



# Vade Secure for Office 365

Version 2.17

## Activation Guide

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# Contents

- Chapter 1: Overview.....3**
  - Support.....3
  - Architecture Diagram.....3
  - Frequently Asked Questions.....4
  
- Chapter 2: Set up process.....6**
  - Activation process.....6
    - Retrieve the Tenant ID.....6
    - Create a new customer on the Partner Portal.....7
    - Add a license to your Customer's profile.....7
    - Activate your license.....7
    - Confirm the permissions using an Office 365 Global Admin account.....8
    - Create a journaling rule.....8

# Chapter 1

## Overview

### Support

Vade Secure provides technical support by phone or email for Vade Secure for Office 365.

Vade Secure support can be joined 7/7, and 24/24, through:

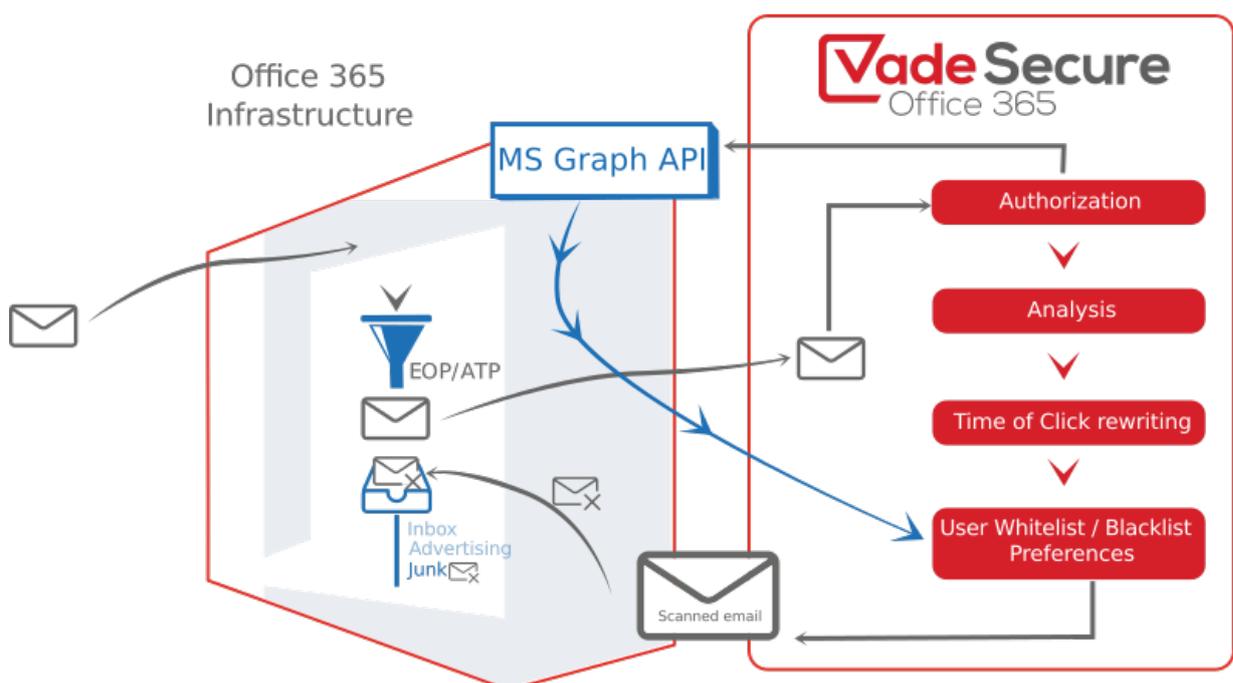
**Email:**

[support@vadesecure.com](mailto:support@vadesecure.com)

**Phone:**

- France: +33 3 59 61 66 51
- Germany: +49 32 221097669
- Switzerland: +41 31 528 17 38
- USA: +1-360-359-7770
- Japan: +81-3-4577-7747

### Architecture Diagram



## How it works

1. Upon receiving a new message, MS Office 365 scans it with EOP/ATP protection.
2. A copy of the email is then sent to Vade Secure for Office 365 through the MS Office 365 Journaling rules.
3. Vade Secure for Office 365 performs the analysis on the copy of the message.
4. Vade Secure for Office 365 connects to MS Office 365 using MS Graph API, to retrieve the user preferences, etc.
5. Vade Secure for Office 365 then moves the message to the proper subfolder using MS Graph API.

## Frequently Asked Questions

### Are Office 365 EOP & ATP protections still available?



**Tip:** Yes! The Vade Secure for Office 365 filtering comes on top of integrated EOP and ATP layers. The journaling rules are triggered after the message has been scanned by the Office 365 EOP and ATP filters.

### Does the user need Exchange Online Protection (EOP) as well as the Vade Secure solution to work effectively?

Exchange Online Protection is included within all Microsoft cloud email services such as Exchange Online and Office 365, so no extra license is required. Vade Secure can work as a standalone or as layered protection on top of EOP.

