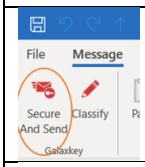
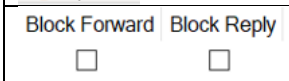
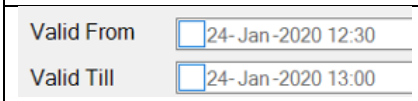
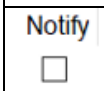
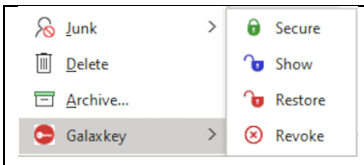
Fact Sheet – Email Security with Galaxkey

Emails are the most common way we communicate in our business. We share sensitive information on emails both internally and externally – evidences, audit reports, personal information, pricing data etc. If this information falls into wrong hands, it can impact us not just commercially and reputationally, but also lead to regulatory issues. As the leading advisory service provider in the region, we have a responsibility to safeguard ourselves and the company from such an impact.

We are pleased to introduce a solution from Galaxkey that enables you to secure your email communication. Galaxkey is a leading solution provider serving governments and enterprises globally, with its' strong encryption and security controls.

This solution has been implemented to provide you a simple and secure way to safeguard your email communication. We urge you to use the solution and feel safe on emails!

Features and functionality	
	**Encryption** The basics first – ensure that you encrypt every email that contains sensitive information
	**Control Forwards and Replies** If you want to restrict the recipients from further forwarding or replying to your email, just click 'Block Forward' or 'Block Reply' accordingly.
	**Time Restriction** If you want to restrict the recipients from accessing your email only between a certain time, set that time using the 'Valid From' and 'Valid Till' buttons.
	**Mandatory Notifications** If you want to receive a notification when the recipient has opened your email, just click the 'Notify' button. The recipient will not be able to open the email without notifying you.
	Sign and prevent email spoofing Click the 'Sign' button to assure the recipient that it is only you who has sent the email and no one is spoofing your email address.
	Geofence If you want to ensure that the email doesn't leave the organization's IT network and the recipient has to come to your network to access the email, simply click the 'Geofence' button.

	**Revoke** Sent an email in error and want to revoke it? Simply click the 'Revoke' button and the email is revoked.
galaxkey®	• You can control your email, no matter what client you are using – Outlook, Mobile or the web interface • You don't need to remember any additional password – simply use your Active Directory password • Communicate freely with external users and Galaxkey will take care of seamlessly securing your email communication

Do's and Don'ts
Do's • Use the solution to encrypt and control every sensitive email you sent • The solution provides excellent flexibility – use the appropriate control you need (e.g. block forward or set time restriction) • The solution lets you double check the recipient email address – make sure you are validating this email address **Don'ts** • Do not share your Active Directory password with anyone