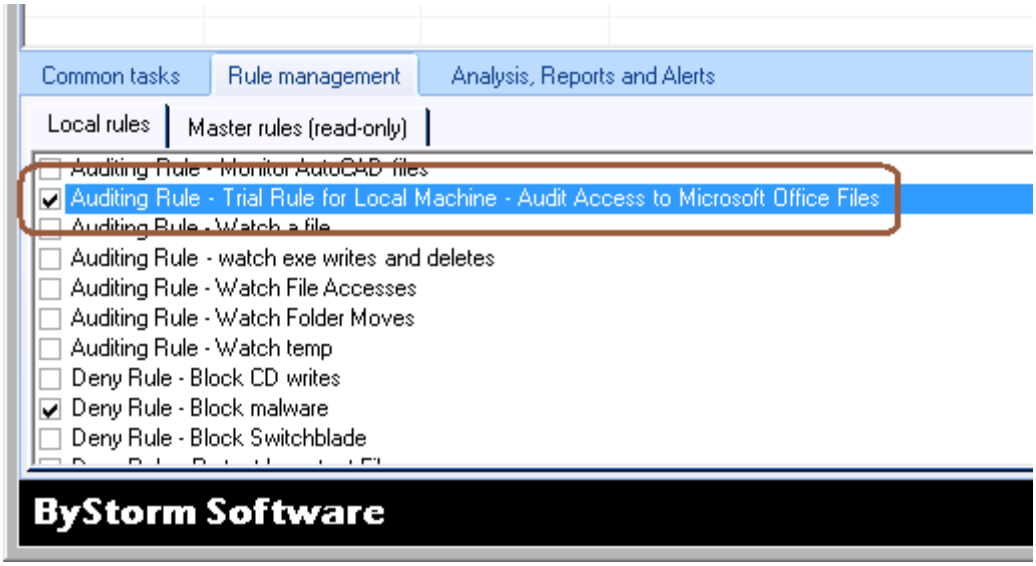
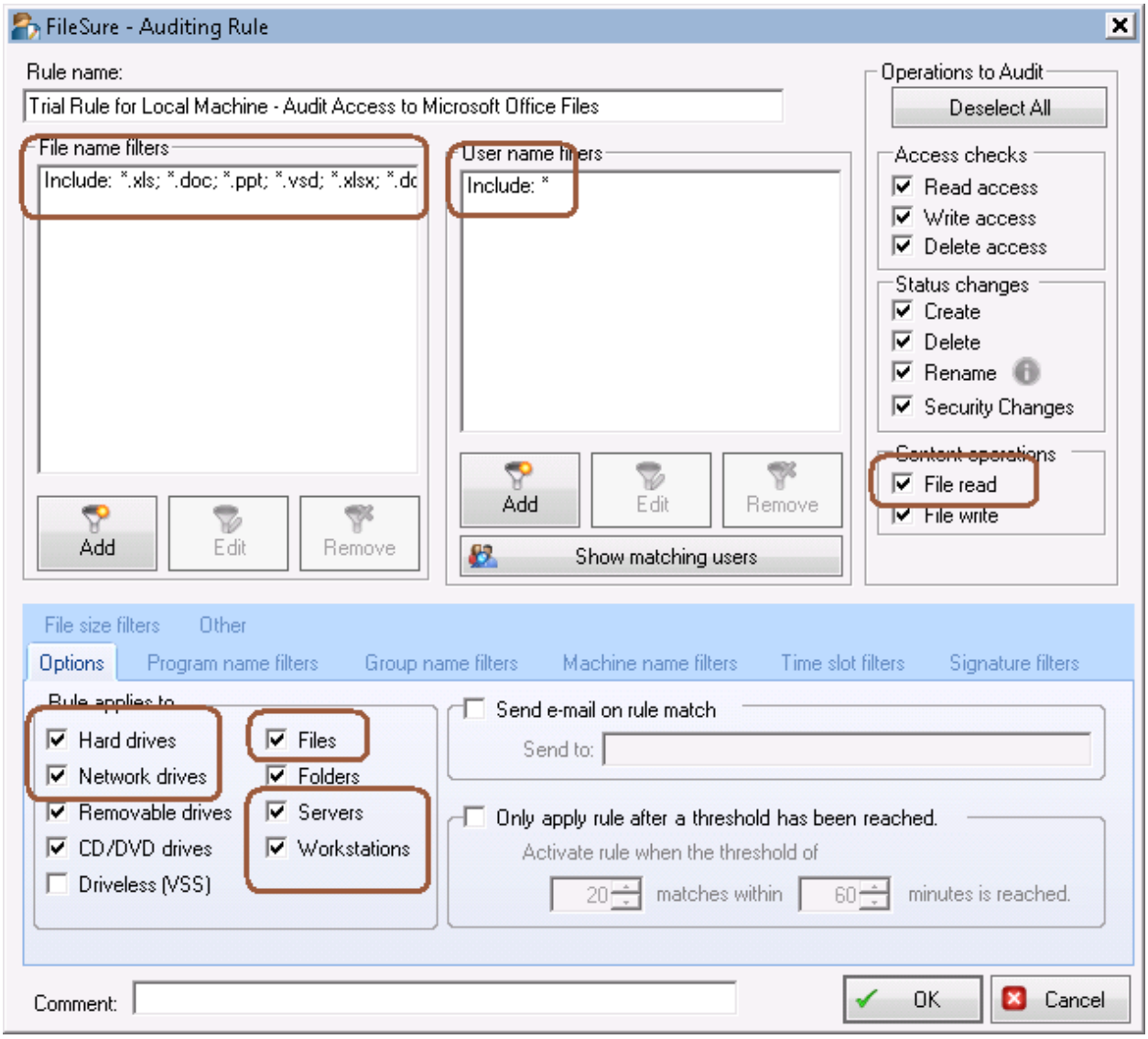
How to get an e-mail alert when someone sends sensitive files with Webmail.

