



## *Users Quick Reference to get started with Windows Dell Data Guardian v1.5*

This Quick Reference provides a brief introduction of the product and tips for getting started.

- Internal users, see **Internal Users – Install on Windows**.
- External users, see **Register as an External User**.

### **Purpose of Data Guardian**

Provides additional security for:

- Sensitive Office documents (.docx, .pptx, .xlsx, .pdf, .docm, .pptm, .xlsm) that are stored locally, shared with other users in various ways, or stored on removable media
- Data that is stored in a cloud-based file sharing system

### **Options with Data Guardian**

You may have one or both of these options:

- **Protected Office Documents only** – two options exist:
  - **Opt-in** mode – you can determine which Office documents to protect.
  - **Force-Protected** mode – higher level of security.
  - For both options, Office documents that are protected retain the usual file extension, not a .xen extension.
- **Cloud Encryption only** – Data stored in the cloud is encrypted as .xen files. Unauthorized users cannot view the data. On the client computer with Data Guardian, a virtual drive (DDG VDisk) displays the content in cleartext.
- **Protected Office and Cloud Encryption**
  - Office documents that are protected retain the usual file extension in the cloud but display only a cover page if opened.
  - Non-Office files have a .xen extension in the cloud.

### **All Users - Before you begin**

You must know:

- Which options you have and the level of security on Office documents
- Additional policies that impact security
- Fully qualified host name of the Dell Server – Required to install the product.
- Cloud storage provider to use – if the enterprise has a preferred provider.

### **Internal Users - Install on Windows**

You must be a local administrator on the computer to install Data Guardian.

See the *Data Guardian User Guide*:

- **Chapter 3 - Protected Office Documents only**
- **Chapter 4 – Cloud Encryption with or without Protected Office Documents**

Before you install Data Guardian:

- If you already have a cloud storage provider installed and have folders or files synced to the cloud, see **Chapter 4**.
- For Cloud Encryption, see the online help for your cloud storage provider before you deploy this product.

After you install:

- In the system tray, confirm that the Data Guardian icon has a green checkmark.
- If Cloud Encryption is enabled for your enterprise, you must log in to your cloud sync client for File Explorer to display the DDG VDisk virtual drive.

**Important** – Before you use Data Guardian:

- If you plan to protect existing Office documents, make backups. A Data Guardian Recovery tool exists for the administrator to recover and decrypt files, but Dell recommends making a backup.

## Reminders/Tips for Protected Office

To determine which options you have:

- For *Protected Office Documents*, see Chapter 3 or 4 > *Observe File Menu Options to Determine the Level of Security for Office Documents*.

Note: If you have *Protected Office* only, no DDG VDisk virtual drive displays in File Explorer.

- If you save an Office document to protected mode and then open it in the cloud or on a device that does not have Data Guardian, it is protected. Only a cover page displays. An unauthorized user cannot view your data.

## Reminders/Tips for Cloud Encryption

- Chapter 4 has information on each cloud sync client that relates specifically to Data Guardian. See the online help for your cloud storage provider for information related to a provider.
- When you log in to your cloud sync client, the virtual drive (DDG VDisk) adds a cloud sync folder. Add files and subfolders to the cloud sync folder, **not** at the root of the virtual drive.
- If you have both *Cloud Encryption* and *Force-Protected* mode, if you right-click on the virtual drive to create a new Office document, the document is protected as a .xen file but a sweep will not automatically make it a *Protected Document*. You must manually select **Protected Save As** from the File menu. You can drag protected Office documents to the virtual drive.
- With Opt-in mode (but not Force-Protected mode), a *Secure Documents* folder is added at the root of the *Documents* folder. Office documents in this folder are encrypted. If you remove a protected Office document from this folder, it remains encrypted. If you delete the folder, it is recreated.

## Share with External Users

An internal user can share secure files with an external user. To grant access to external users, see the *Data Guardian User Guide*.

## Register as an External User

The first time that an external user receives a secure file, the Dell Server sends an Account Verification email. The user must register and install Data Guardian to view the file. The external user must be a local administrator on the computer:

1. In the Account Verification email, click the hyperlink.
2. Continue to the webpage.
3. At the Confirmation page, click **Continue to Login**.
4. At the Login page, click **Forgot Password**. (You must reset a random password.)
5. At the Reset Password Page, enter and confirm your password, and then click **Register**. You will receive an email.
6. In your email, open an account activation email and click the link within. In the email, note the Server name.
7. Click **Return to Login** and enter the same email address and password you used to register. Click **Login**.
8. Download and install Data Guardian.
9. Under Windows, click Download (32-bit) or Download (64-bit), depending on your computer's operating system.
10. Download the setup file to a directory on your computer.
11. Double-click the setup file to launch the installer and follow the wizard's instructions. **Note:** In the *Server Name* field, enter the name from the activation email you received. In the *Management Type* window, select **External Use**.
12. After you click **Finish**, click **Yes** to restart.

To activate as an external user:

1. Log in to Windows.
2. When a dialog displays in the system tray, click **Click here to Activate**. If you do not see the dialog, click the Data Guardian icon in the system tray and select **User Activation**.
3. Enter your email address and password you used to register, and click **Activate**. A green check displays on the Data Guardian system tray icon.