### Will I stop receiving newsletters if the solution moves them?

You will still receive this type of email, depending on the settings in the Vade Secure portal. The filtered newsletters will be moved to the **Newsletters** subfolder in Outlook/OWA. If you do not need this feature, you can turn it off by selecting **No action** and users will receive newsletters in their main folder.

### Will I see banners in the Outlook Desktop Client as well?

Yes. The experience in the Desktop Client is the same as in the Outlook Web App and across devices.

### Does Vade Secure keep a copy of all emails?

No, Vade Secure deletes the copy after the analysis.

### Do I need to update my MX record?



**Tip:** No! The MX record still point to Office 365, and remains unchanged. The Vade Secure for Office 365 is natively integrated to the Office 365 platform through Microsoft API. As such, the only required step is to activate the solution so that the filter is allowed to scan your tenant's emails. See [#unique\\_4](#).

### Does the filter override user preferences?



**Tip:** The short answer is No! Vade Secure for Office 365 is natively integrated to the Office 365 platform. As such, the *Allowed* and *Block* lists created by the user are respected by the filter. The only 2 exceptions to this are: The user received a message which matches one of his *whitelist* entries, and which was identified as *phishing* or *malware* by the filter. In this specific case only, the message will be either deleted or moved to the corresponding folder, even though the user rule enforced a delivery in the *Inbox*.

**Important:** For administrator-level lists, Vade Secure recommends using Exchange **mail flow rules** instead.

### Does the filter override the user inbox rules?



**Tip:** No! The inbox rules created by the user (e.g. *Move messages from ... to folder ...*) will always take precedence. Vade Secure for Office 365 will only move messages that were meant to be delivered in the main *Inbox* of the user.

### Where do I create Whitelists in the product?

You can create whitelists on Office 365, just like before. Users may not create whitelists on the Vade Secure for Office 365 platform itself.

**Important:** For administrator-level lists, Vade Secure recommends using Exchange **mail flow rules** instead.

### How come I get so many spear phishing notifications?

The Spear Phishing protection provided by the product notifies users about suspicious and potential risks. These risks, as described in the *Administration Guide*, include spoofing, calls to action, etc. As such, the solution will consider suspicious scenarios such as:

- A domain user sending an email from his Gmail account: The user is legitimate, but the email is coming from an external domain.
- Domain emails are sent from the outside (using external SMTP relays), with no matching SPF records.
- etc.



**Tip:** In any case, these scenarios **are** suspicious, as they represent a potential breach in the email security you are setting up for your domain.

### What happens in the case the administrator has blacklisted an address which a user has whitelisted?

Filtering rules created on Office 365 always take precedence over the filter decisions, or inbox rules created by the user.

## Set up process

### Activation process

Follow the steps below to set up Vade Secure for Office 365.

#### Before you begin



**Warning:** You must first contact your Vade Secure Sales representative to subscribe to a valid license plan prior to following the activation process.

#### Procedure

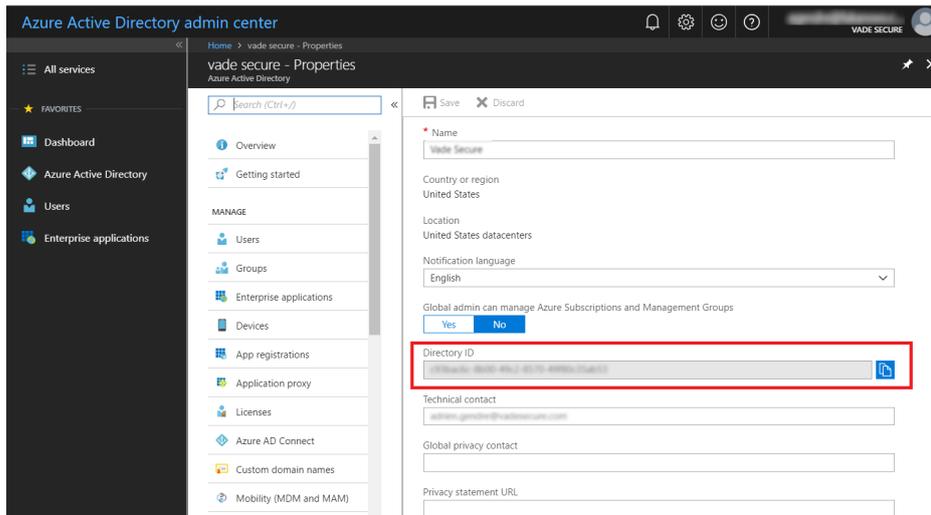
1. *Retrieve the Tenant ID* on page 6
2. *Create a new customer on the Partner Portal* on page 7
3. *Add a license to your Customer's profile* on page 7
4. *Activate your license* on page 7
5. *Confirm the permissions using an Office 365 Global Admin account* on page 8
6. *Create a journaling rule* on page 8

### Retrieve the Tenant ID

#### Procedure

1. Go to the Admin Center.
2. Click Left Menu.
3. Click Admin Centers.
4. Click Azure active Directory.
5. Click Properties.