1. First we need to define what files are sensitive, for my example I'm going to use the trial rule: Audit Access to Microsoft Office Files.



2. If we click the 'Edit rule' button, we can see some more information about what exactly this rule will monitor.

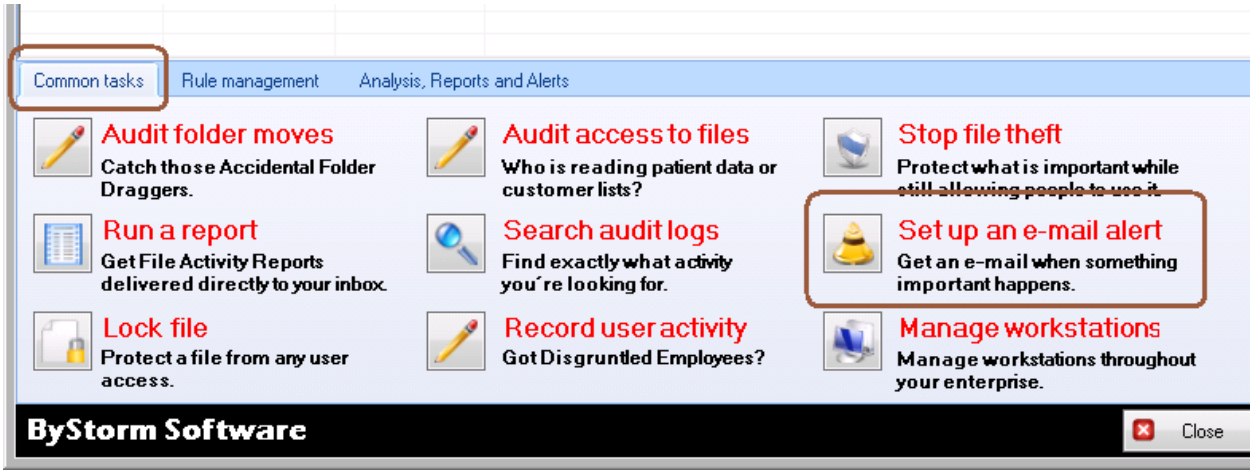


I've made a couple of changes and highlighted some interesting things.

