us/azure/information-protection/rms-client/client-admin-guide-file-types</p>

2. Configuring AIP for PostFiles Outlook

To access the list of labels created for your organization's Azure account, the Oodrive platform connects to your tenant via the **Oodrive PostFiles Outlook AIP** Azure application.

Configuring AIP for the PostFiles Outlook plugin is a three-step procedure:

Step 1: Make the labels readable

Log in to Azure to make the sensitivity labels created for your tenant readable.

Step 2: Configure the labels

Configure which labels will trigger the sending of attachments via PostFiles Outlook.

Step 3: Check the configuration

Check that your configuration has been correctly applied in the PostFiles Outlook plugin settings.

Please note: You can only authenticate with Azure via the administration module, not at user level. This means that:

- The settings created here will apply to all users in your Azure organization.
- Users will not need to authenticate individually to access the AIP service in PostFiles Outlook.
- The **Oodrive PostFiles Outlook AIP Azure** application authorization request will only appear once: during configuration via the **Sharing Administration** module.

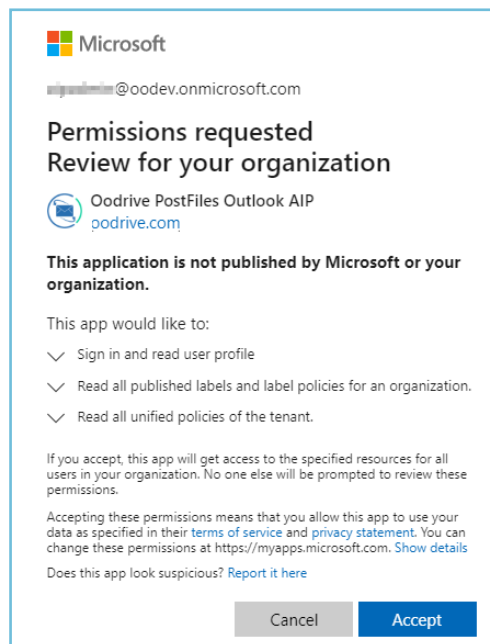
2.1. Step 1: Make the labels created for your Azure tenant readable

This step consists in making the sensitivity labels created for your Azure tenant readable.

1. Go to the **Sharing Administration** module.
2. In the navigation panel on the left, select **Plugin options**, then **AIP Administration**.
3. Click **Connect to my Azure tenant**.
4. In the **Connect to my Azure tenant** window, enter the username for your tenant in the field provided for this purpose. For example: "oodev.onmicrosoft.com".
5. Click **Approve**.

An Azure account login web page opens.

6. Log in to your Azure account with your administrator login credentials.
7. Once you have logged in, the following window appears, prompting you to allow the **Oodrive PostFiles Outlook AIP** application:



8. Click **Accept**.

In your Azure portal, you will now see that the **Oodrive PostFiles Outlook AIP** application appears in the list of corporate applications.

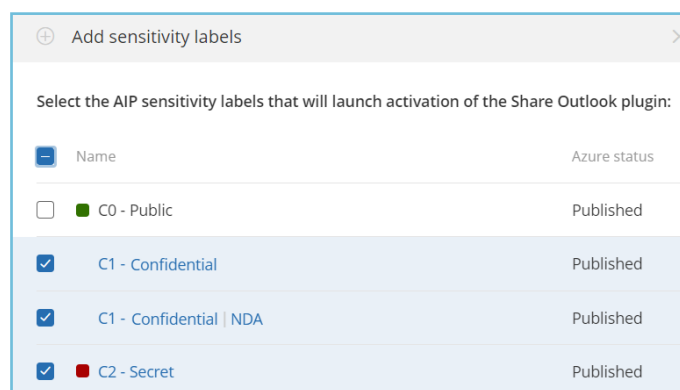
2.2. Step 2: Configure AIP labels for PostFiles Outlook

This step consists in configuring which labels will trigger the sending of attachments via PostFiles Outlook for all users in your workspace.

1. Go back to the administration module, then click **Add labels**.

The list of labels created for your tenant appears in a new window.

2. Select the labels that match the sensitivity level required for sending with PostFiles Outlook, then click **Submit**.



3. Select **Use the AIP labels below to launch the Share Outlook plugin**.
4. Click **Save**.

You can go back to the **AIP Administration** section at any time to modify which sensitivity labels will trigger the sending of attachments via the Outlook plugin.

