

# kaspersky

## **Installing Kaspersky Automated Security Awareness Platform Plugin for Microsoft Outlook**

Application version: 1.0



Dear user,

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# About the Kaspersky ASAP plugin for Microsoft Outlook

Kaspersky Automated Security Awareness Platform (hereinafter also ASAP) provides a plugin for Microsoft® Outlook® that enables users to mark suspicious emails that could potentially include phishing content. Information about emails marked by the user is sent to ASAP, and these emails can also be forwarded to an email address specified by the platform administrator. This plugin is used when training the application to recognize phishing campaigns.

The plugin comes in two versions:

- Kaspersky ASAP Outlook Plugin - intended for installation in Microsoft Outlook.
- Kaspersky ASAP Outlook Web Add-in - intended for installation in Outlook Web App (OWA).

The plugin is configured in the web interface of Kaspersky Automated Security Awareness Platform prior to downloading the plugin: <https://support.kaspersky.com/ASAP/1.0/en-US/248607.htm>.

For more details about Kaspersky Automated Security Awareness Platform, please refer to the Online Help at <https://support.kaspersky.com/ASAP/1.0/en-US/210425.htm>.

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## Distribution kit

The Kaspersky Automated Security Awareness Platform Outlook Plugin distribution kit includes an archive named PhishingAlarmPlugin.zip, which contains the following files:

- installation files for the Microsoft Outlook plugin for Windows:
  - ASAP\_Outlook\_Plugin.msi provides the scripts and packages to be installed.
  - asap\_addin.admx and asap\_addin.adml provide the group policy template.
- installation files for the Outlook Web App plugin:
  - ASAP\_OWA\_Plugin.exe is the plugin installation package.
- common files:
  - settings.xml contains the settings for the anti-phishing plugin.
  - Installation\_guide folder contains the plugin installation instructions.
  - EULA folder contains the License Agreement.
  - legal\_notices.txt provides information about third-party code.

Files for installing the plugin can be downloaded after configuring the plugin in the web interface of the Kaspersky Automated Security Awareness Platform: <https://support.kaspersky.com/ASAP/1.0/en-GB/248607.htm>.

## Software requirements

Kaspersky Automated Security Awareness Platform Outlook Plugin is designed for installation in Windows® operating systems for the following applications:

- Outlook 2010 for Windows
- Outlook 2013 for Windows
- Outlook 2016 for Windows
- Outlook 2019 for Windows

Kaspersky Automated Security Awareness Platform Web Add-in is designed for installation in Windows® operating systems for the following applications:

- Outlook Web App versions 2016 and later.

# Licensing

This section provides licensing information for Kaspersky Automated Security Awareness Platform Outlook Plugin.

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## About the End User License Agreement

The License Agreement is a binding agreement between you and AO Kaspersky Lab stipulating the terms on which you may use the application.

Carefully read the conditions of the License Agreement before you start using the application.

You can view the terms of the License Agreement by reading the document named license\_plugin\_<language>.docx. This document is included in the application distribution kit.

You accept the terms of the License Agreement by confirming that you agree with the text of the License Agreement during installation of the application. If you do not accept the terms of the License Agreement, you must cancel installation of the application and must not use the application.

## About data provision

To provide users with the capability to inform cybersecurity personnel about emails potentially containing phishing content, Kaspersky Automated Security Awareness Platform Outlook Plugin receives and processes the following data:

- Company ID
- Email IDs
- Email addresses of users

This data is transmitted to Kaspersky Automated Security Awareness Platform so that it can be processed. Any received information is protected by Kaspersky in accordance with all legally established requirements and applicable regulations of Kaspersky. Data is transmitted over encrypted communication channels.

For more details about data processing by the platform, please refer to the Kaspersky Automated Security Awareness Platform Online Help at <https://support.kaspersky.com/ASAP/1.0/en-US/206873.htm>

# Installing Kaspersky ASAP Outlook Plugin

Kaspersky Automated Security Awareness Platform Outlook Plugin can be installed either manually or through Active Directory® group policies.

