

# SMX Advanced Security

# Outlook Add-in Administration Guide

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## Overview

This document is intended to provide email administrators and Outlook end users a guide for the installation of the SMX Advanced Security add-in.

The SMX Advanced Security add-in provides Microsoft Outlook users access to SMX's Advanced Security features, including user Spam Submission.

## Scope

This document covers the installation of SMX Advanced Security Plugin. This document does not cover instructions on configuring Office 365 vis-a-vis SMX filtering services.

## Audience

This document is intended for the IT administrators and support teams who use the SMX Portal to manage SMX services for themselves and their customers. Access to the SMX Portal should be restricted to personnel who support email.

- IT Administrators
- Email Security Teams
- IT Support Teams

This document is not intended for the end users who are sending and receiving emails within an organization.

Customer end-users are not expected to use the SMX Portal and this guide assumes a level of familiarity with certain application protocols that require more than a basic technical understanding from the reader.

## Installation Requirements

The SMX Advanced Security add-in requires both of the following:

- Mail Platform Requirements
  - Microsoft Office 365 (Exchange Online) or;
  - Microsoft Exchange 2016 and above
- Client Requirements
  - Microsoft Office 365 / Exchange 2016 Outlook online (OWA)
  - Microsoft Outlook 2016 client or above

Note: Microsoft Outlook Email Account must be configured as type 'Microsoft Exchange'.  
At this time, SMX does not support installing the SMX Advanced Security add-in on IMAP or POP3 configured Email Accounts.

## Additional Documentation

Title	Summary
SMX Portal Administrator Guide	A detailed guide on how to administer the SMX Portal.
SMX Inbound and Outbound Scrubbing Guide	Basic guide on how to use inbound and outbound filtering services.
Office 365 Inbound and Outbound Scrubbing Configuration	Step by step administrators guide for configuring Office 365 Inbound and Outbound Scrubbing.
SMX Advanced Security Plugins - User Guide	A guide on how to use the Outlook SMX Advanced Security add-in for Spam Submissions.

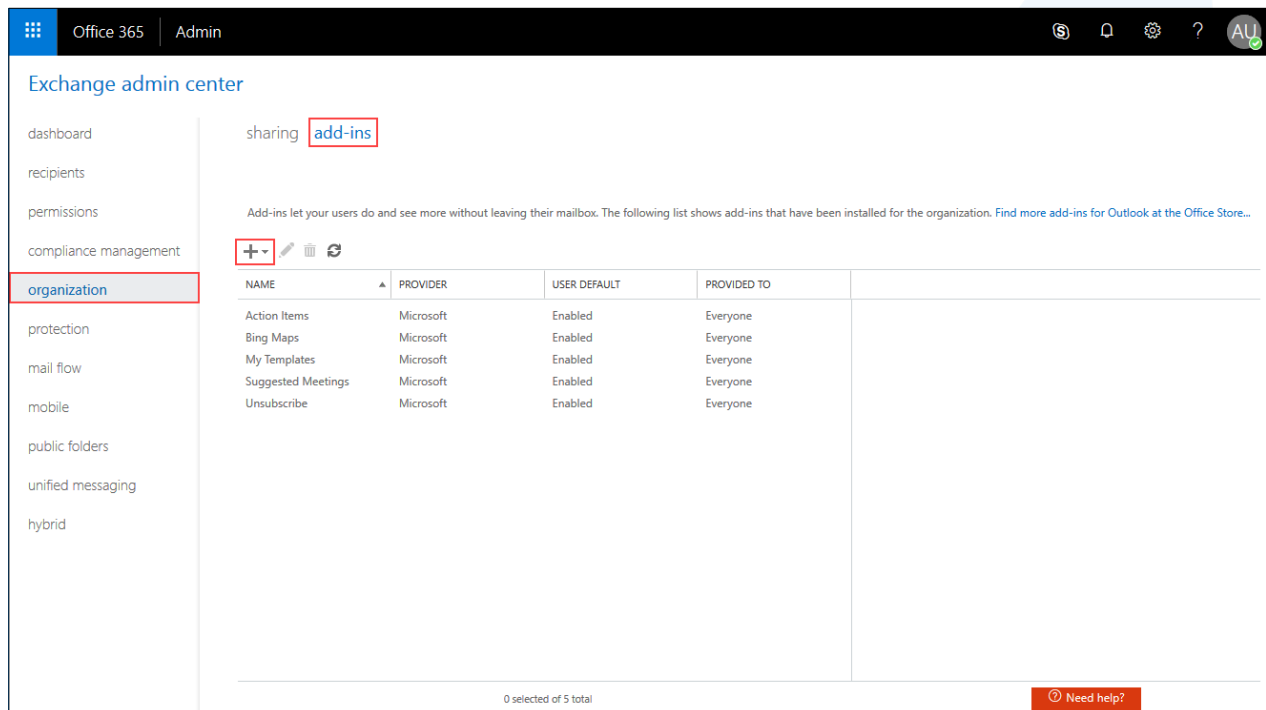
## Administrative Installation - Office 365 / Exchange 2016

