

## **Oracle Information Rights Management**

Sealed Email for Lotus Notes Extension

10gR3 PR3

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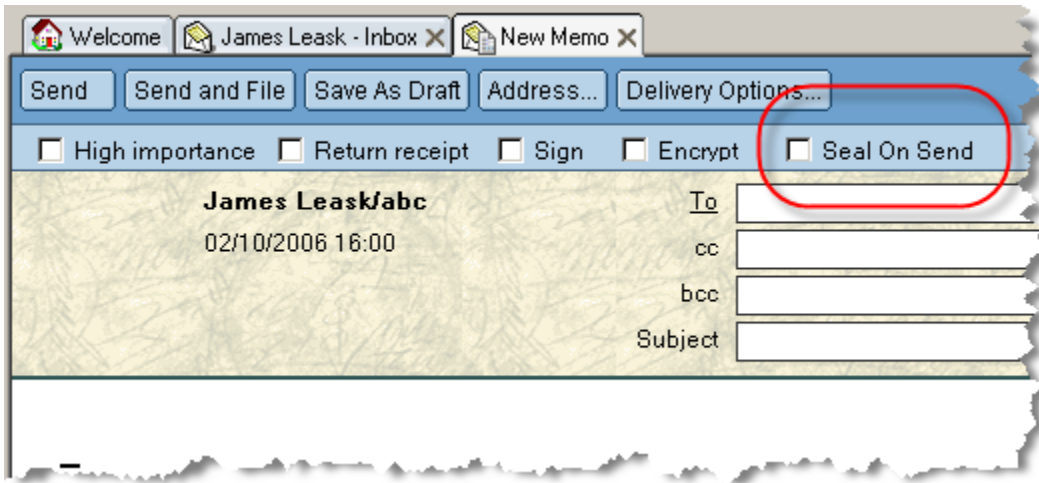
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## Introduction

This document describes how to use the Lotus Domino Designer to integrate sealing options into a mail template on a Lotus Domino Server. The procedure refers to Domino 7 and might differ for other versions.

When you have completed the integration tasks, users will see a **Seal on Send** checkbox when composing new email, for example:



When sending an email containing sensitive information, users simply need to tick the **Seal on Send** checkbox. When they are ready to send the email, they click **Send** as usual, and will be prompted to choose the appropriate security context for the email. The email will be sealed to the selected security context before being sent. If the email is ever forwarded, it will only be accessible to users who have rights in the security context.

Oracle IRM provides a set of resources to help you complete the procedure, such as the code fragments associated with the **Seal on Send** checkbox. The resources are available on request to anyone who has licensed the Sealed Email for Lotus Notes format.

As a prerequisite for this procedure, you might need to load the **Lotus Domino Designer** application, which is not installed on the Domino Server by default.

If you do not integrate sealing options into your mail template, users can still access sealing options from menus. However, for ease of use and to encourage users to remember to seal email when appropriate, Oracle recommends that you integrate the options into your template as described.

## Integrating Sealing Options into a Mail Template

The process of integrating sealing options into a mail template involves:

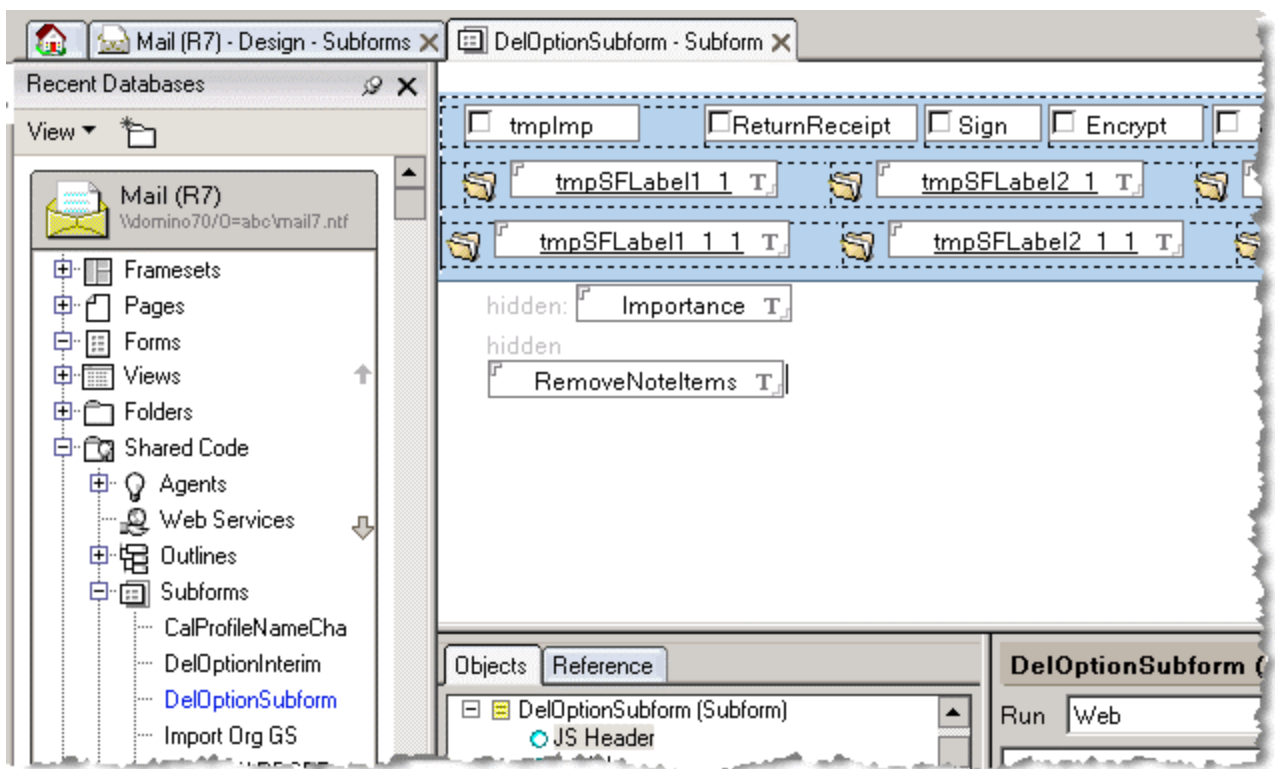
1. Adding a **Seal on Send** checkbox to a subform and propagating the changes to mail databases
2. Checking that the integration works

