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| **Email Security - Customer Configuration Form** | |
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| **Customer Information** | |
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| Customer Name: | Click or tap here to enter text. |
| Customer Contact Name: | Click or tap here to enter text. |
| Customer Administrator Email Address:  *Please note, this must be an address within the customer’s domains.* | Click or tap here to enter text. |
| Customer Contact Phone Number: | Click or tap here to enter text. |
| Customer Address: | Click or tap here to enter text. |
| Customer Email Domain Names:  *Please specify all domains and subdomains used.* | Click or tap here to enter text. |
| Public IP Address of Email Server or Host Address for each Domain: | Click or tap here to enter text. |
| Number Of Email Users: | Click or tap here to enter text. |
| Accounts Department Contact Name:  *This will the person our accounts department will send the invoice to.* | Click or tap here to enter text. |
| Accounts Department Contact Email:  *This will the person our accounts department will send the invoice to.* | Click or tap here to enter text. |
| Today’s Date: | Click or tap here to enter text. |

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| **Additional Services** | |
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| URL Scanning:  *Rewrites links within emails to block links at time of click, preventing phishing attacks and other potential threats.*  *Please note, this incurs an additional cost.* |  |
| Sandboxing:  *Sandboxing gives customers enhanced evaluation of suspicious attachments.*  *Please note, this incurs an additional cost.* |  |
| Phishing Protection Message Stamp:  *Stamps a mail received externally using the customers domain with a warning message the mail maybe fraudulent.* | *This feature is enabled by default, there is no additional cost for this feature.*  *Should this feature* ***NOT*** *be required please-deselect.* |
| VIP Phishing Protection Stamp:  *The VIP Spoofing rule matches human names in the display address of an email, against an internal list of senior executives.*  *Please note we will need a list of senior executives Full Names to implement.* | Click to enter list of VIP Names  *This feature is enabled by default, there is no additional cost for this feature.*  *Should this feature* ***NOT*** *be required please-deselect.* |
| Email Continuity Service:  *If choosing this option, please provide a list of required addresses in a spreadsheet.*  *Please note, this incurs an additional cost.* | Click or tap here to enter text. |
| Enforced TLS:  *Please specify all domains and subdomains for enforced TLS.* |  |
| Phishing Awareness and Training:  *If you would like talk more about this service and would like a Demo, please check the box.*  <https://www.topsec.com/phishing-awareness-and-training-offer/> |  |
| Email Archiving:  *Topsec’s email archiving solution ensures your emails are safely stored in a safe, off-site environment eliminating the risk of data loss or corruption.*  *Please note, this incurs an additional cost.* |  |
| DMARC Domain Fraud Prevention  *Use DMARC reporting to protect your domains reputation.*  *Please note, this incurs an additional cost.* |  |
| Breach Detect:  *Searching and monitoring of your email addresses associated with your domain available on the Dark Web.*  *Please note, this incurs an additional cost.* |  |

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| **Email Content Filtering Policy** | |
| Your content filtering policy allows you to control what can be sent and received through your mail systems. Please choose from the following options: | |
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| **Oversize Emails** | |
| Quarantine all inbound mails over: | Choose an item. |
|  |  |
| **Executable Mails** | |
| Quarantine all inbound Executables: | Quarantined by Default |
| Quarantine all outbound Executables: | Quarantined by Default |
|  |  |
| **Office Document Macros** | |
| Quarantines items containing Office Document macros: | Quarantined by Default |
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| **Encrypted Mails** | |
| Quarantine all inbound encrypted mails: | Choose an item. |
| Quarantine all outbound encrypted mails: | Choose an item. |
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| **Image Files** | |
| Quarantine inbound mails with images over: | Choose an item. |
| Quarantine outbound mails with images over: | Choose an item. |
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| **Video files** | |
| Quarantine all inbound video files: | Choose an item. |
| Quarantine all outbound video files: | Choose an item. |
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| **Audio Files** | |
| Quarantine all inbound audio files: | Choose an item. |
| Quarantine all outbound audio files: | Choose an item. |

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| **Language Filtering** | |
| Quarantine all inbound mails containing: | Racist/Hate language  Pornographic language |
| Quarantine all outbound mails containing: | Racist/Hate language  Pornographic language |
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| **Embedded HTML File** | |
| Quarantine all inbound mails containing an embedded HTML File: |  |

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| **Gmail Phishing Probes** | |
| Quarantine all inbound emails from gmail with no content from IST time Zone: |  |
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| **Quarantine Marketing /Bulk Emails** | |
| Quarantine Marketing Emails: |  |
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| **Notifications for Quarantined mails** | |
| Notifications for inbound mails: | Administrator  Recipient |
| Notifications for outbound mails: | Administrator  Sender |

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| **Topsec Office Use Only** | |
| Date Provisioned |  |
| Customer Reference Code |  |
| Provisioned By |  |
| Approved By |  |
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