

# Secured2 Custom Branding

Branding Instruction Guide v 1.2

**SECURED2 INC**

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## Branding Instruction Guide v 1.2

### Branding Overview:

- Secured2 allows for paid customers to apply branding to meet their customer needs.
- Branding a custom template, header or pre-approved template requires approval by owner of a email address or domain address. All approvals will be done between customer and Secured2 support staff.
- At this time, the validation Code template and read website cannot be personalized.

### Requirements:

- Client must be paid customers, at this time trial accounts do not qualify for custom templates.
- Images and template content is the responsibility for validating and approval by customer. Secured2 staff will not be responsible for text validation or images.
- Although customers can personalize templates for their domain they are required to follow minimal criteria for option mail image size and template dimensions.
- Content must be considered appropriate for distribution.
- Customers must own the email account or private domain for all users under an account. Public domains such as Hotmail.com, Yahoo.com, Gmail.com and others will be allowed to have custom branding.

### Branding Applies to Secured2 Products:

- Outlook 2016 desktop client
- Outlook 365 web client
- Outlook non-365 free web clients, Hotmail, Live, Outlook
- Microsoft Exchange DLP server
- Outlook 2013 VSTO desktop client

### Sections:

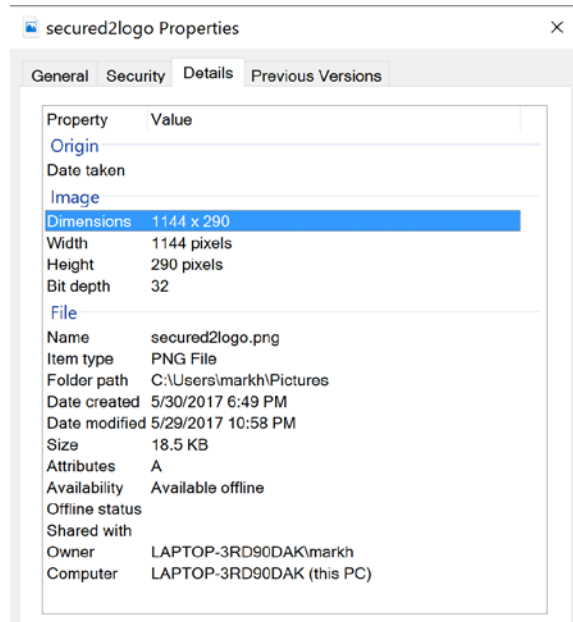
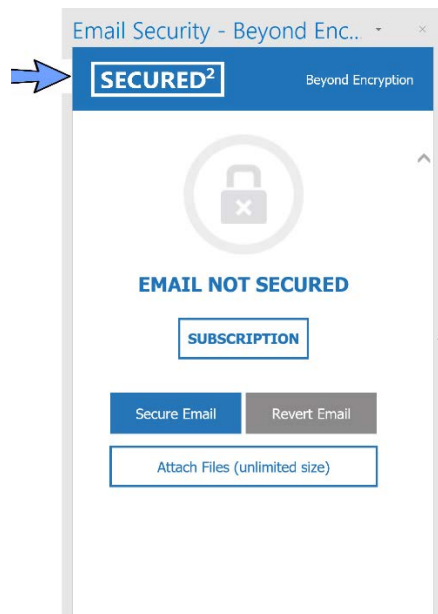
When personalizing branding, note that although separate sections are noted customers only need to provide content for items they wish to brand. Not all sections are required. Branding that is not provided by customer will default to Secured2 branded images and content.

## Compose Banner:

The compose Banner is the section located at the top of the Secured2 Microsoft add-on during composition of messages.

Images should be sized at 1144L x 290H px and optimized for web presentation.

- Note: all colors, fonts within the body of the compose add-on will remain as designed by Secured2.



## Template emailed to end-user's

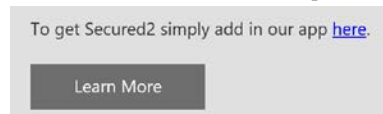
The end user template is the email content that will be sent to your end user for retrieving their message.