- First I checked the Network drives since we want to monitor people sending network files and local drives.
- I also made sure that both servers and workstations were checked as well as 'File reads.'

So, this rule now says, 'Record all activity on Microsoft Office files for any user, when the file is on a network, or locally (including removable drives and CDs) and when that file is accessed from either a workstation or a server.'

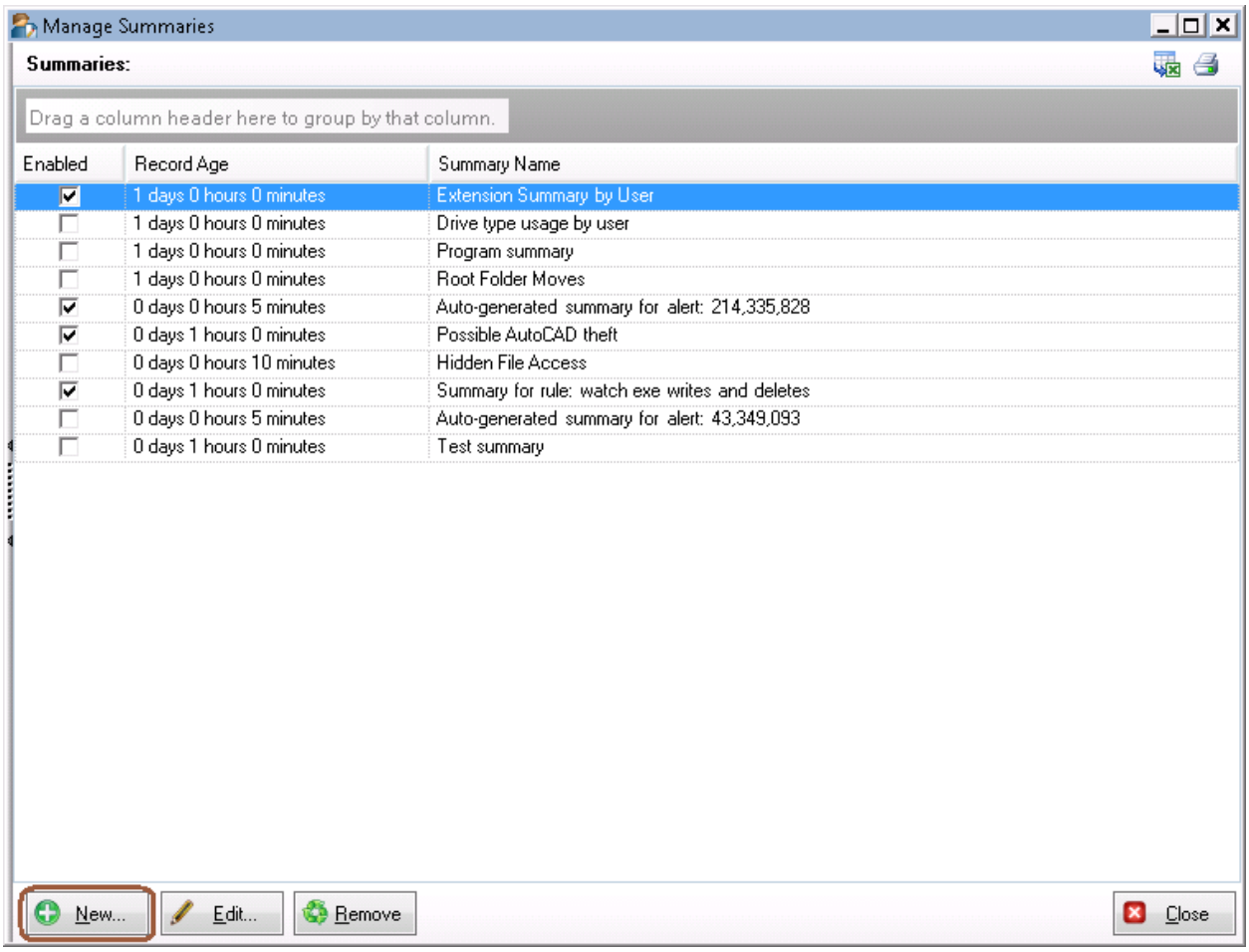
3. Now that we've set up our auditing rule, we need to set up the e-mail alert. On the Common Tasks tab, select the 'Set up an e-mail alert' task.