You will find the *Tenant ID* under Directory ID.



## Create a new customer on the Partner Portal

### Procedure

1. Access the Portal at <https://partner.vadesecure.com>.
2. Click the Customers tab.
3. Click Add a Customer button.
4. Fill in the required fields.
5. Click the Add a Customer button.

Please note that you can also create a Customer profile via the Partner API (see the “Vade Secure Partner API Guide”, “Create a Customer” section).

## Add a license to your Customer's profile

### Procedure

1. Click the Details button in the list view of the Customers tab on the Partner Portal.
2. Click Add a license.
3. Select a product.
4. Enter the *Tenant ID*.
5. Select an environment for the platform.
6. Select the license validity period.

## Activate your license

### Procedure

1. Check your emails for an activation email sent by Vade Secure.
2. Click the Activate your license button in your activation email.

You can check the license status (**Pending activation**, **Active**, etc.), renew a subscription or delete a license on the Partner Portal.

## Confirm the permissions using an Office 365 Global Admin account

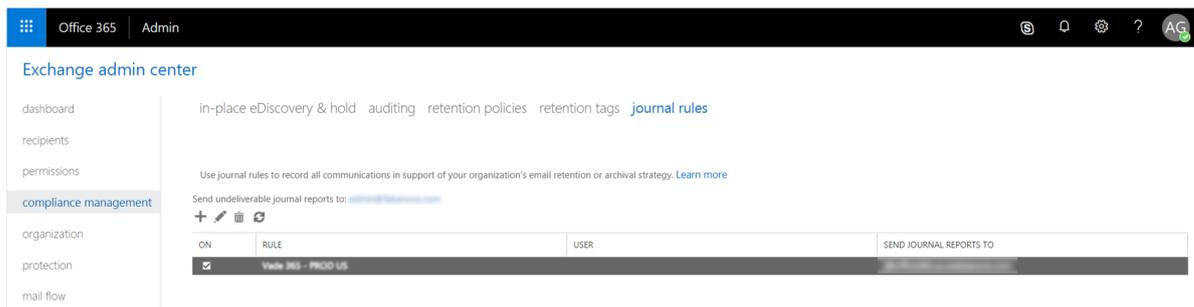
### Procedure

1. Log into the Vade Secure admin console
  - For Europe: <https://office365.eu.vadesecure.com/>
  - For the US: <https://office365.us.vadesecure.com/>
  - For Asia: <https://office365.asia.vadesecure.com/>
2. Click **Accept** to accept the basic permissions required by the Vade Secure UI.
3. Click **Continue** to go to the next screen.
4. Click **Accept** to confirm all the permissions in the pop-in window for the Vade Secure platform to work properly.  
After confirming the permissions, you can log in to the console with a Global Admin account or an Exchange Admin account.

## Create a journaling rule

### Procedure

1. Go to: **Admin Center > Left Menu > Admin Centers > Exchange > Compliance management > Journal rules.**



2. Configure an email address which will receive the **undeliverable journal reports**, by clicking the link named **Send undeliverable journal reports to...**, as shown above. Microsoft Office 365 requires you to add a notification email address which will receive notifications in case emails sent to a given user were not journalized for various reasons.



**Warning:** Office 365 disables journaling on the address used to receive the **journalisation notification errors**. As such, this address will not be protected. Vade Secure recommends using a dedicated email address or internal mailing list, **outside the protected domain**, for this purpose.

3. Add a journalization rule to send a copy of the email traffic to Vade Secure Office 365.
  - a) Send journal reports to <Your Company Name>@office365.eu.vadesecure.com (for EU-based customers) or <Your Company Name>@office365.us.vadesecure.com (for US-based customers) or <Your Company Name>@office365.asia.vadesecure.com (for Asia-based customers).  
Replace <Your Company name> above by your company name. The name provided here is only used by Vade Secure for accounting purpose only: it has no impact on the filtering mechanism itself.
  - b) Complete the name of the rule.
  - c) Select **Apply to all messages** (or **user/user group** if you want to restrict the analysis to a person or group of people).

d) Select all messages under Journal the following messages.

Journal Rule - Google Chrome

Sécurisé | <https://outlook.office365.com/ecp/RulesEditor/NewJournalRule.aspx?ActivityCorrelation...>

new journal rule

Apply this rule...

\*Send journal reports to:

Name:

\*If the message is sent to or received from...  
[Apply to all messages] ▼

\*Journal the following messages...  
All messages ▼

Save Cancel

Please note that you can also create a Customer profile via the Partner API (see the “Vade Secure Partner API Guide”, “Create a Customer” section).