The SMX Advanced Security add-in can be installed on Microsoft Office 365 and Exchange 2016 via the Exchange Admin Center, or manually by end users using the Microsoft Outlook Client or Outlook Online (OWA). The following section outlines the installation steps for the Administrative installation using Exchange Admin Center. For details on the manual installation process see section 7 .

### Prerequisites:

Account logged into Office 365 or Exchange 2016 > Exchange Admin Center with permissions to install and manage add-ins for your organisation.

1. Within the Exchange admin center, open 'organization' > 'add-ins

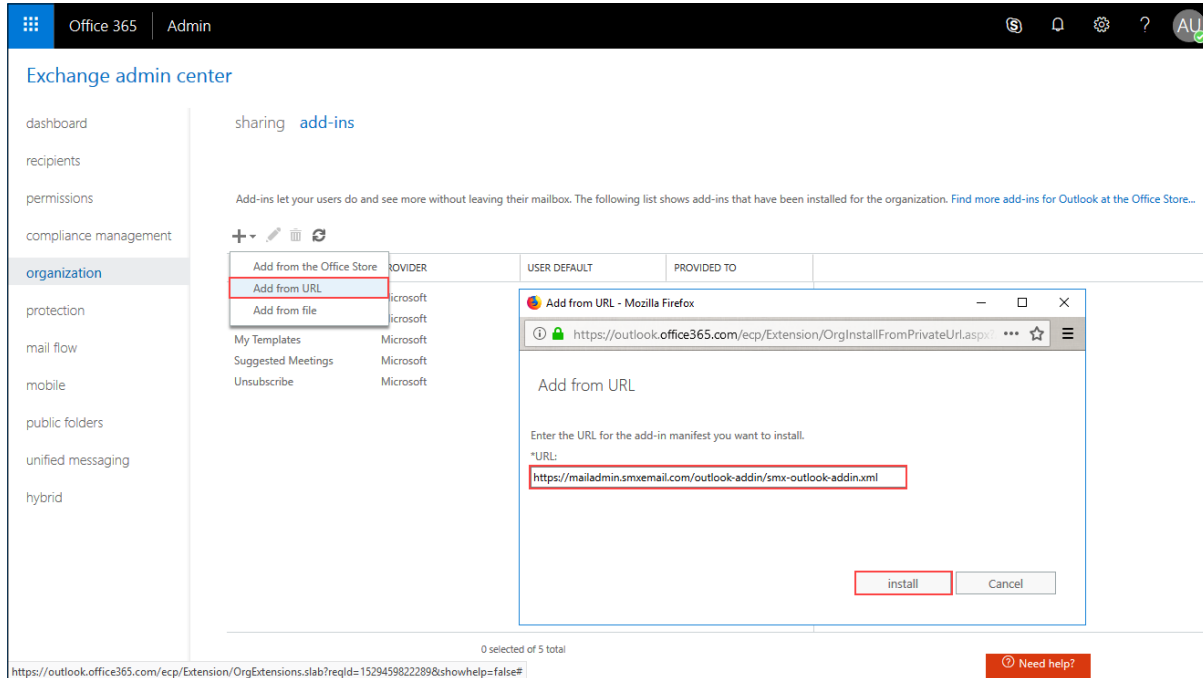


Click the new button  , select 'Add from URL' and enter the manifest URL for the SMX

Advanced Security add-in, then click 'install'.