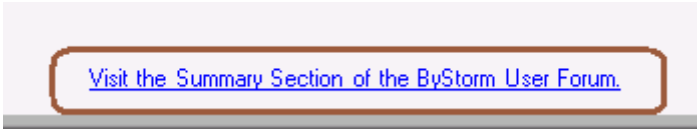
[Note: if you are prompted to set up your SMTP settings, select 'Yes' and enter them]

4. This will bring up the 'Define alert' screen, click the 'Manage Summaries' button in the upper right:

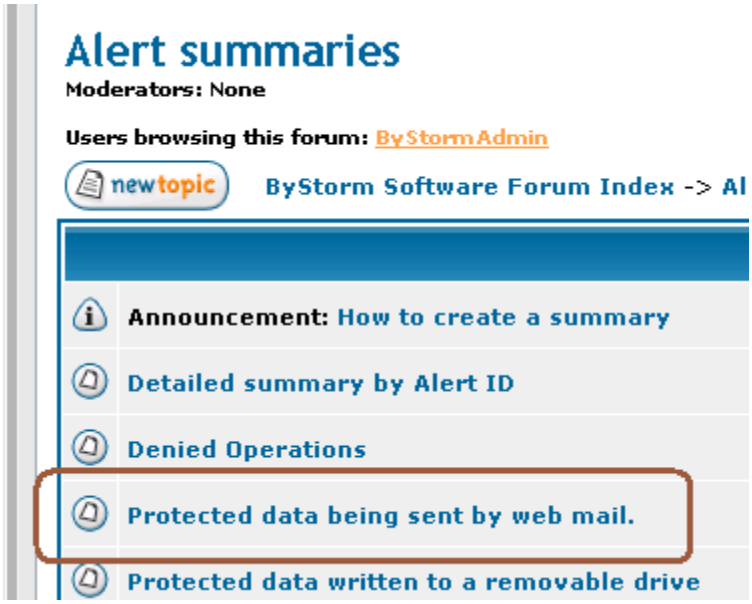
5. On the Manage Summaries screen, click 'New…' at the bottom, since we need to set up a new summary for what we want to be alerted on:



6. This will bring up the 'Define Summary' screen and since we're lucky enough that this is a pretty popular request, click on the ' Visit the Summary Section of the ByStorm User Forum' link at the bottom:

