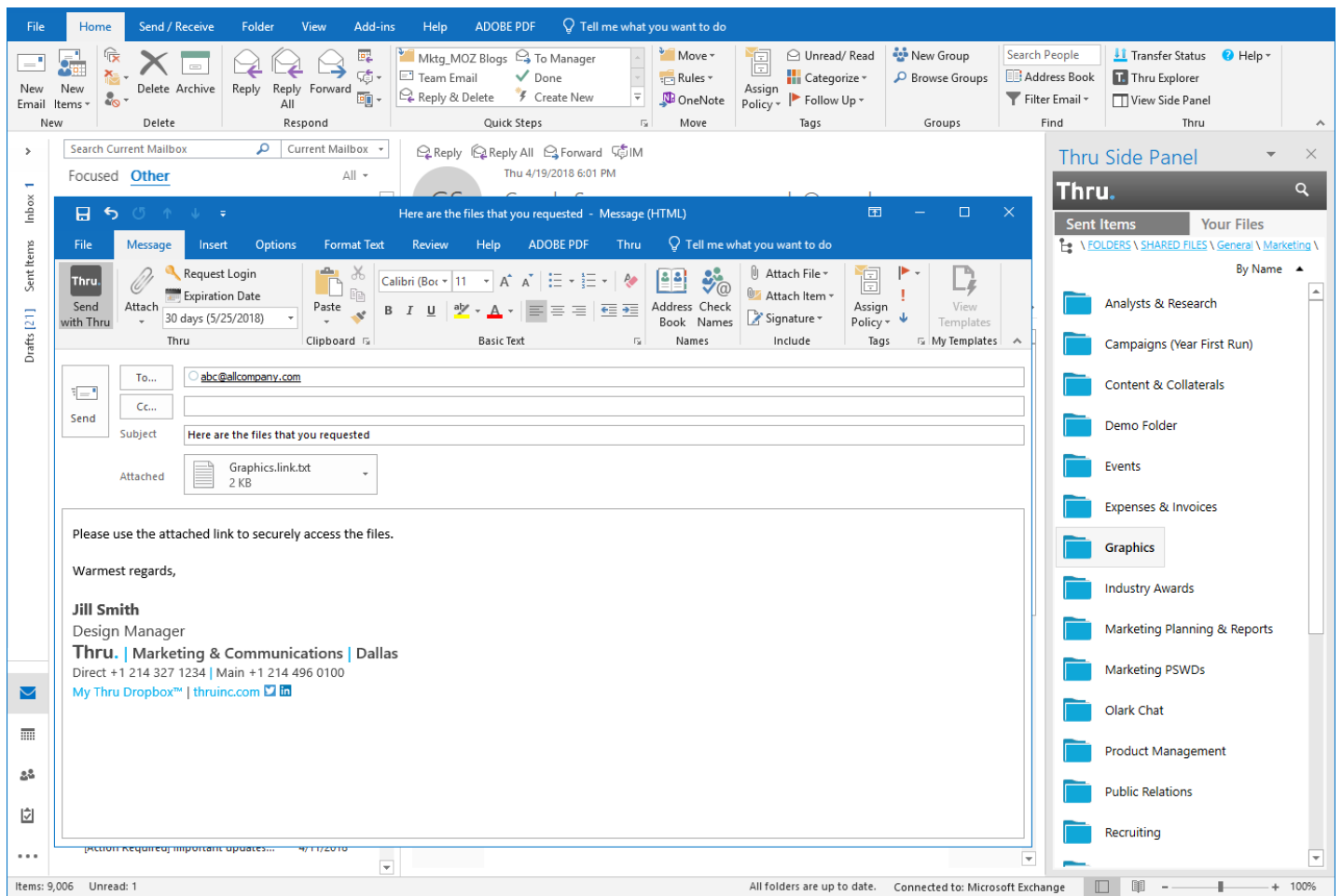


## the most trusted **CONTENT** COLLABORATION email add-in

The Thru for Microsoft Outlook® add-in is a comprehensive content collaboration solution that increases workforce productivity, modernizes infrastructure and provides centralized content protection. Users can securely exchange files with others outside their organization – no matter how confidential the data – without a change in their workflow.

Thru's side panel feature is the only one of its kind that allows users to access a secure file system and collaborate in real-time directly from Outlook. No need to open a separate browser window — users enjoy complete collaboration via drag and drop functionality directly to a cloud-based content collaboration platform.

Thru for Outlook can be customized to fit your company's needs by providing configuration settings at the administrator and user levels. Administration and security features enable policy enforcement, password management and much more to ensure that the system is used as required.



### Supported Versions of Outlook

- 2010 and above

### Supported Operating Systems

- Windows 8 (32-bit and 64-bit)
- Windows 10 (32-bit and 64-bit)

### Installation

- Client side only

## user FEATURES overview

### THRU SIDE PANEL VIEW

Provides powerful, robust features including drag and drop upload of files/folders, link generation for sharing, file versioning, download status and detailed activity stream.

