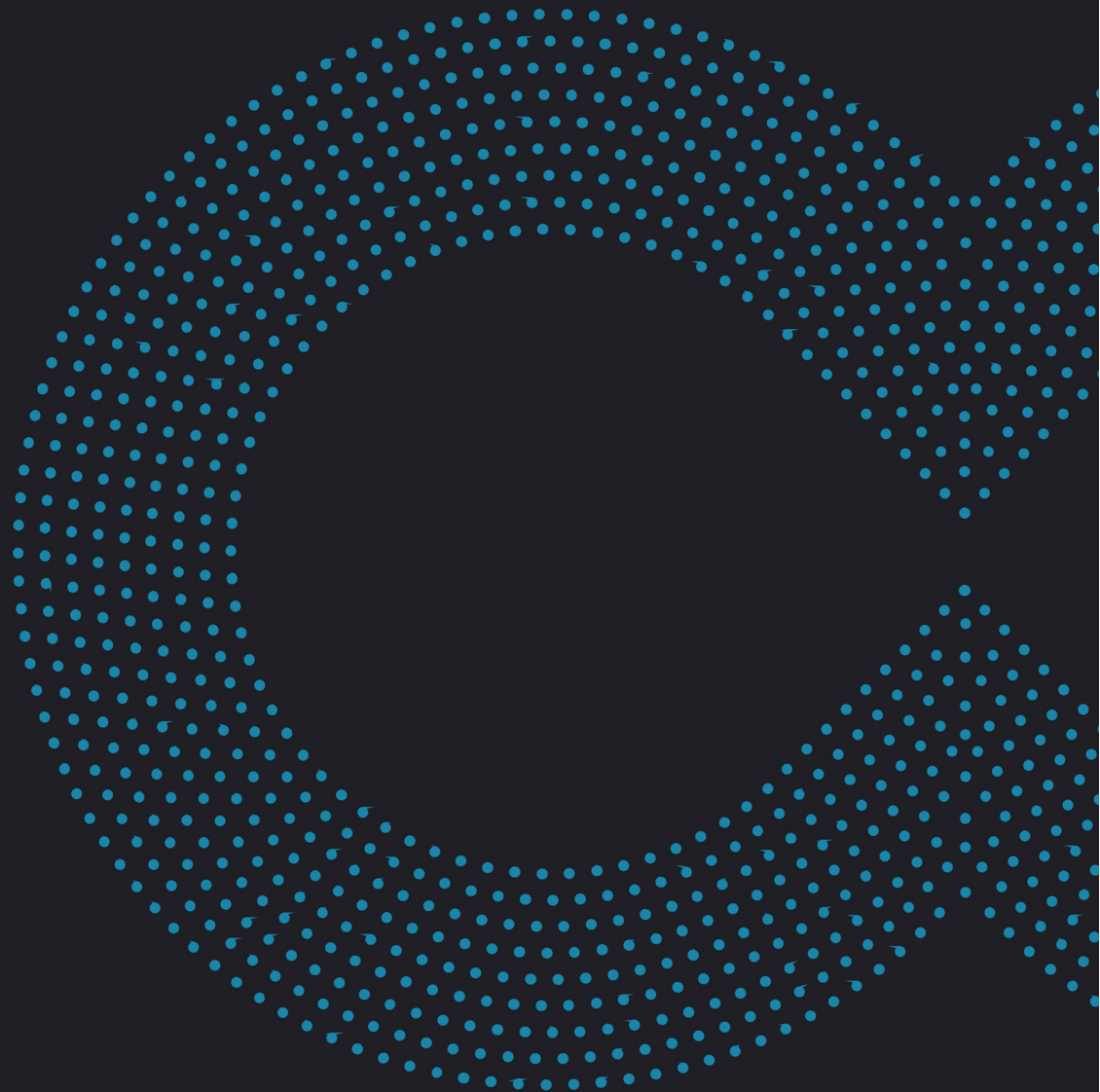


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# Administrator Guide

Microsoft MPIP Oodrive Work for Outlook



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## 1. Introduction

This document is for administrators who want to activate the Microsoft Purview Information Protection (MPIP) feature for the **Oodrive Work for Outlook** add-in.