2.3. Step 3: Check the AIP configuration in the PostFiles Outlook plugin

1. Go to the Outlook desktop application.
2. Select the **PostFiles** tab, then click **Settings**.

If you are not logged in, click **Log in** and log in to your workspace.

3. Go to the **Settings** tab.

In the **Azure Information Protection** section, you will now see which labels will

trigger the sending of attachments via PostFiles Outlook:



PostFiles Outlook is now configured for all users in your workspace.

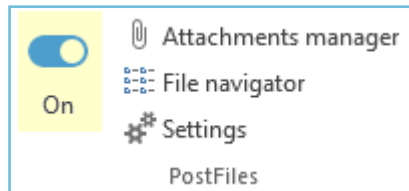
When users try to use Outlook to send an attachment containing a sensitivity label configured in the AIP section, this attachment will automatically be sent via PostFiles Outlook, without any action required on the user's part, even if its size is smaller than the threshold initially set in PostFiles Outlook.

3. Sending attachments with AIP in PostFiles Outlook

3.1. Enable the PostFiles Outlook plugin

The PostFiles Outlook plugin must be active in order to detect the presence of an attachment and its label. You can configure your plugin to make PostFiles Outlook always active by default.

1. Go to the Outlook desktop application.
2. Select the **PostFiles** tab, then click **Settings**.
3. Enable the **Activate the plugin automatically for new emails** option.
4. When you create a new message, the **On** setting shows you that the PostFiles plugin is enabled.



When the plugin is enabled, attachments that meet the labeling conditions you have specified are automatically sent via PostFiles Outlook.

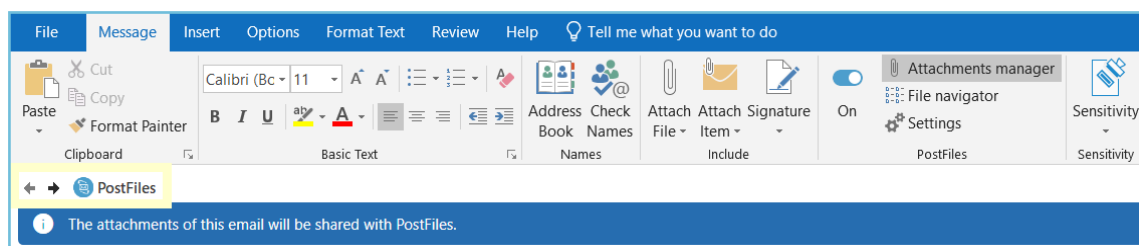
3.2. Manage the display of Outlook banners

Please note: This section applies only to users of the Office Professional suite. This specific usage feature is not visible to Office 365 users.

PostFiles Outlook and AIP make use of a shared Outlook mechanism that allows them to display features in a banner when creating an email. The PostFiles banner informs you that the plugin is being used when adding an attachment

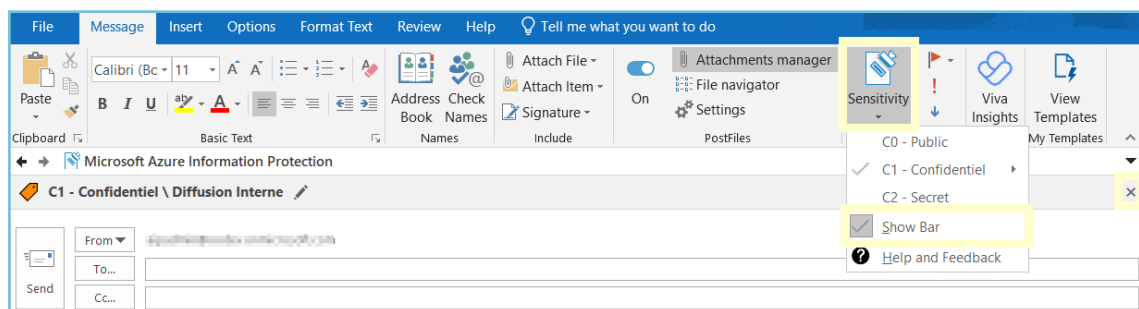
By default, banners for AIP and PostFiles Outlook are both enabled.

1. You can manually switch between the two banners by clicking the scroll arrows provided for this purpose.



It is not currently possible to give priority to displaying the **PostFiles** banner when both banners are activated, but you can hide the AIP banner.

2. If you want the PostFiles Outlook banner to always be visible, click the **x** symbol in the AIP banner or deselect the **Show bar** option in the **Sensitivity** menu to hide the AIP banner.



The AIP banner features will remain accessible via the **Sensitivity** menu in the email action bar.

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