**Note.** Oracle recommends that you make a backup copy of your mail template file before making changes, for example, **C:\Program Files\Lotus\Domino\Data\mail7.ntf**.

## Defining the Seal and Send Action

Define the **Seal and Send** action as follows:

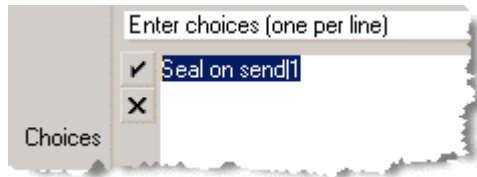
1. Start the Lotus Domino Designer application.
2. Choose **Open an Existing Database** and select the server to customize.
3. Select the relevant database, for example, **Mail (R7)**, and click **Open**.
4. Expand the **Shared Code** folder and select **Subforms**
5. Open the **DelOptionSubform** subform



6. Make a copy of the **Encrypt** field that you can edit to create your **Seal on Send** checkbox. For example, create an **Encrypt\_1** field as shown:



7. Double-click the new field so that you can edit it as follows.
  - a. Change the field name to **SMSealOnSend**.
  - b. On the second tab, in the choices list box enter **Seal on send|I**



- c. On the sixth tab, amend the **Hide if** formula to ensure that the checkbox only appears for users who have Oracle IRM Desktop installed. You need to append the following to the formula:

```
@Environment("SMSealAndSend") != "1"
```

For example, the formula might now read:

```
getCal := @GetProfileField("CalendarProfile"; "showOptions");  
From != @UserName | @IsAvailable($HideMailHeader) | getCal = "0" |  
@Environment("SMSealAndSend") != "1"
```

8. Save the changes.

Having changed the mail template, the change needs to be propagated to all mail databases. Changes are usually scheduled to be propagated automatically at night. If you want to propagate the changes immediately:


1. Open a command prompt.
2. Go to the Domino installation folder, for example, **C:\Program Files\Lotus\Domino**.
3. Execute the following command:

```
ndesign -d mail
```

## Checking that the Integration Works

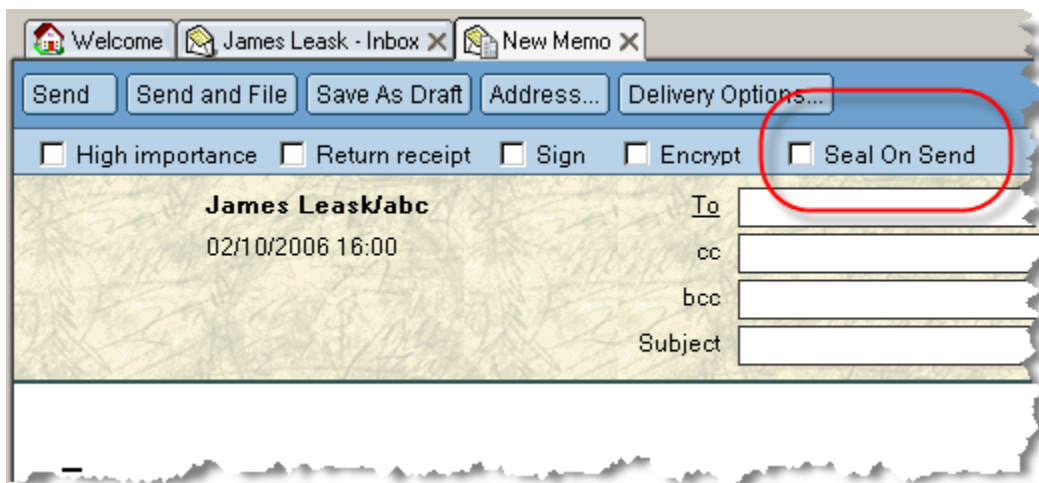
Having propagated the changes, you need to check that they work correctly. This involves using Lotus Notes on a computer that has Oracle IRM Desktop installed, and has the Lotus Notes integration enabled. It also involves having the right to create sealed email, which means that you need to have a **Contributor** role in at least one security context.

You can enable the Notes integration in Oracle IRM Desktop as follows:

1. Close any Lotus Notes windows.
2. Right-click the Oracle IRM icon  in the system tray and select **Options**.
3. Go to the **Email** tab and select the checkbox for Lotus Notes.

You can now start Lotus Notes and send a test memo to yourself.

Expose the suboptions of the memo, and check that the **Seal on Send** checkbox is present, for example:



Before sending the memo, tick the checkbox. When you click **Send**, you should be prompted to select a security context for the memo. If no contexts are listed, use the Refresh Available Contexts option. When you receive the memo, you should find that it is sealed.

Finally, use another computer to check that the **Seal on Send** checkbox is not exposed to users who do not have Oracle IRM Desktop and the Notes integration option enabled.