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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.* |[x]
| Sandboxing:*Sandboxing gives customers enhanced evaluation of suspicious attachments.**Please note, this incurs an additional cost.* |[x]
| Phishing Protection Message Stamp:*Stamps a mail received externally using the customers domain with a warning message the mail maybe fraudulent.* | [x]  *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.* | [x]  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 |
|  |  |
| **Encrypted Mails** |
| Quarantine all inbound encrypted mails: | Choose an item. |
| Quarantine all outbound encrypted mails: | Choose an item. |
|  |  |
| **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: | [x]  Racist/Hate language[x]  Pornographic language |
| Quarantine all outbound mails containing: | [x]  Racist/Hate language[x]  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: |[x]
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| **Quarantine Marketing /Bulk Emails** |
| Quarantine Marketing Emails: |[ ]
|  |  |
| **Notifications for Quarantined mails** |
| Notifications for inbound mails: | [ ]  Administrator[ ]  Recipient |
| Notifications for outbound mails: | [ ]  Administrator[ ]  Sender |

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| **Marketing OPT Out** |
| The details, including your email address/mobile number, may be used to keep you informed about our future [products / services / events].  | [ ]  If you do not want to receive such information please tick the box.Topsec Cloud Solutions respects your privacy and will not share your personal data with any third parties.  |

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| **Service Agreement** |
| I have read and agree with Topsec Cloud Solutions’ Data Processing Agreement[Data Processing Agreement - Topsec Cloud Solutions](https://www.topsec.com/data-processing-agreement/) | [ ]  Accept[ ]  Decline |

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