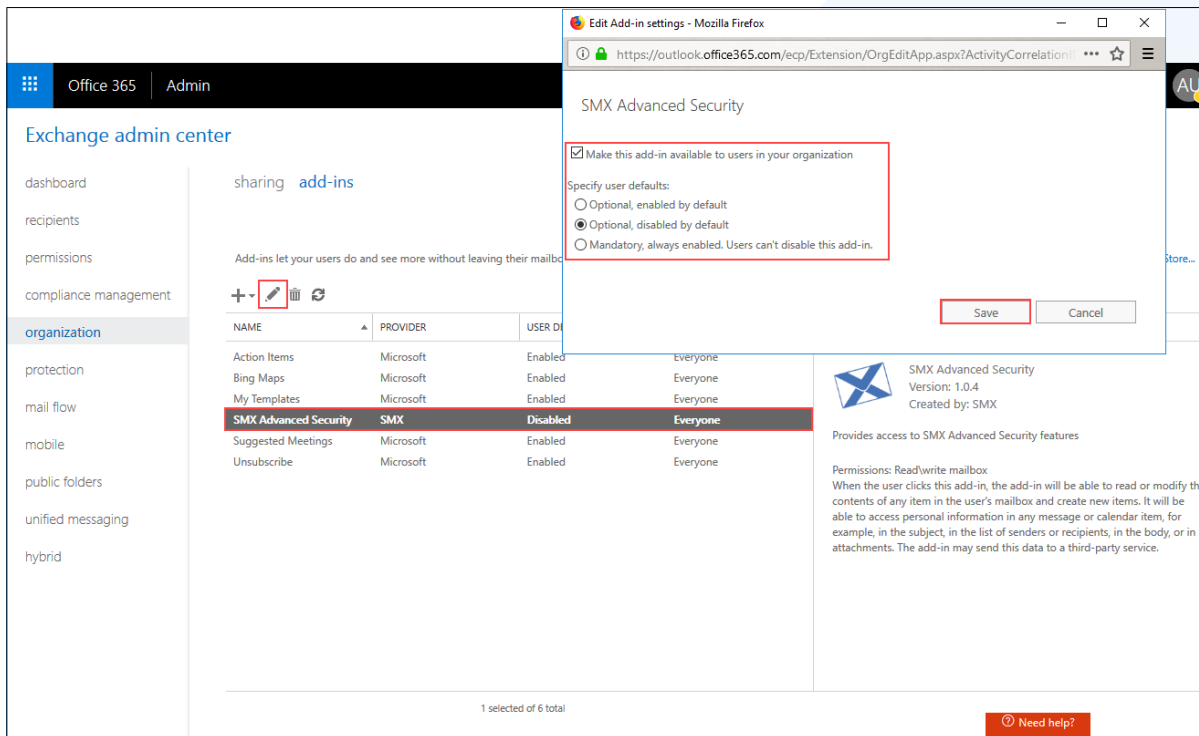
Manifest URL:

<https://mailadmin.smxemail.com/outlook-addin/smx-outlook-addin.xml>



**Hint:** Make sure there are no trailing spaces or the installation will error.

- Once added, select the SMX Advanced Security add-in then click edit to configure settings for it. The add-in is disabled for users by default.  
 Note: Installation and configuration changes can take some time to be made.



Hint: You can define the installation scope to specific users by using the 'Set-App' PowerShell cmdlet.

For more information see:

<https://docs.microsoft.com/en-us/powershell/module/exchange/mailboxes/Set-App>

## Manual User Installation

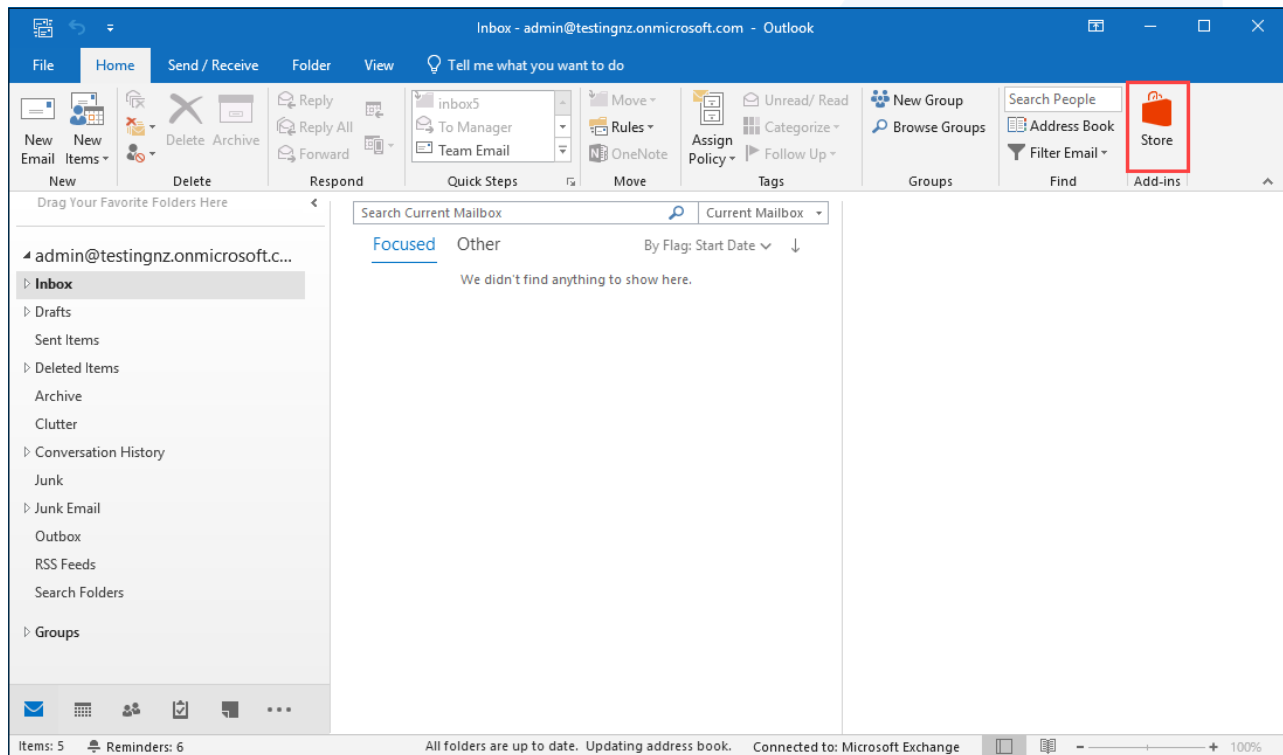
The following sections outline the manual installation steps for Microsoft Outlook and Outlook online (OWA). In this case the add-in is installed by the end user opposed to an administrative install across an organisation. This may be preferable when testing the add-in or when installed in smaller organisations.

## Microsoft Outlook 2016

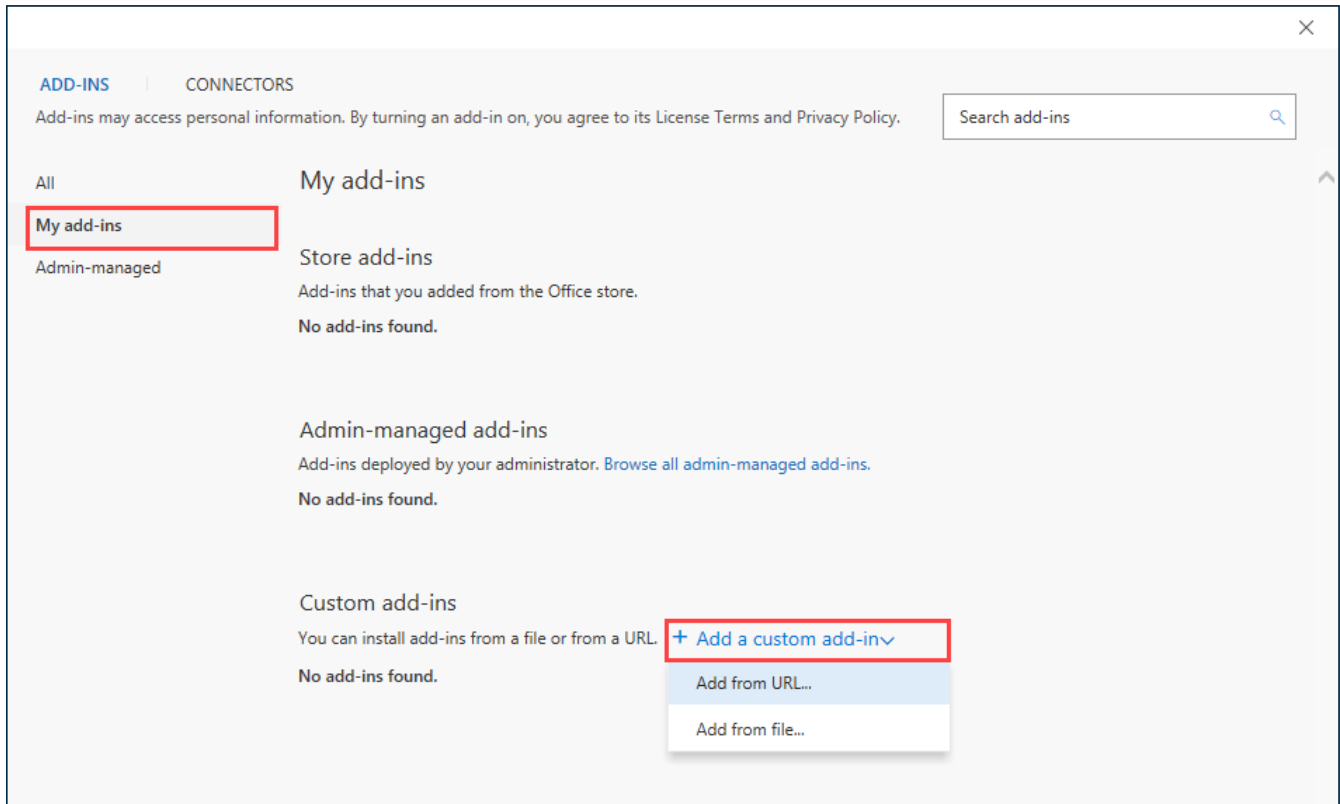
### Prerequisites:

- Microsoft Outlook 2016 client or above
- Microsoft Outlook Email Account must be configured as type 'Microsoft Exchange' (required for Microsoft Store add-in access)
- Permissions to install and manage local add-ins

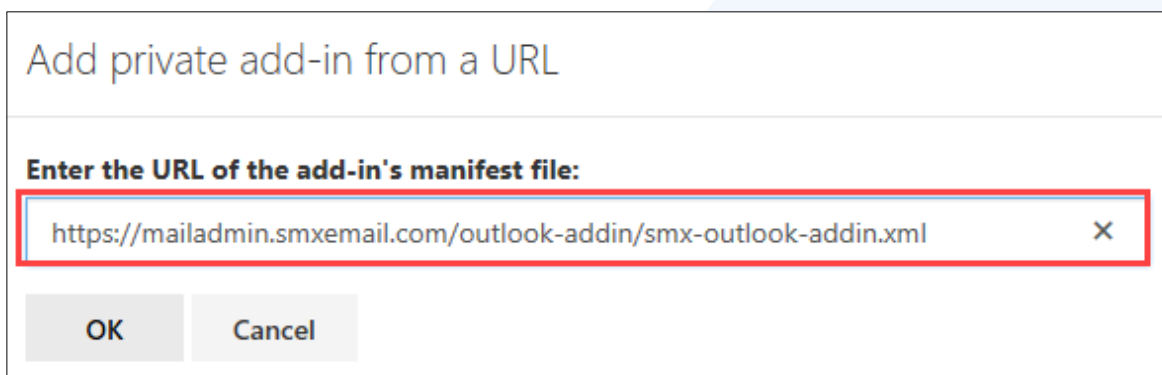
1. Click the Office Store button (in some versions of Outlook this maybe the "Get Add-ins" button)



- Open 'My add-ins' and click the '+ Add a custom add-in', and select 'Add from URL'

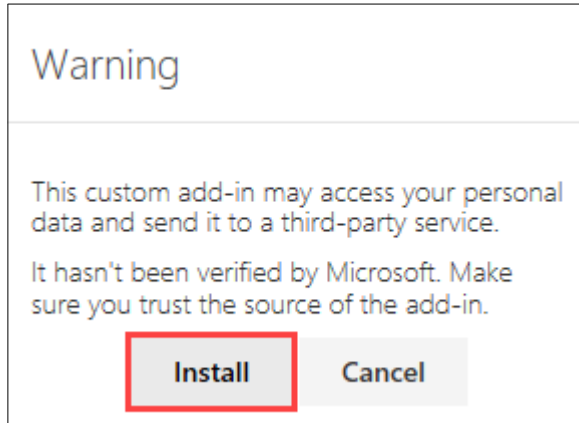


- Enter the manifest URL for the SMX Advanced Security add-in, then click 'OK'.  
Manifest URL: <https://mailadmin.smxemail.com/outlook-addin/smx-outlook-addin.xml>