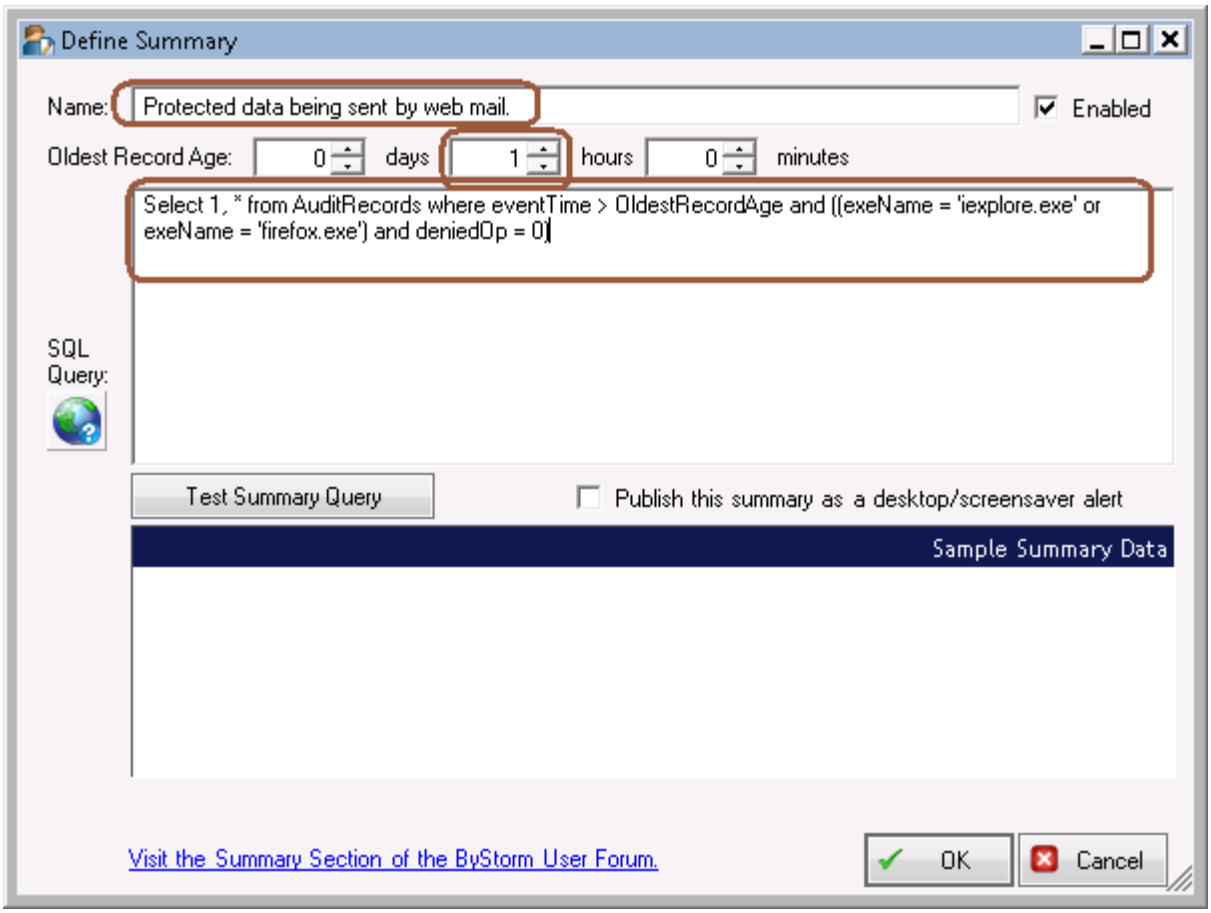


7. Clicking on the link will open a browser and navigate to the ByStorm User Forum. The summary you want is:



and it will bring up the following screen:

