



## Using ODCI Enabled Microsoft office

Your ODCI system for Microsoft office is now installed and you can classify all your Office documents.

For all 4 Office programs ODCI works the same except the way it shows the classification label in Outlook and Excel. This will be shown separately below

There are six instances when document classification can occur:

- Sending new Email
- Edit, reply or forward of old Email (pre-ODCI)
- Save or print of new Word document (PDF if generated by word), Excel spreadsheet or PowerPoint presentation
- Edit, save or print of old (pre-ODCI) Word document (PDF if generated by word), Excel spreadsheet or PowerPoint presentation
- Auto save
- Manually classifying via the classification addin menu

### Sending new Email

If you attempt to send a new Email, the “Set Classification” pop-up window will open. You will have to choose the classification level before you are able to send the mail.

### Edit, reply or forward old Emails

If you attempt to edit reply or forward an Email which has not been classified before, the “Set Classification” pop-up window will open. You will have to choose the classification level before you are able to save or send the mail.

### Saving or Printing a Document

If you attempt to save or print a document which has not been classified before, the “Set Classification” pop-up window will open. You will have to choose the classification level before you are able to save or print your document.

### Auto Save

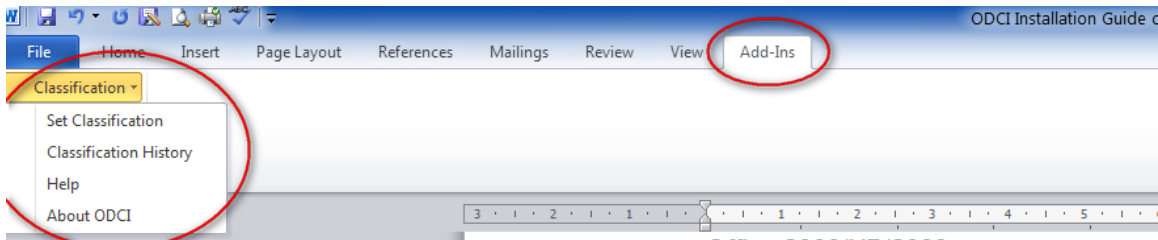
If your computer is timed to auto save a document at specific intervals, then, if you are working on a document which has not been classified before, at the set interval auto save will kick in. Before auto save can complete the saving process, the “Set Classification” pop-up window will open. You will have to choose the classification level before continuing with your document.



## Add-Ins Tab

Once you have opened an office file or compose new mail you will notice that a new tab appears in the top navigation bar called “Add-Ins”. Click on the “Add-Ins” tab and to open the “Add-Ins” bar. A “Classification” drop down menu will appear.

## Office 2007/2010



## Set Classification

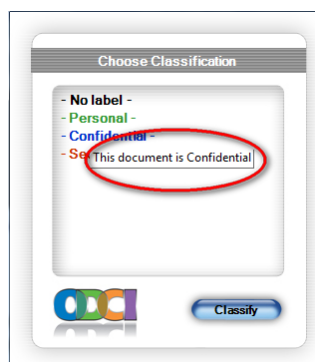
Clicking on “Set Classification” will open a pop-up window



The ODCI trial system offers four default classifications levels:

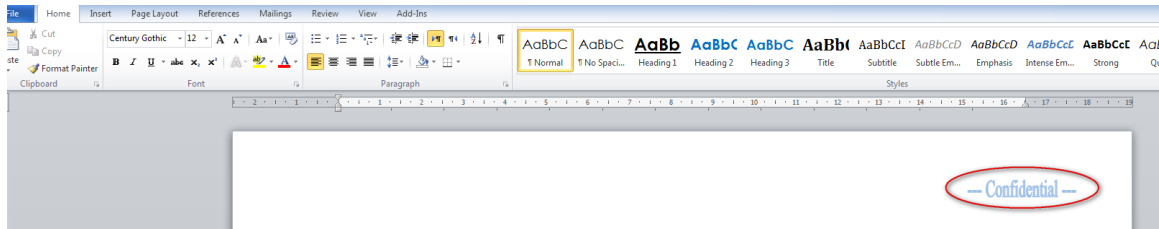
- No Label - unclassified no label will be shown
- **Personal**
- **Confidential**
- **Secret**

Standing on any of levels will open up a tooltip explaining your organization policy for this level of classification

