

See metadata in attachments

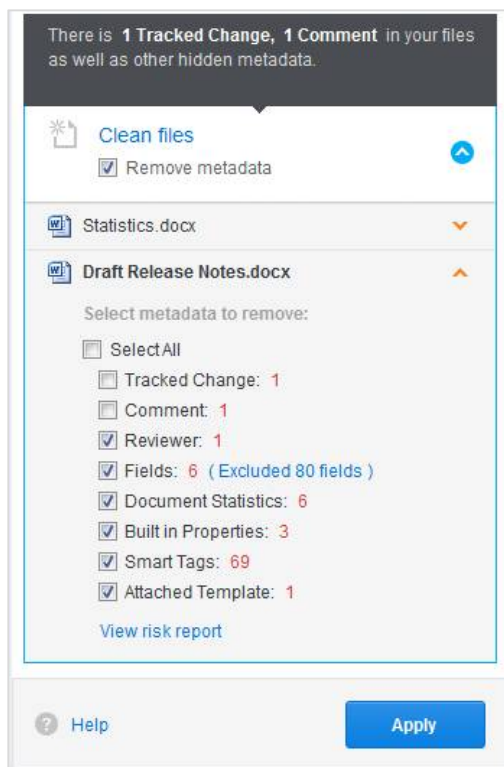
Open Outlook, create a new email and attach one or more files. A notification across the top of your email and the Interactive Protect panel on the right side of your email immediately report on the metadata found in the attachments.

Clean metadata from the attachments

Leave the **Remove metadata** checkbox selected and click **Apply**. All metadata is removed from all the attachments.

To select specific metadata to remove from each attachment, first expand the **Clean files** section and expand each attachment, then select/deselect metadata types to clean/keep.

Click **Apply** and the selected metadata is removed from each attachment.



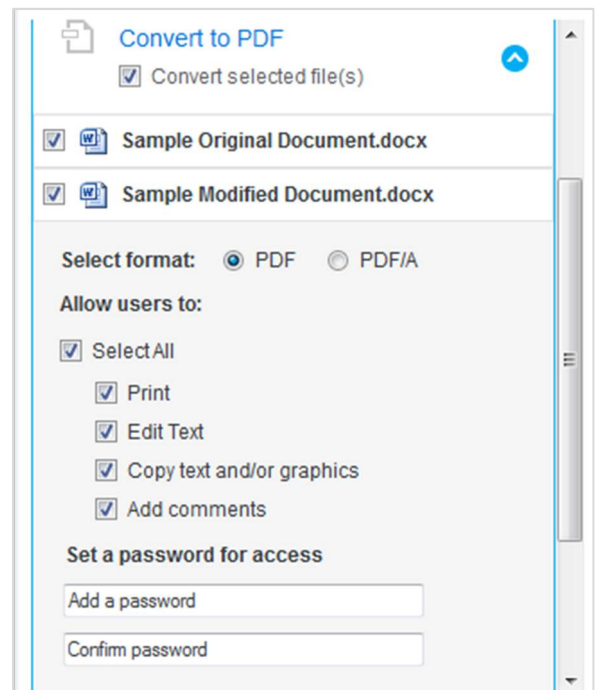
You can write your email while the attachments are being cleaned. Once the files are cleaned, you can preview the files by opening the attachments. When you are confident that what you're sending is secure and safe, click **Send**.

Tip: You can also display a comprehensive report of all the content risk in a document by selecting **View risk report**.

Convert attachments to PDF

Select the **Convert selected file(s)** checkbox in the **Convert to PDF** section and click **Apply**. All attachments are converted to PDF.

To select specific attachments to convert and to specify PDF conversion settings for the attachments, expand the **Convert to PDF** section.



Now you can select individual attachments to convert to PDF or PDF/A and specify security settings, such as preventing recipients from editing the PDF. You can also set a password that recipients must enter in order to open the PDF. Finally, click **Apply**.

Tip: For extra security, you can clean metadata from attachments first and then convert them to PDF.

Compress attachments

To compress all your attachments into a single zip file, select the **Compress all** checkbox in the **Compress all to zip** section.

To set a password for the zip file, expand the **Compress all to zip** section. When a password is specified, recipients can only open the zip file after entering this password.

Click **Apply** and all the attachments are compressed into a single zip file called **Attachments.zip**.