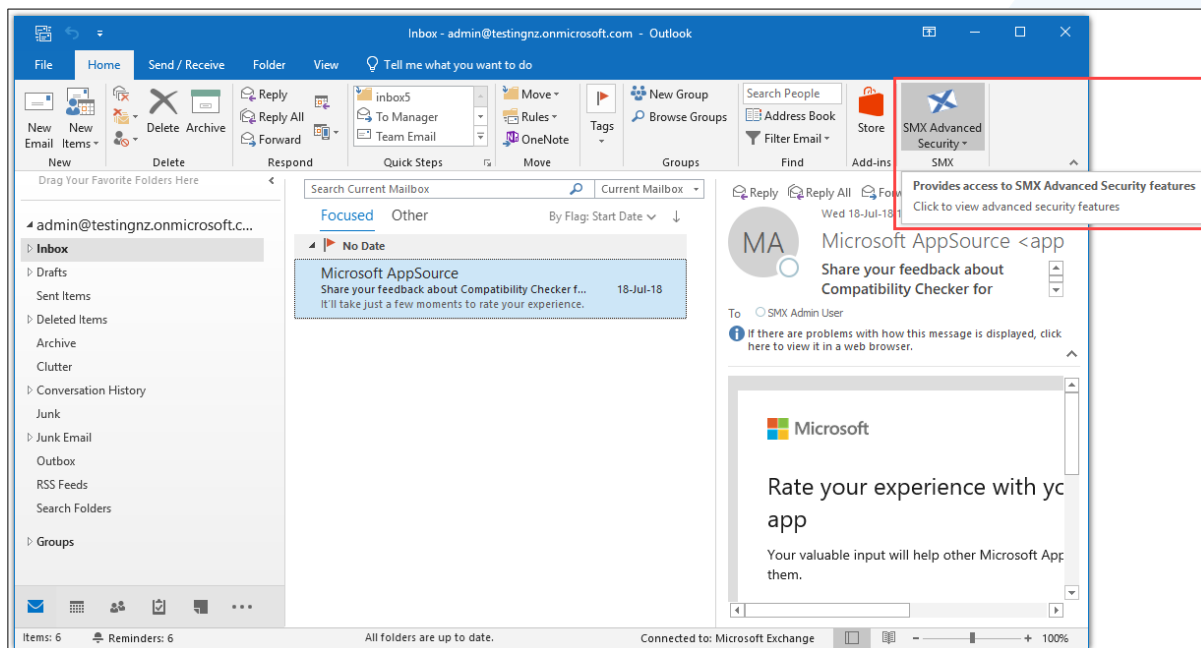




4. Acknowledge the warning and select 'Install' to install the add-in



5. Close Office Store (or "Get Add-ins") and the SMX Advanced Security add-in will be shown within the Home ribbon.

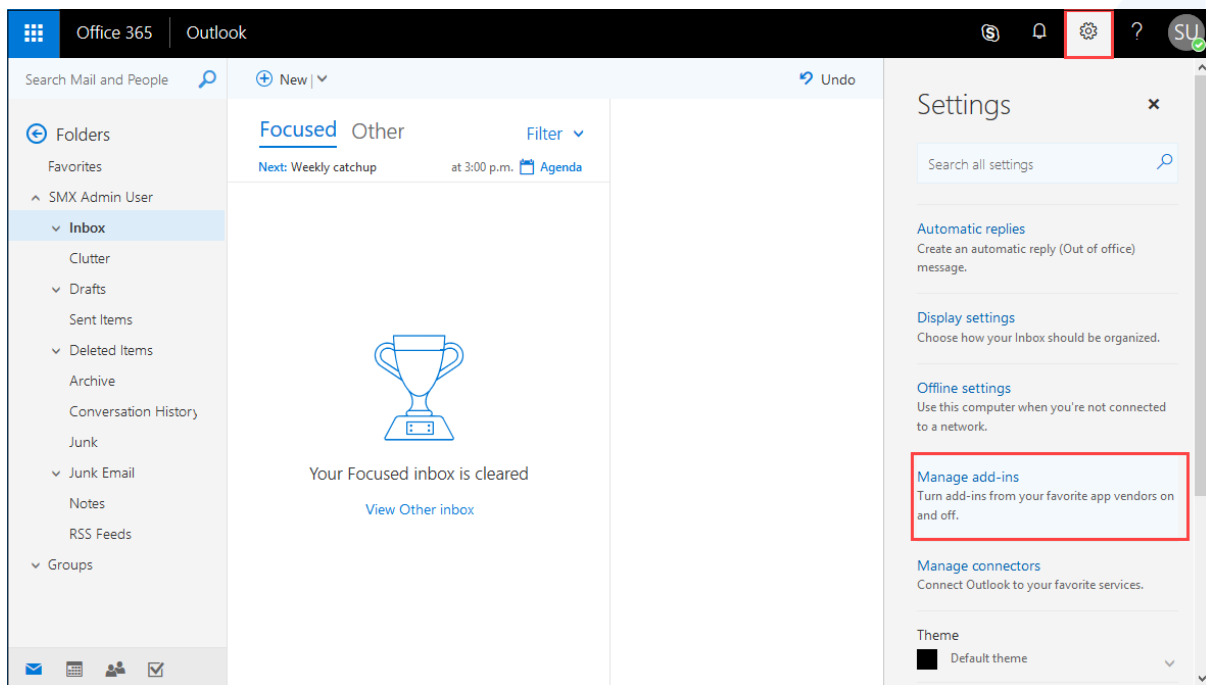