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## Installing via group policies

This section describes how to install Kaspersky Automated Security Awareness Platform Outlook Plugin using Microsoft Active Directory group policies.

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## Prerequisites

Prior to installing Kaspersky Automated Security Awareness Platform using Active Directory group policies, the files listed below must be moved from the distribution kit to the appropriate folders as follows:

- Place the group policy template `asap_addin.admx` in the central repository for administrative group policy templates in Windows:  
`\[your_domain]\SYSVOL\[your_domain]\policies\PolicyDefinitions`  
**Example:**  
`\YourDomain.com\SYSVOL\YourDomain.com\Policies\PolicyDefinitions\asap_addin.admx`
- Also place the plugin template localization file `asap_addin.adml` in the central template repository:  
`\[your_domain]\SYSVOL\[your_domain]\policies\PolicyDefinitions\[localization_language]`.  
**Example:**  
`\YourDomain.com\SYSVOL\YourDomain.com\Policies\PolicyDefinitions\en-US\asap_addin.adml`
- Move the `ASAP_Outlook_Plugin.msi` plugin installer file to a network space that is accessible to all users of your organization.

## Installing the plugin

Prior to installing Kaspersky Automated Security Awareness Platform Outlook Plugin, make sure that all prerequisites (on page [7](#)) are fulfilled.

- To install Kaspersky Automated Security Awareness Platform Outlook Plugin to users' computers via Active Directory group policies:

1. Create a group policy object in the Group Policy Management console:
  - a. Open the Group Policy Management console by pressing the key combination **WIN+R** and running the following command:

```
gpmc.msc
```
  - b. In the **Domains** section, find the domain for which you need to add a policy, right-click the domain, and select **Create a GPO in this domain, and Link it here**.  
The New Group Policy Object window opens.
  - c. Select a name for the group policy object and click **OK**.  
The created group policy object appears in the **Domain** section.
2. Right-click the group policy object that was just created and select **Edit**.  
The Edit Group Policy Object window opens.
3. Add the plugin installer file path to the group policy object:
  - a. Right-click **Computer Configuration** → **Policies** → **Software Settings** → **Software Installation**, and select **New** → **Package**.
  - b. In the opened window, enter the UNC path to the location where you put the MSI file of the plugin installer.  
Example: `\server\Packages\ASAP_Outlook_Plugin.msi`

The installer must be accessible to all computers where you plan to install the plugin.

- c. In the opened **Deploy Software** window, select the **Assigned** deployment option and click **OK**.

The name of the plugin installer appears in the right part of the Group Policy Object Settings screen.

#### 4. Configure the plugin policy within the group policy object:

If your organization distributes group policy templates through a central repository, make sure that all users for whom you want to install the Kaspersky Automated Security Awareness Platform Outlook Plugin have access to this repository.

- a. In the left part of the window, select **Computer Configuration** → **Policies** → **Administrative Templates** → **Kaspersky ASAP Outlook Plugin**, and then click **Configure ASAP Plugin settings** → **Edit policy setting** in the right part of the window.

The Plugin Policy Settings section opens.

If plugin templates are placed in the central repository during installation, make sure that users have access to it.

- b. Change the plugin policy settings as follows:

- Enable the plugin policy by selecting the **Enabled** option in the upper-left corner of the window.
- Accept the terms of the License Agreement by selecting the **I confirm that I have fully read, understand, and accept the terms and conditions of this End User License Agreement** check box in the **Options** section.

You can view the text of the License Agreement in the `license_plugin_<language>.docx` file, which is included in the plugin distribution kit.

- Use the drop-down list to select the interface language that will be used to install the plugin.
- c. Save the settings by clicking **OK**.

The Settings window closes.

The group policy object plugin policy is now configured.

