



# **zix**select<sup>™</sup> for Outlook 2010

Version 5.0

**zix**corp.<sup>®</sup>

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# ZixSelect for Outlook 2010

The following document gives an overview of ZixSelect for Outlook 2010 v5.0 and describes how to download, install and configure it.

## ZixSelect Overview

ZixSelect™ is a plug-in that allows you to protect personal information by adding a **Encrypt & Send** button to Microsoft Outlook. The ZixSelect plug-in allows you to send messages encrypted or plaintext (unencrypted) and to override the corporate policies defined in your ZixGateway appliance.

### Encrypt & Send

When you open a new email message in Microsoft Outlook 2010, your ZixSelect **Encrypt & Send** button is located on the **Message** tab. Depending on the options defined when ZixSelect was installed, you may also have a **Send Unencrypted** button.

- When you want to ensure a message containing personal information is encrypted, select **Encrypt & Send**.
- For messages that do not contain personal information, or to allow ZixGateway to make the encryption decision based on corporate policies, use the standard Microsoft Outlook **Send** button.

If you send a message containing personal information using the Microsoft Outlook **Send** button, the ZixGateway tests it against its defined policies to determine if it should be encrypted.

### Send Unencrypted

The **Send Unencrypted** button is optional and may be installed depending on your corporate policies. It can be particularly useful for email users in the health care or financial industries that understand the regulations and can make appropriate decisions on when messages do not need to be encrypted. Messages may contain financial or health care terms, but you may be sending them to a general audience or in a way that does not violate anyone's confidentiality. Examples include marketing and sales information, educational information and mailing list discussions.

Select **Send Unencrypted** to send unencrypted (plaintext) messages regardless of the company policies defined in ZixGateway.

## Prerequisites

To install ZixSelect for Outlook 2010 version 5.0, users must be running a Windows XP, Windows Vista or Windows 7 operating system.

Be sure to download the **ZixSelectSetup\_5.0.msi** file to a location accessible by the PC where you want to install ZixSelect.

**Note:** Uninstall any previous version of ZixSelect before installing this version.

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## Downloading ZixSelect

The ZixSelect for Outlook 2010 version 5.0 file is located on the [ZixCorp Customer Care Center](#) web site. If you have not done so already, you must download it before proceeding.

1. Go to <https://clients.zixcorp.com/support/>.
2. Sign in with the Username and Password assigned to you by ZixCorp Customer Support. If you do not know your Username and Password, contact ZixCorp Customer Support at [support@zixcorp.com](mailto:support@zixcorp.com).
3. Under Downloads, select **ZixSelect 5.0**.
4. From the Downloads page, download the **ZixSelect2010Setup\_5.0.msi** file to a location accessible by the PC where you want to install ZixSelect.

## Installing ZixSelect

There are two ways you can install ZixSelect:

- By placing the file on a Network location and installing it from that location. See [Installing ZixSelect from the Network](#) for more information.
- By silently pushing it to users in a network using a systems management application. See [Pushing ZixSelect to Users](#) for more information.

### Installing ZixSelect from the Network

**To install ZixSelect from a Network location:**

**From the user's computer:**

1. Close any Windows based applications, including Microsoft Outlook.
2. Browse to the network location where you placed the file and double-click **ZixSelectSetup\_5.0.msi**.
3. Click **Next**.
4. Select the ZixSelect buttons you want the user to have available. The choices are:
  - "Encrypt & Send" button only
  - "Send Unencrypted" button only
  - "Encrypt & Send" button and "Send Unencrypted" button
5. Click **Next**.
6. Click **Next** through the standard installation questions.
7. If you are asked for permission to continue, click **Continue** or **Yes**.
8. When the install is complete, click **Close**.

**Note:** If you had Outlook open while installing ZixSelect, close and re-open the program.

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## Pushing ZixSelect to Users

### To push the ZixSelect for Outlook 2010 application:

1. Download the installation file to a generic location where you want to deploy the product from.
2. Deploy the product via a systems management application such as Microsoft's Systems Management Server (SMS) or Microsoft Active Directory. See your systems management application help system for more information on completing this task.

## Changing What Buttons Are Available

When you push ZixSelect to a user's computer via SMS, only the **Encrypt & Send** button displays in Microsoft Outlook. If you want to change what buttons display on users' computers before pushing out ZixSelect via your SMS application, you can:

- **Modify the .msi file**

Using an .msi editor, such as [Easy MSI Editor](#), modify the following value in the .msi file:

Table	Property	Value	Value Descriptions
Property	BUTTON_OPTIONS	1	Enter 1 in the <b>Value</b> field to install the "Encrypt & Send" button only on users' computers. <b>Note:</b> This is the default value.
		2	Enter 2 in the <b>Value</b> field to install the "Send Unencrypted" button only on users' computers.
		3	Enter 3 in the <b>Value</b> field to install the "Encrypt & Send" button and the "Send Unencrypted" button on users' computers.

- **Modify the command line**

If you are using Microsoft Systems Management Server, use the **Repackage Installation Wizard** and enter the following in the **Command-Line Options** box:

Command-Line Options Value	Descriptions
BUTTON_OPTIONS = 1	Enter <b>BUTTON_OPTIONS = 1</b> in the <b>Command-Line Options</b> field to install the "Encrypt & Send" button only on users' computers. <b>Note:</b> This is the default value.
BUTTON_OPTIONS = 2	Enter <b>BUTTON_OPTIONS = 2</b> in the <b>Command-Line Options</b> field to install the "Send Unencrypted" button only on users' computers.
BUTTON_OPTIONS = 3	Enter <b>BUTTON_OPTIONS = 3</b> in the <b>Command-Line Options</b> field to install the "Encrypt & Send" button and the "Send Unencrypted" button on users' computers.