# Office 365 / Exchange 2016 Outlook Web App (OWA)

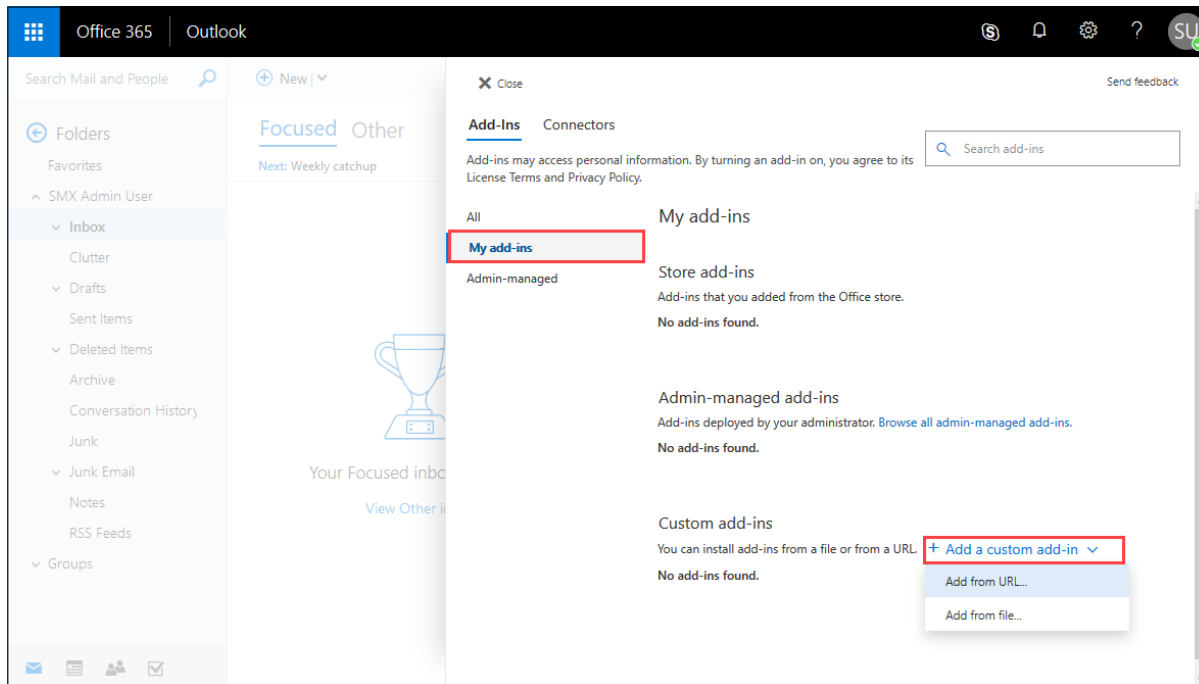
## Prerequisites:

- Microsoft Office 365 / Exchange 2016 Outlook online (OWA)
- Permissions to install and manage local add-ins

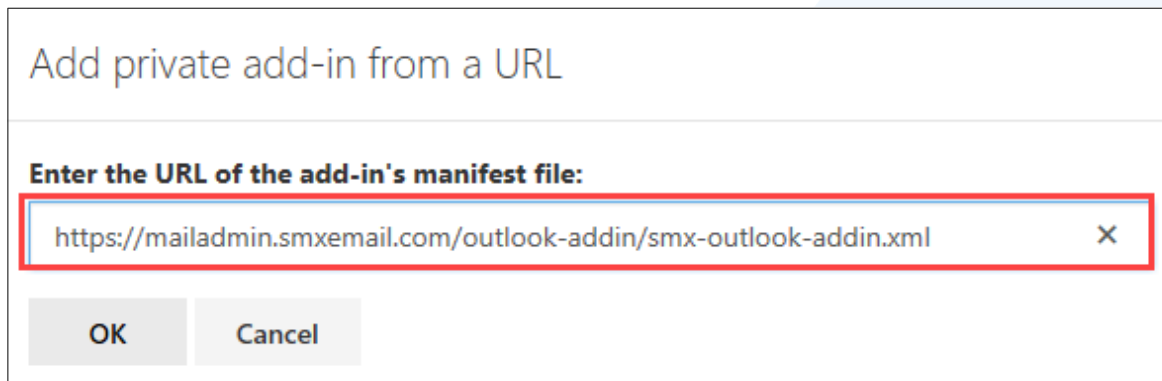
1. Click on the 'Settings' icon  and select 'Manage add-ins'