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

The **Oodrive Work for Outlook** add-in is able to detect the sensitivity label of attachments and thus ensure it is sent as a link via **Oodrive Work for Outlook**.

This document describes how to configure the MPIP feature in **Oodrive Work for Outlook** for all users of a workspace.

### 1.1. Requirements and compatibility

#### Requirements

Before you can use the MPIP feature with **Oodrive Work for Outlook**, you need to have installed the following:

- **Oodrive Work for Outlook** v1.5 or later
- **Microsoft Office 365** or **Microsoft Office Professional**, accompanied by the **Microsoft Azure Information Protection** application (available at <https://www.microsoft.com/en-us/security/business/information-protection/microsoft-purview-information-protection>).

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

#### Compatibility

**Oodrive Work for Outlook** is only compatible with the latest version of Outlook. It is available on Windows, Mac and Web environments.

**Note:** The **Oodrive Work for Outlook** add-in is not compatible with the older version of Outlook for Mac (known as **Legacy Outlook**). In order for it to work properly, please make sure you're using the latest version of Outlook for Mac.

If you are using an older version of the Outlook client, you can use the **PostFiles Outlook** plugin instead.

## 2. Configuring MPIP for Oodrive Work for 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 MPIP for the **Oodrive Work for Outlook** add-in is a two-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 **Oodrive Work for Outlook**.

**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 MPIP service in **Oodrive Work for Outlook**.
- The **Oodrive PostFiles Outlook AIP Azure** application authorization request will only appear once: during configuration via the **Sharing Administration** module.

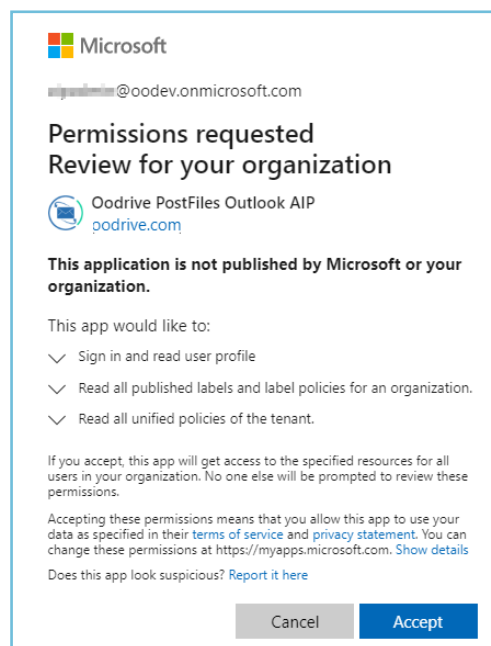
## 2.1. Step 1: Make the labels created for your Azure tenant readable

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.

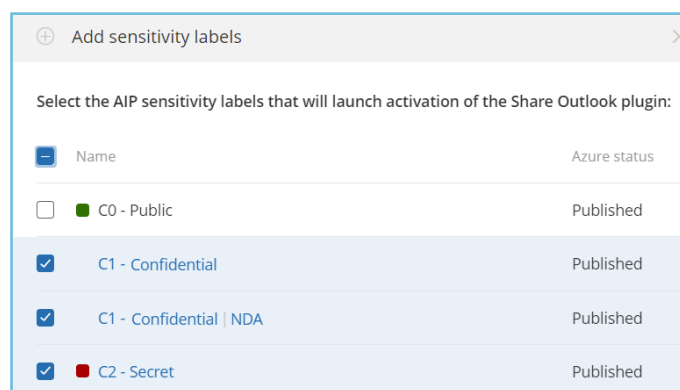
## 2.2. Step 2: Configure MPIP labels for Oodrive Work for Outlook

This step consists in configuring which labels will trigger the sending of attachments via **Oodrive Work for 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 **Oodrive Work for Outlook**, then click **Submit**.



☐	Name	Azure status
☐	C0 - Public	Published
☑	C1 - Confidential	Published
☑	C1 - Confidential   NDA	Published
☑	C2 - Secret	Published

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 **Oodrive Work for Outlook** add-in.

**Oodrive Work for Outlook** is now configured for all users in your workspace.

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