



PayneGroup Releases Next Generation Version of Outlook Send Assistant To Prevent Accidental Email Disclosures

Seattle, WA – February 19th, 2015 - PayneGroup today announced the release of the next generation Outlook Send Assistant (version 3.1). This product is an email security tool that is proven to reduce the risk of accidental email disclosure by warning when Reply to All, externally directed recipients, or large distribution lists responses are attempted. Other prompts include special handling with blind carbon copy recipients, warnings about missing attachments and blank subject lines, and much more.

Outlook Send Assistant provides a robust administrative tool termed “Feature Manager” that the designated administrator can use to configure the Outlook Send Assistant to address specific needs. This tool gives the administrator the ability to create unique Outlook prompts and warnings for different departments, practice areas, or the entire user base. Each set of customizations is saved as an .xml file, which can be distributed to specific users or groups. There are currently 13 categories of features, including language support, that can be fully customized and deployed as needed.

Adds Tara Byers, President of Development for PayneGroup, “With the preponderance of misdirected and accidental email disclosures, organizations will find the unobtrusive software add-in to Microsoft Outlook a worthwhile investment.”

Courts in the United States have weighed in with *Charm v. Kohn*, C.A. No. 08-2789-BLS, Suffolk Superior Court (J. Fabricant) (September 30, 2010) where Reply to All is considered privileged. Even so, sending an email message to an unintended party is, at minimum, embarrassing.

About PayneGroup

PayneGroup is a leading provider of secure communication software including Metadata Assistant, the first metadata removal software on the market, Outlook Send Assistant, which prevents Reply to All, bcc and other potential accidental disclosures, and Redact Assistant, which is a redaction tool for Word and Excel files. The Workflow product division includes Forms and Numbering Assistants, which aid in the creation and formatting of documents. PayneGroup also provides extensive professional services, ranging from migration consulting and training services to project management and courseware development. PayneGroup has also authored 13 books on Microsoft Office, including our latest book, *Word 2013 for Law Firms*. For more information about PayneGroup, see www.thepaynegroup.com or follow PayneGroup on twitter at www.twitter.com/paynegroup.

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