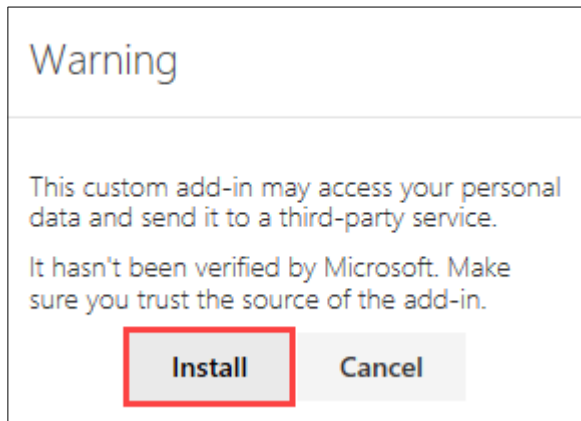
2. Open 'My add-ins' and click the '+ Add a custom add-in', and select 'Add from URL'



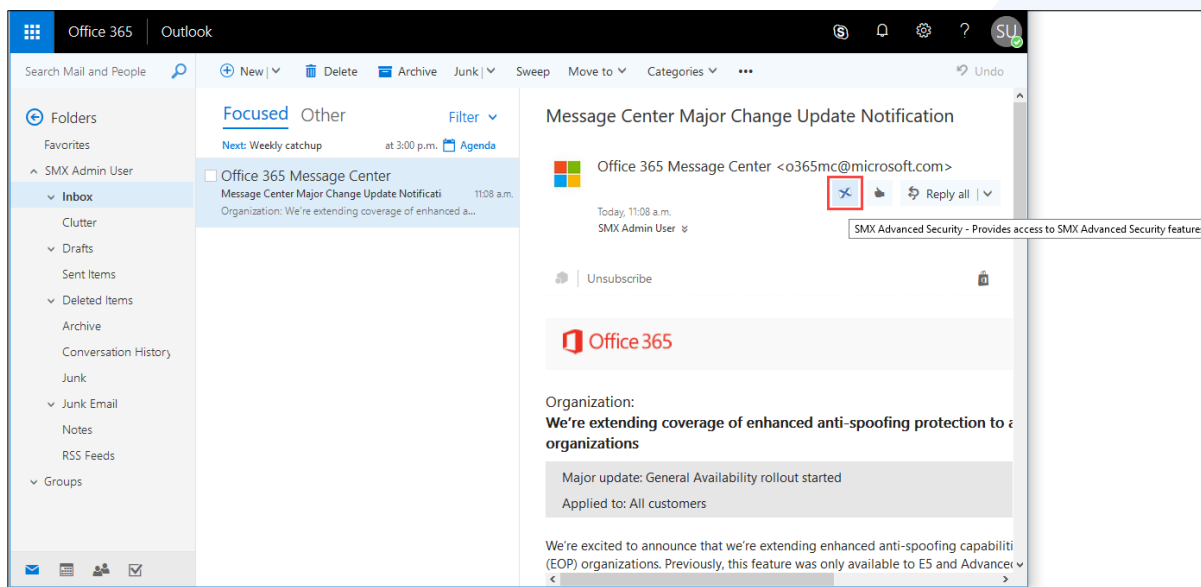
3. Enter the and enter the manifest URL for the SMX Advanced Security add-in, then click 'OK'.  
 Manifest URL: <https://mailadmin.smxemail.com/outlook-addin/smx-outlook-addin.xml>



4. Acknowledge the warning and select 'Install' to install the add-in



5. Close Settings and the SMX Advanced Security add-in icon will be shown within the Message toolbar.



## Contact SMX

SMX values your feedback. If you have comments about this guide, please send an email message to [emailsupport@smxemail.com](mailto:emailsupport@smxemail.com). In your email message, please specify the document name and the section to which your comment applies. If you want to receive a response to your comments, ensure that you include your name and contact information.