

ZixSelect for Outlook Administrator and User Guide

Version 6.1

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Acknowledgements

The *ZixGateway* service uses software licensed from dtSearch Corp. (www.dtsearch.com) to provide the content pattern matching functionality.

Visit <http://www.zixcorp.com/acknowledgement.php> for a complete list of acknowledgements for the ZixCorp email encryption products and services.

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Release Notes

These release notes describe the enhancements and fixes for the releases and serves as a historical record of these releases.

Product Enhancements

The following is a list of enhancements in the 6.1 release of ZixSelect:

- Support for Microsoft Outlook 2016
- Support for Windows 10

Overview

ZixSelect™ is a plug-in that allows you to protect personal information in messages by adding an **Encrypt & Send** and/or **Send Unencrypted** button to Microsoft Outlook 2010, 2013 or 2016. ZixSelect works with the ZixGateway appliance installed in your corporate network and allows you to send encrypted or unencrypted (plain text) messages.

The following document describes how to download, install and configure ZixSelect version 6.1 for Outlook 2010, 2013 or 2016.

Downloading the ZixSelect Installer

The ZixSelect version 6.1 for Outlook 2010, 2013 or 2016 file is located on the [ZixCorp Support Center](#) web site.

To download the ZixSelect installer:

1. Go to <https://support.zixcorp.com>.
2. Sign in with the **Email** and **Password** that ZixCorp Customer Support assigned to you. If you do not know your **Email** and **Password**, contact ZixCorp Customer Support at support@zixcorp.com.
3. Go to **Downloads > Zix Products > ZixGateway > ZixSelect**.
4. Download the ZixSelect_Outlook2010-2016v6.1.zip file to a location where the workstation on which you intend to install ZixSelect can access it.
5. Unzip the ZixSelect_Outlook2010-2016v6.1.zip file and place the **ZSO_6.1.0.33.exe** file in an accessible location.

Installing ZixSelect from the Network

Administrators or employees with administrator privileges can install ZixSelect on individual workstations using an installer on a network.

To install ZixSelect using an installer on a network:

1. Close Microsoft Outlook and Microsoft Office applications.
2. Browse to the installer on the network and open the following exe file:
ZSO_6.1.0.33.exe
3. Select **Next**.
Note: If you do not have Microsoft VSTO 2010 Runtime installed, install it when prompted.
4. Select which of the following ZixSelect buttons you want to make available:
 - Encrypt & Send
 - Send Unencrypted
 - Both
5. Select **Next**.
6. For Microsoft Outlook 2013 or 2016, select or clear the [Open replies and forwards in a new window](#) option.
7. Select **Next** to navigate the remaining installation screens.
8. If asked for permission to continue, select **Continue**.
9. When the install is complete, select **Finish**.

Using Encrypt & Send

When users compose a message in Microsoft Outlook 2010, 2013 or 2016, the ZixSelect **Encrypt & Send** button displays on the **Message** tab and can be selected to send an encrypted email message according to your organization's policies.

Using Send Unencrypted

The **Send Unencrypted** button is optional and may be installed on user workstations depending on your corporate policies. It can be particularly useful for email users in the healthcare or financial industries who understand the regulations and can make appropriate decisions on when messages do not need to be encrypted. Messages may contain financial or healthcare terms, but the user 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.

To bypass encryption and send a message as plain text, select **Send Unencrypted**.

A user should only select **Send Unencrypted** to send a plain text message, which will override any encryption policies defined by your company.

Using ZixGateway Encryption with Standard Microsoft Outlook Send

In addition to ZixSelect options, users can also choose to allow ZixGateway to determine whether a message should be encrypted.

To allow ZixGateway to determine whether to encrypt the message based on defined corporate policies, select the standard Microsoft Outlook **Send** button.

Opening Replies and Forwards in Outlook 2013 and 2016

Microsoft Outlook 2013 and 2016 can display messages in two views:

- Inline view displays the message on the same layer as the email folder.
- Pop-out view displays the message in a new window.

In Outlook 2013 or 2016, **ZixSelect® for Outlook Encrypt & Send** and **Send Unencrypted** buttons result in an immediate send action only when a reply or forward message is open in pop-out view. When a reply or forward message is open in inline view, selecting a **ZixSelect® for Outlook** button results in a two-step process where the message pops out, and then the user must select the **ZixSelect® for Outlook** button again.

For this reason, ZixCorp recommends all users of ZixSelect use pop-out view in Microsoft Outlook 2013 or 2016.

To turn on pop-out mode, do one of the following:

- During **ZixSelect** installation, on the **Outlook Options** installation screen, select the **Open replies and forwards in a new window** option.
- In Microsoft Outlook 2013 or 2016 on the **File > Options > Mail > Replies and forwards** menu, select the **Open replies and forwards in a new window** option.

ZixSelect x-Header

To trigger ZixSelect encryption, ZixGateway looks for two MIME headers; one for force-encryption and one for force-plaintext. ZixSelect adds the required headers and sends the message. These x-headers can be included in any type of email sent out by your organization via a ZixGateway to trigger ZixSelect encryption.

