



Email attachment offloading for Microsoft Outlook without a change in workflow

Secure sending and management of files and/or folders of any size

Extensive security features for administrators and end users

End User Features

These productivity enhancing features are available when sending emails.

- **Send links** to files or folders of **any size** resident on the Thru Cloud or locally
- Sends emails using **existing mail server** (Exchange or POP) while offloading files to the Thru Cloud
- **Expiration Date** – Set the number of days the link to the content will remain active
- **Request Login** – Recipients must authenticate email ownership in to download files, preventing content access through email forwarding
- **Private Message** – Encrypted message for sending personally identifiable information, passwords, and other sensitive data to an email recipient
- **Request a Read Receipt** – email notification alerts whenever a file is downloaded and when all files in an email have been downloaded
- **Dropbox** – link to a user's personal Thru Dropbox can be included in their email signature to enable recipients of emails to securely return files back to sender
- **Tracking** – a unique tracking number for every email, providing comprehensive transfer activity for every recipient
- **Recipient Download** – Java and Browser options available for recipients to download files

Thru Explorer

The Thru Explorer is a desktop application installed with the Outlook connector that provides the ability to browse and manage files as well as edit emails sent with Thru.

- **Browse** the Thru Cloud including personal, shared, and project files
- **Upload and download** files to Thru using drag and drop or selection from the computer
- Select and request **publishing links** for a file
- Select a file and send using Microsoft Outlook
- **Change expiration date** or **expire immediately**
- **Remove** one or more **attachments or recipients** after sending
- **Expand Distribution List** – sends individual links to each recipient on an email list to enable complete tracking for the individuals
- **View all** activity that has taken place on a file
- **Delete** the email completely

Versions of Microsoft Outlook Supported

- 2003
- 2007
- 2010 (32 and 64-bit)
- 2013 (32 and 64-bit)

Operating Systems Supported

- Windows XP
- Windows Vista
- Windows 7 (32-bit and 64-bit)
- Windows 8 (32-bit and 64-bit)

Installation

- Connector is installed only on the client side
- Nothing must be installed on the server

New Side Panel for Outlook 2013

The new Thru side panel simplifies file transfer and management directly from Outlook.

- **View, send, and manage** Thru files with access rights preserved
- All functionality of the **Thru Explorer**
- **Drag and Drop upload** of local files and folders, emails, and email attachments
- **Fast navigation** using search and breadcrumbs



Storage Management

Multiple options enable administrators to 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 others, 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** – Further relieve the burden on email servers by archiving emails to any local or network location for E-Discovery. Using Thru, only one copy of duplicate emails will be saved. Multiple folders can be set up for archiving such as employee, company, project, etc.

Administration and Security

Administration and security features enable policy enforcement, password management, and much more to ensure that the system is used as desired.

Policy Enforcement for file sending which can be locked down or enable users to modify

- Require users to use Thru to send all files or certain kinds of files, or make it optional to the user
- Define a **default expiration date** for links to files
- Set **expiration date limit**
- Set **maximum file size** that can be sent without Thru
- **Include or exclude file types** to be sent using Thru
- Enable or disable **automatic sending** using Thru
- **Customizable Support Email** – direct users to the Thru help desk or your internal support
- **Customizable Email Templates**

Password Management

- Password authentication or **SSO** using Windows Active Directory
- Allow login credentials to be saved or require authentication 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

- **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.
- **Auditing** of every transaction on every file sent or stored in Thru
- **TLS 256-bit AES encryption**
- **256-bit AES encryption at rest**
- Proxy server support