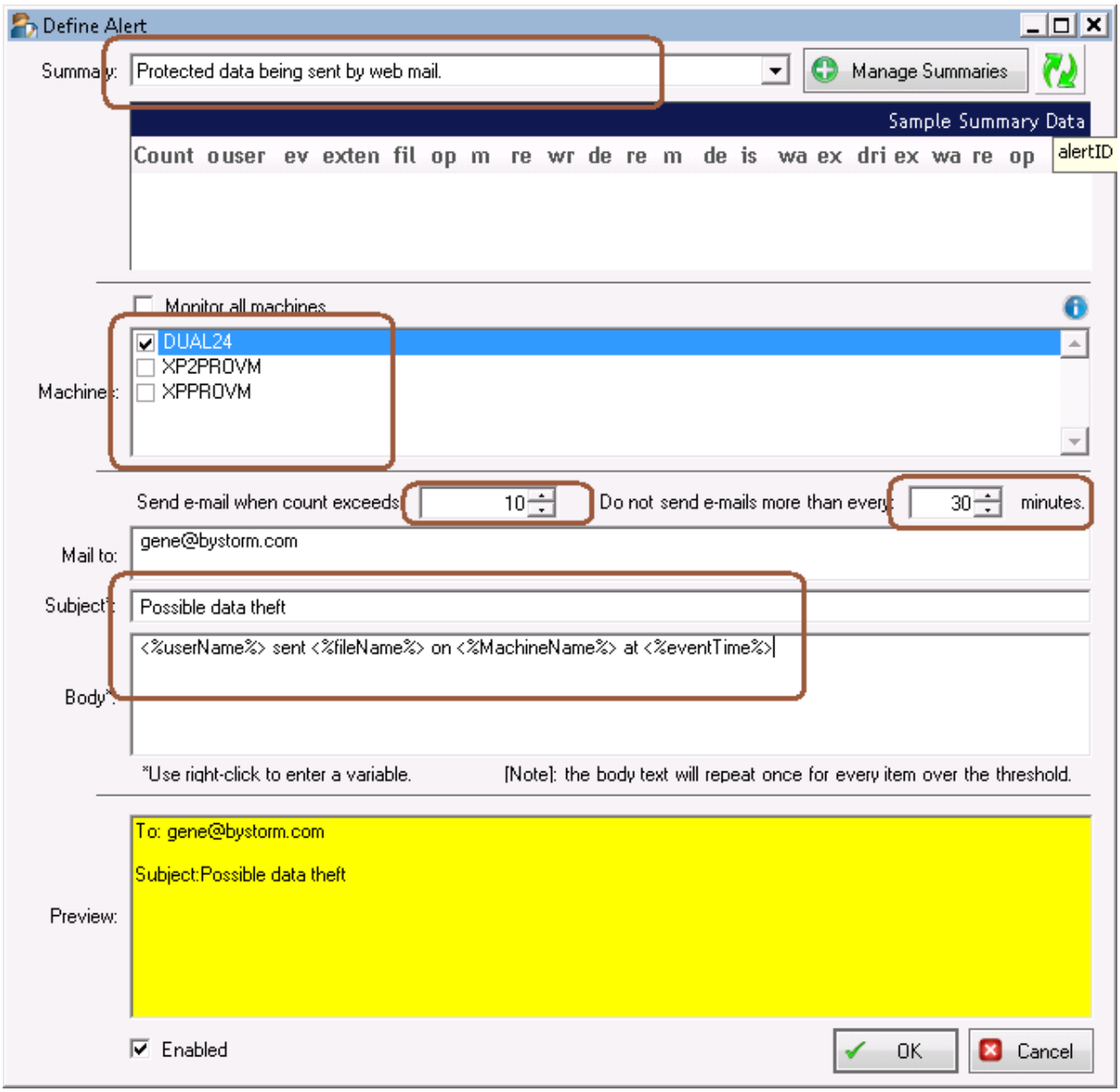
8. Cut and paste the ‘Summary title’ from the web page to the ‘Define summary’ screen in FileSure. Do the same thing for the SQL query. Leave the OldestRecordAge at 1 hour and when you’re done, you should have something looking like this:



[Note: You might have a little trouble copying the title from the webpage into the Name field since the copy sometimes picks up a blank line before the title.]

9. Click OK to close the Define Summary screen, click 'Close' to close the Manage Summaries screen and click 'Ok' on the message box saying you might need to wait a few minutes for the summary to be published.

10. After a couple of minutes, click the 'Summary' drop down at the top and select our new 'Protected data being sent by web mail' option. Fill out the rest of the form per your requirements; if you right click in the Subject and Body sections, you can select values from the summary. Here is how I sent my example:



Make sure to click enabled, and then click OK.

If you now try to send a file by webmail, you should get an alert.