- When a ZixSelect user selects **Encrypt & Send**, `x-vpm-select: select` is added to the MIME headers of the outgoing email message, which forces the ZixGateway to encrypt the message.
- When a ZixSelect user selects **Send Unencrypted**, `x-vpm-unselect: unselect` is added to the MIME headers of the outgoing email message, which forces the ZixGateway to send the message plaintext.

The following is an example of the MIME headers of an outgoing email message that includes the encryption header:

```
Delivered-To: someone@somewhere.com
Received: by 10.223.106.200 with SMTP id y8cs3783fao;
    Mon, 5 Jan 2009 13:03:09 -0800 (PST)
Received: by 10.214.216.13 with SMTP id o13mr17243531qag.122.1231189386079;
    Mon, 05 Jan 2009 13:03:06 -0800 (PST)
Received: by 10.214.43.19 with HTTP; Mon, 5 Jan 2009 13:03:06 -0800 (PST)
Message-ID: <6789031d0901051303p240b4192k10c38f5c47cfae63@mail.somewhere.com>
Date: Mon, 5 Jan 2009 15:03:06 -0600
From: nobody@nowhere.com
To: someone@somewhere.com
Subject: secure message
x-vpm-select: select
```

Silently Installing ZixSelect

Administrators can silently install ZixSelect to Outlook 2010, 2013 or 2016 on multiple workstations on the network. Silently installing ZixSelect for Outlook 2010, 2013 or 2016 using InstallShield is a two-step process where the administrator:

- Performs the installation once while recording all selections in a response file
- Runs the silent install referencing the response file

InstallShield silent installation requires a response file to automate user responses. The response file records installation options the administrator selects during the initial installation. The recorded selections apply to each silent installation.

Note: When creating a response file for multiple versions of Outlook, the administrator must record the response file using Outlook 2013. This ensures that all silent installs will be successful on workstations with Outlook 2010, 2013 or 2016.

To generate the response file:

1. If you have not already done so, [download](#) the ZixSelect file to a location where you can access it.

ZixCorp recommends that you keep a copy of your original EXE file for use in any future silent uninstalls.

2. On a command prompt, go to the directory containing the installer.
3. Run the following command:
ZSO_6.1.0.33.exe -r
The **-r** flag records the user input.
4. Perform the installation to determine the installation sequence for all silent installations.

The newly created response file is named **setup.iss** and is located in **c:\Windows**.

After creating the setup.iss file, you can perform the silent install to multiple workstations.

To silently install ZixSelect for Outlook to multiple workstations:

The steps below refer to a default **c:\zixselect** location for the self-extracting executable file and response file. The executable file and response file must be in the same directory, but you can change their location.

1. Run a command prompt as administrator.
2. Enter the following single command:

c:\zixselect\ZSO_6.1.0.33.exe -s -f1c:\zixselect\setup.iss

The **-s** flag instructs the self-extracting executable file to run silently.

The **-f1** flag tells InstallShield where it can find the response file.

Note: A log file (setup.log) is created in the same directory as the setup.iss file.

Silently Uninstalling ZixSelect

Administrators can silently uninstall ZixSelect to Outlook 2010, 2013 or 2016 from multiple workstations on the network.

Uninstalling ZixSelect for Outlook 2010, 2013 or 2016 using InstallShield is a two-step process where the administrator:

- Performs the removal once while recording all selections in a response file
- Runs the silent uninstall referencing the response file

InstallShield silent uninstall requires a response file to automate user responses. The response file records uninstall options the administrator selects during the initial removal. The recorded selections apply to each silent uninstall.

Note: When creating a response file for multiple versions of Outlook, the administrator must record the response file using Microsoft Outlook 2013. This ensures that all silent uninstalls will be successful on workstations with Outlook 2010, 2013 or 2016.

To generate the response file:

1. On a command prompt, go to the directory containing the original .exe file.

If you do not already have it, [download the ZixSelect file to a location where you can access it or contact ZixCorp Customer Support at \[support@zixcorp.com\]\(mailto:support@zixcorp.com\) for the correct .exe file.](#)

2. Run the following command:

ZSO_6.1.0.33.exe -r

The **-r** flag records the user input.

3. Perform the removal to determine the sequence for all silent uninstalls.

The newly created response file is named **setup.iss** and is located in **c:\Windows**.

After creating the **setup.iss** file, you can perform the silent uninstall on multiple workstations.

Note: The steps below refer to a default c:\zixselect\ location for the self-extracting executable file and response file. The executable file and response file must be in the same directory, but you can change their location.

To uninstall ZixSelect for Outlook from multiple workstations:

1. Run a command prompt as administrator.
2. Enter the following single command:

c:\zixselect\ZSO_6.1.0.33.exe -s -f1C:\zixselect\setup.iss

The **-s** flag instructs the self-extracting executable file to run silently.

The **-f1** flag tells InstallShield where it can find the response file.

Note: A log file (setup.log) will be created in the same directory as the setup.iss file.