



Titus Classification & Labeling allows you to:

- Classify information for easier categorization and sort/search
- Address the need to protect sensitive information
- Facilitate compliance issues surrounding the retention, protection and archiving of email & document content
- Build rules to better manage & protect document & email content
- Control the flow of proprietary information and IP out of the enterprise
- Key contributor to an Information Asset Classification Process

"We selected the Titus solution based on its ease of use and the fact that it integrates seamlessly into people's workflow when sending an email," Mark Gandy, Enterprise Architect, Dow Corning.

Customers Include:

- US Army Forces Command (FORSCOM)
- John Hopkins University
- Fife Constabulary
- Eurofighter
- Australian Government

SHOULD YOUR USERS ADD RECORDS MANAGEMENT LABELS WHEN THEY CREATE EMAIL AND DOCS?

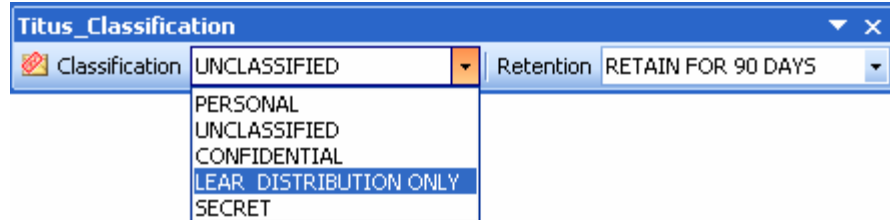
TITUS CLASSIFICATION CONTROLS CONFIDENTIALITY, DISTRIBUTION & RETENTION OF DOCUMENTS & EMAIL MESSAGES

The Titus Document & Email Classification suite is a security and compliance tool for Microsoft Outlook, Office and SharePoint that enforces policy and mitigates data loss. It adds Labels to each Email or Document at the time the user creates it. Adding metadata and visual labels at source enables the user to identify data sensitivity, distribution controls and project or retention information. This, in turn, reduces the risk of mis-addressing and increases the accuracy of DLP and Retention filtering.

The family of Classification tools includes:

- **Document Classification** for Microsoft Office to allow management of corporate documents
- **Message Classification™** for Outlook & OWA
- **SharePoint Security** provides enhanced security, document labeling, automatic PDF conversion, and Office 2007 format conversion for organizations using SharePoint document libraries and lists.

The Classification or "Label" generated usually describes a ranked level such as "Unclassified", "Internal Use Only", "Secret" or "Restricted". However the classification can also be action-based; describing what kind of actions should be taken based on labels such as "Retain 30 days", "Retain 90 days", "Archive". Classification Systems are often also used to enforce internal ethical walls by preventing sensitive information from being shared inappropriately. A classification label such as "Mergers and Acquisition Dept Only" used in conjunction with a 'Safe Recipient' list will help ensure that sensitive information is restricted to groups of users with "need to know".



Used in conjunction with a Digital Rights Management System (such as Microsoft RMS), documents & email can be properly protected based on Classification, ensuring that only certain users have rights such as "View", "Forward", "print" etc.

Classifications can specify retention periods to ensure that sensitive emails are not inadvertently deleted while still under one or more legal embargos. For example, email classification labels such as "Retain for 3 years" or "Retain for 90 days" can be read by server-based email archiving systems, which can ensure that the emails are retained for the desired period.

This ability to Classify or Label documents can have several important applications, for example:

- **can be used in a sensitive or secure environment.** The user can indicate the classification of the document (such as Secret, Top Secret, Company Confidential, etc) and it can then be reflected in the header / footer or watermark of the document. These labels are completely customizable and can be changed to suit your environment. For instance, the list of labels could be changed to Internal Use Only, Confidential, Restricted etc. The label is inserted as a custom property of the document and as such can be used to search for documents. For example, administrators can quickly locate all CONFIDENTIAL documents on their network.

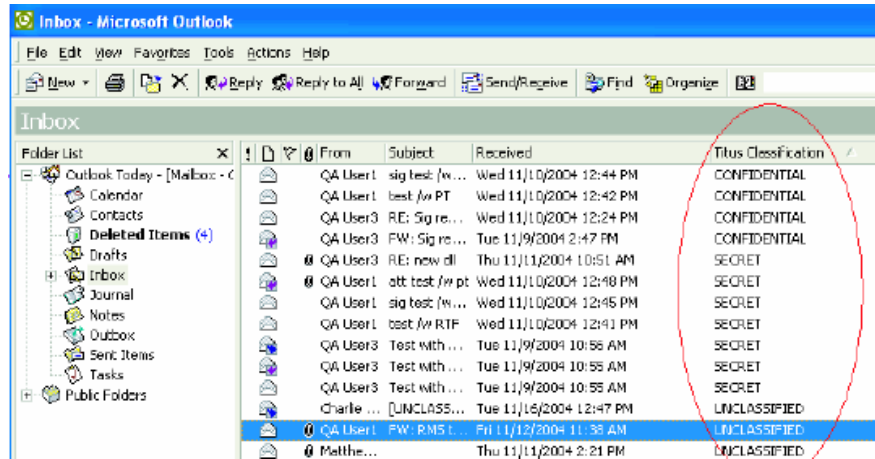
More Information:
www.re-soft.com/titus

Integrates into:

- Outlook 2000 and above
- Word XP and above 2003
- Sharepoint Document Libraries
- Microsoft Rights Management Server (RMS)

"Titus Labs has made a thoughtful product that can only increase the security awareness of data sensitivity when users rely on Microsoft Office products. Titus Labs should be considered by any mid-level or larger company trying to efficiently place the right level of data protection where it is needed. Forcing users to classify each e-mail can help in providing data sensitivity awareness, but Message Classification can also be used to prevent inadvertent sending to unauthorized parties, enable encryption, or provide policy-defined archival"
Roger Grimes, InfoWorld

- **can be used for document retention or archiving.** In situations where enterprises are required by law to archive certain documents, such as the new compliance legislation in the financial industry, users could use Document Classification to label their documents for retention. Possible labels could include "Retain 90 days", "Archive" or "Client Confidential" etc.



Classification labels become metadata attached to messages or documents

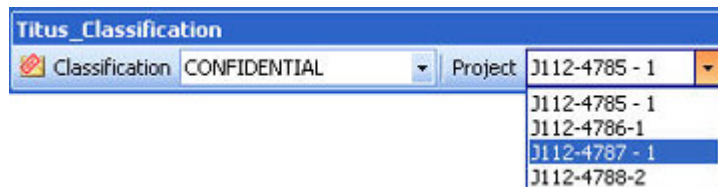
- **can be used in environments requiring multi-level security such as military or intelligence environments.** Multi level security allows documents of different classification levels to be stored on the same physical network. Integration with Microsoft Rights Management provides encryption based security to ensure only authorized personnel can view certain documents.
- **can automatically insert the name** of the current user in the document watermark to track the person that printed the document.

Financial Services Applications:

MessageRights can force users to insert labels related to email sensitivity, email retention, and email distribution. MessageRights can also restrict distribution of messages via safe recipient lists. Classifying email facilitate enterprises compliance with regulations such as Sarbanes-Oxley, SEC Rule 17a-4, Rule 204-2, as well as NASD Rule 2210, 3110 and NYSE Rule 440.s

Government Applications:

MessageRights supports dynamic labels. Each user sees labels that are related to their work. Users can select from labels representing their current projects or cases. Labels are displayed based on group membership in Microsoft Active Directory. Labels can also be used to indicate the sensitivity/ security of emails.



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