#### 5. Close the Group Policy Object Settings window.

#### 6. Specify the users or groups of users for whom the group policy object should be applied:

- a. In the group policy object, in the **Security Filtering** section, click the **Add** button to select the computers where the plugin should be installed.
- b. After all the relevant computers are selected, click **OK**.

#### 7. Apply the created policy by clicking the created group policy object and selecting **Enforced**.

The policy has been created, configured, and applied. The next time the computers indicated in the policy are restarted, Kaspersky Automated Security Awareness Platform Outlook Plugin will be installed on those computers.

## Installing manually

► *To manually install Kaspersky Automated Security Awareness Platform Outlook Plugin to a user's computer:*

1. Move the following files from the distribution kit to the user's computer where you need to install the plugin:
  - ASAP\_Outlook\_Plugin.msi
  - settings.xml
  - license\_plugin\_<EULA language>.docx
2. Start the installation by running the following command in the folder containing the files that you just moved:

```
msiexec.exe /i ASAP_Outlook_Plugin.msi /L*V <name of the file where  
the installation log will be written> LNG=<plugin installation  
language: ru (Russian) or en (English)> EULA=<the value 1 means that  
you agree to the License Agreement>
```

**Example:** msiexec.exe /i ASAP\_Outlook\_Plugin.msi /L\*V log LNG=en EULA=1

By starting the installation with the EULA=1 parameter, you confirm that you have read the License Agreement and agree to its terms and conditions. You can view the text of the License Agreement in the file named license\_plugin\_<language>.docx, which is included in the plugin distribution kit (see the "Distribution kit" section on page 4).

You can start the installation with the optional SettingsFile parameter in which you can specify the name of the XML file containing the installation settings. If you do not define this parameter, the settings defined in the settings.xml file will be used during installation by default.

The parameter "/L\*V <name of the file where the installation log will be written>" is optional.

When the installation is complete, the plugin is added to Microsoft Outlook.

# Removing Kaspersky ASAP Outlook Plugin

The available method for removing Kaspersky Automated Security Awareness Platform Outlook Plugin depends on the specific method that was used to install the plugin.

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## Removing a plugin installed via group policies

- *To remove Kaspersky Automated Security Awareness Platform Outlook Plugin from users' computers via group policies:*
  1. Open the Group Policy Management console by pressing the key combination **WIN+R** and running the `gpmc.msc` command.
  2. In the **Domains** section, find the group policy object that was created for the plugin, right-click it and select **Edit**.  
The Group Policy Object Settings window opens.
  3. In Computer Configuration → Policies → Software section on the right side of the screen, right-click on **Kaspersky ASAP Outlook Plugin** and select **All tasks → Remove**.
  4. Under Computer Configuration → Policies → Administrative Templates → **Kaspersky ASAP Outlook Plugin**, open the Group Policy Settings window.
  5. Move the toggle button in the upper-left part of the window to the **Not configured** or **Disabled** position, then save the changes to the settings.

After the policy is applied on users' computers, Kaspersky Automated Security Awareness Platform Outlook Plugin will be removed.

The installer package and policy files must be manually deleted from the folders where they were added prior to plugin installation (see the "Prerequisites" section on page [7](#)).

## Removing a manually installed plugin

The plugin can be removed using the standard application removal tools of Windows.

# Installing Kaspersky ASAP Outlook Web Add-in

The Kaspersky ASAP Outlook Web Add-in can be installed manually or centrally. In both cases, installation takes place in two stages:

- Installing the plugin. You must provide network access to the plugin for all users or install the plugin locally for each user.
- Connecting the plugin to Outlook Web App:
  - manually on the user's machine
  - centrally using Microsoft Exchange Server

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## Installing the plugin

The plugin must be installed on the machine of each user for whom you want to connect it, or in a publicly accessible network space.