Requirements:

- HTML Format is encouraged to support fonts, images and hyperlinks on links.
- Standard instructions for user to leverage the Secured2 Marketplace app within Outlook as well as links and instructions to the website for non-Outlook users is encouraged to keep part of your email template. Sample included contains standard instructions.
- Secured2 will insert unique dynamic security key to identify contents for user email. This can be anywhere client designs.



- Secured2 reserve the right to include link to Microsoft Marketplace for user to download read Outlook App. Colors and fonts will follow client requirements.



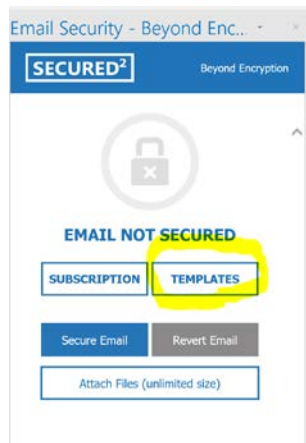
- To properly show in most email clients, width for email template should be limited to width: 560px
- **Return final HTML / CSS / Images in single zip file** with correct directory structure. If you require assistance Secured2 customer services will assist with template creation.

## Client Pre-Approved email templates

The pre-approved email content is business pre-approved text that will be inserted into your message during composing standard business message. These are document templates to aid consistent verbiage to end clients. Examples like standard acceptance letters. Client defined.

Requirements:

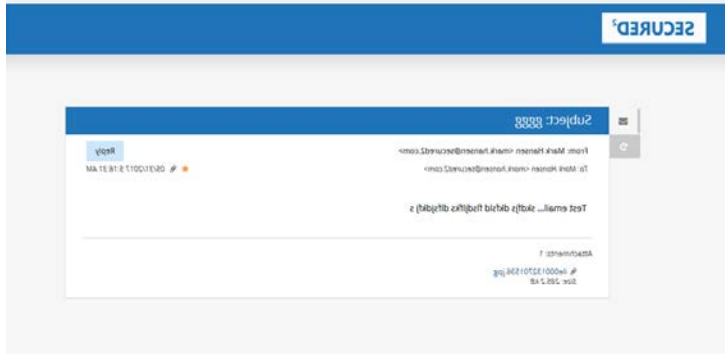
- HTML Format is encouraged to support fonts, images and hyperlinks on links.
- Templates are specific to a single email address composer or a to a private domain address. When templates exists you will find the following icon available on your add-on.



- **Return final HTML / CSS / Images in single zip file** with correct directory structure. Please have all letter contents in separate zip files.

## Items that are not able to be branded at this time:

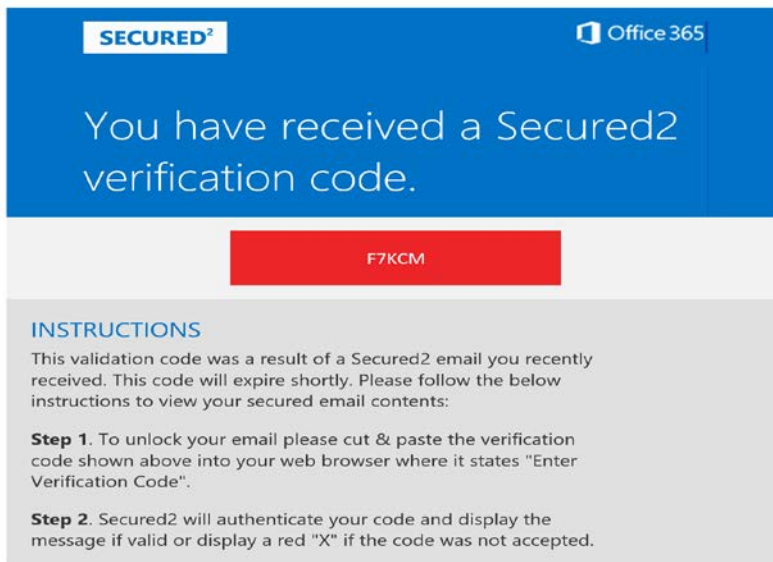
### Web Site Reading: Future enhancement



### Add-on ICON image. Restriction of Microsoft Marketplace.



### Verification email template: Future enhancement.



Any question or concerns please contact Secured2 customer support to assist with technical template creation. Marketing design would not be including by staff.