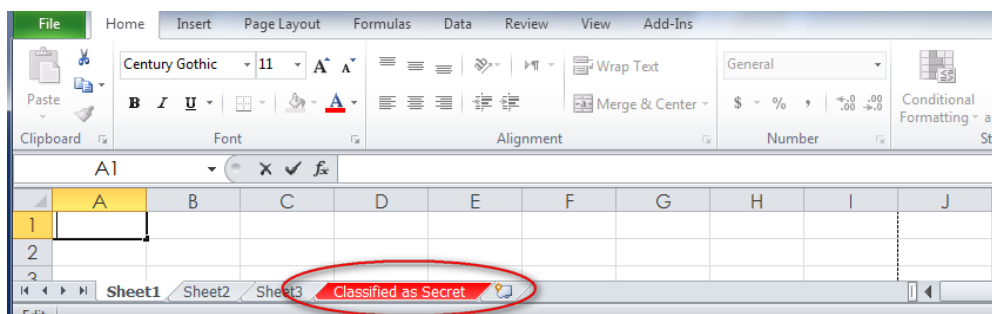




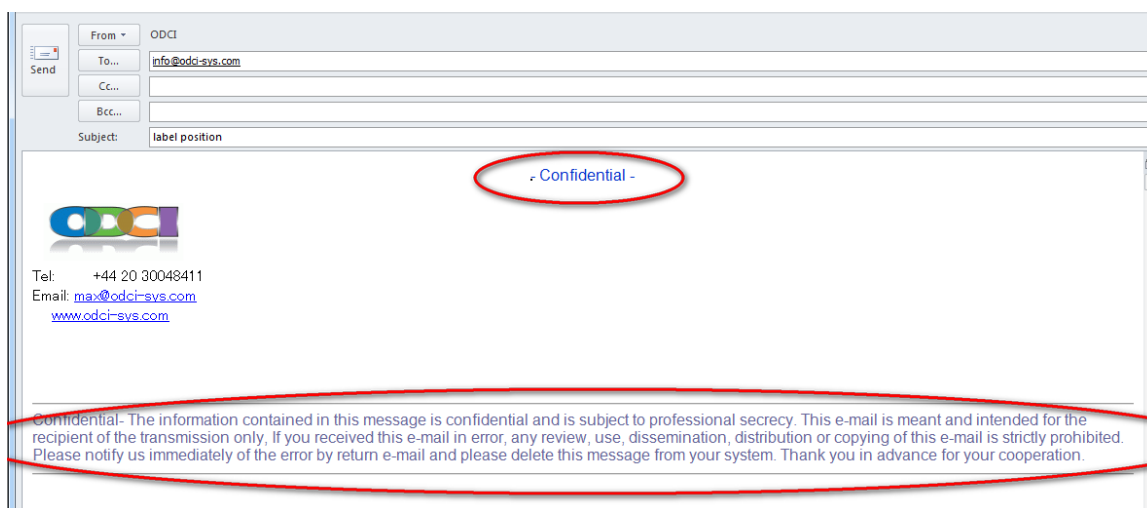
Choose the classification level you require by clicking on it. The level you chose will now be highlighted. Click on “Classify”. or double click on level you will now see a visual representation of the classification inserted into the document header.



As mentioned in Excel is different the classification will appear as a sheet tab in the excel file. When an excel is printed the label will appear on top right hand side of page just like word and PowerPoint



In Outlook you will see label in mail header and a disclaimer in footer





## Classification History

Clicking on this button will open a window showing the classification history of the specific document. The history will add any new classification adjustments/changes made to the document.

Classification	Work Station Name	Date	User Name
Confidential	odci-2003	Mon, 11 Feb 2008 ...	ODCI-2003\ODCI 2...
Unclassified	odci-2003	Mon, 11 Feb 2008 ...	ODCI-2003\ODCI 2...
Internal	odci-2003	Mon, 11 Feb 2008 ...	ODCI-2003\ODCI 2...
Secret	odci-2003	Mon, 11 Feb 2008 ...	ODCI-2003\ODCI 2...
Personal	odci-2003	Mon, 11 Feb 2008 ...	ODCI-2003\ODCI 2...

The screenshot shows a window titled 'Classification History' with a table containing five rows of classification data. A 'Close' button is visible in the bottom right corner of the window.

## Help

Clicking on this tab will link you to your organization portal where you can find help manuals and specific instructions for classification should your organization have them.

## About ODCI

Clicking on About ODCI will open a window that details the properties of the program.