► *To install the Kaspersky ASAP Outlook Web Add-in:*

1. On the machine where you want to install the plugin, run the ASAP\_OWA\_Plugin.exe installer file from the plugin distribution kit.

A wizard opens, in which you need to sequentially specify the installation settings:

- a. Please carefully read and accept the terms of the license agreement by clicking the **Accept** button.

You can view the text of the License Agreement in the license\_plugin\_<language>.docx file, which is included in the plugin distribution kit.

- b. Specify the path to the settings.xml file from the plugin distribution kit.
- c. Specify the address of the OWA server to which you want to connect the plugin. For example, owa.my-company.com:444/kasap.
- d. Specify the folder where you want to install the plugin

2. Begin the installation process by clicking **Install**.
3. Wait for the installation to finish and close the wizard window by clicking **Close**.

The plugin is installed. The installation folder will now contain manifest.xml, which can be used to connect the plugin to Outlook Web App.

## Connecting the plugin manually

► *To connect the Kaspersky ASAP Outlook Web Add-in to Outlook Web App on the user's machine:*

1. Open the OWA server to which you want to connect the plugin.
2. Click the gear icon and select **Manage add-ins** in the drop-down list.

A window opens with the settings of add-ins connected to the OWA server web interface.

3. Click the plus sign and select **Add from a file** in the drop-down list.

The **Add add-in from a file** window opens.

4. Specify the path to the manifest.xml file that was created during the plugin installation (see the "Installing the plugin" section on p. [13](#)), and click **Next**.
5. Confirm that you want to connect the plugin.

The plugin is connected to Outlook Web App. A plugin icon now appears at the top of emails and can be used to mark suspicious emails as phishing emails.

## Connecting the plugin centrally

- *To connect the Kaspersky ASAP Outlook Web Add-in to Outlook Web App using Microsoft Exchange Server:*

1. Open the Exchange Admin Center (EAC) at `https://<server name>/ecp`. For example, `https://my-company.com/ecp`
2. Go to the **Organization** → **Add-ins** section.
3. Click the plus sign and select **Add from file** in the drop-down list.
4. Specify the path to the manifest.xml file that was created during the plugin installation (see the "Installing the plugin" section on p. [13](#)), and click **Save**.

The plugin is connected to Outlook Web App for all users. A plugin icon now appears at the top of emails and can be used to mark suspicious emails as phishing emails.

If you want to enable the plugin only for a specific group of users, you can do so through PowerShell. See the EAC Help for details.

# Removing Kaspersky ASAP Outlook Web Add-in

This section describes how to remove Kaspersky Automated Security Awareness Platform Outlook Web Add-in.

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## Disabling the plugin

► *To disconnect the Kaspersky ASAP Outlook Web Add-in from Outlook Web App on a specific user's machine:*

1. Open the OWA server from which you want to disconnect the plugin.
2. Click the gear icon and select **Manage add-ins** in the drop-down list.  
A window opens with the settings of add-ins connected to the OWA server web interface.
3. Select the **KASAP** plugin and click on the minus icon.
4. Confirm that you want to disable the plugin.

The plugin is disconnected from Outlook Web App. Suspicious emails can no longer be marked as phishing.

► *To disconnect the Kaspersky ASAP Outlook Web Add-in from Outlook Web App centrally:*

1. Open the Exchange Admin Center (EAC) at `https://<server name>/ecp`. For example, `https://my-company.com/ecp`
2. Go to the **Organization → Add-ins** section.
3. Select the plugin you want to disconnect and click **Delete**.

The plugin is disconnected from Outlook Web App for all users. Suspicious emails can no longer be marked as phishing.

## Removing the plugin

► *To remove the Kaspersky ASAP Outlook Web Add-in on the user's machine,*  
delete the folder where it was installed (see the "Installing the plugin" section on p. [13](#)).

# Information about third-party code

Information about third-party code is provided in the file named `legal_notices.txt`, which is included in the plugin distribution kit.

# Trademark notices

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