### DRAG AND DROP

Upload files and folders, emails and email attachments via Thru Side Panel.

### SEND WITH THRU

Easily attach local files and folders of any size to Outlook emails. Attachments are offloaded to the Thru content collaboration platform. Send files and folders that are already in the cloud directly from Outlook.

### REQUEST LOGIN

Prevent unauthorized users from accessing attachments with "Request Login." This option requires recipients to register, preventing access of content through email forwarding.

### EXPIRATION DATE

Set the number of days the content will remain active and cancel access to delivered content any time

### REQUEST A NOTIFICATION

Select to receive email confirmation notifications when an individual file is downloaded and when all files in an email have been downloaded.

### PRIVATE MESSAGE

Use a strong encrypted message when sending personally identifiable information, passwords and other sensitive data.

### TRACKING

A unique tracking number is generated for every email and provides comprehensive activity tracking for every file and every recipient.

### TRANSFER STATUS

Open the Thru Transfers window directly from Outlook to check the status of your file uploads to the cloud when attaching files directly from your desktop.

### THRU DROPBOX™ LINKS

Include links to your personal Thru Dropbox™ within email signatures so email recipients can easily and securely return files and folders of any size back to the sender.

### ARCHIVE EMAILS

Archive Outlook emails into project folders even when in offline mode.

## Thru SIDE PANEL in Outlook

Thru Side Panel enables all Thru functionality directly from within Outlook. Users can drag-and-drop uploads, manage and download content from their Thru file system without leaving Outlook. Breadcrumbs and search allow fast navigation of the file system.

Instantly generate a link to files/folders from the Thru Side Panel when you simply want to share a file or folder in a chat conversation. The links can either be public (anyone can access) or private (only users on your site can access).

Thru Side Panel contains two tabs:

- **Sent Items** - Users can view content deliveries sent with their Thru account
- **Your Files** - Users can navigate all their files stored in Thru

### SENT ITEMS TAB

#### View Message Details

- Email subject line
- Recipient email address
- Date and time of the transaction
- Download status of sent content

#### Actions to Sent Thru Mail

- Change expiration date
- Immediately expire attached files
- View attachment details
- Remove attachments
- Undo changes to sent items
- Delete Thru message from sent items

### YOUR FILES TAB

- Open Files/Folders
- Send Files/Folders
- Save/Save As
- Copy Public Link
- Share Files/Folders
- Upload Files/Folders
- Publish Files/Folders
- Move Files/Folders
- Rename Files/Folders
- Delete Files/Folders
- Versions
- Create New Folder
- View Properties and Activity Stream
- Publishing Details
- Refresh Folder

The side panel feature is only available in Outlook 2013 and above.

## admin FEATURES overview

### STORAGE MANAGEMENT

Administrators manage storage on their corporate email servers as well as on Thru Cloud servers.

- **Email Offloading** – Save attachments in Sent items folder when using Thru or replace with a stub file to save storage on your email server.
- **Retention Rules** – Multiple rules can be configured to delete files from Thru storage after a given time for the entire site, user groups, individual users, the file system or file types.
- **Domain Filtering** – Selected email domains can be set to send without Thru (internal use). When sending to a filtered domain and externally, policy determines whether it uses Thru or regular email.
- **Projects** – Allow files sent using Thru to be stored in a shared folder inside Thru with its own access rights. The names of folders are customizable and can be specific to various groups.
- **Archiving** – Meet the needs of regulatory compliance by archiving emails to any local or network location for E-Discovery. Only one copy of duplicate emails will be saved. Multiple folders can be set up for organizing archived emails into groupings such as employee, company, project, etc.

### ADMINISTRATION AND SECURITY

#### File Sending Policy Enforcement

- Require use of Thru to send all files or certain kinds of files or make it optional to the user by enabling them to modify settings
- Set Attachment Restrictions
  - Enable or disable automatic sending using Thru
  - Set maximum file size that can be sent without Thru
  - Include or exclude file types to be sent using Thru
- Define a default expiration date for links to files
- Set expiration date limit
- Customizable email templates

#### Password Management

- Password authentication or Single Sign On (SSO)
- Allow login credentials to be saved or require every time Outlook is started
- Enable or disable automatic password expiration
- Enable or disable automatic login lockout
- Allow or prevent reuse of previous passwords
- Requirements for password format including minimum length, requirement of letters, digits, uppercase, lowercase and special characters

#### Other Security Features

- Auditing of every transaction on every file sent or stored in Thru
- TLS 256-bit AES encryption
- 256-bit AES encryption at rest
- Email Data Management – Administrator can block the email subject, body, and private message from being sent to Thru and stored on Thru servers even when Thru is used to store and transfer the file.
- Proxy server support