



# Thru Plugin for Microsoft Outlook®

# Thru.

A Thru Datasheet | [thruinc.com](http://thruinc.com)

## Manage and transfer large files within Microsoft Outlook

### 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

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

## End User Features

These productivity enhancing features are available when sending emails.

- Send links to files or folders of any size resident on Thru Cloud or locally
- Send emails using existing mail server (Exchange or POP) while offloading files to 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
- Thru Dropbox™ – A 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 the sender
- Tracking Numbers – Track all emails sent with Thru Plugin for Outlook with a unique tracking number, providing comprehensive transfer activity for every recipient
- Recipient Download – Java and Browser options available for recipients to download files

## Thru 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

## Thru Explorer

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

- Browse files stored in 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

## 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

# Thru.

Thru, Inc. offers industry's leading solutions for enterprise file sharing and collaboration to help organizations exchange large files and content securely across the globe. Handling billions of unlimited file size transactions, Thru serves a variety of industries including software, financial services, architecture and manufacturing. With installations in over 170 countries, Thru's unified platform and products like Thru Web, Thru Dropbox™, Thru Desktop Sync, mobile apps for iOS, Android and business apps for Microsoft Outlook, IBM Notes, Salesforce and Microsoft SharePoint, offer both out-of-the-box and custom solutions for every file sharing need of an enterprise.

For more information about Thru, visit [thruinc.com](http://thruinc.com) or contact [sales@thruinc.com](mailto:sales@thruinc.com)



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