

Lookeen 12

Group Policy Guide

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1. Overview

Lookeen gets its user related information from the Lookeen settings file which is located in the Lookeen - Local Application Data directory (C:\Users\\AppData\Local\Lookeen).

In large rollouts in enterprise environments installations are done by a central administrator. Group Policies (GPOs) allow the administrator to rollout the installations without interaction from the user.

The Lookeen GPOs give the administrator full control over the user settings. You are able to control the employees' access to sensitive or confidential Outlook items. Your IT department or an administrator can easily manage which employee is allowed to e.g. search with Lookeen on your Exchange Server, Public Folder or on your network and who is not. Even the indexing or searching of PST files can be centrally controlled with the Lookeen Group Policies.

2. Features

You are able to restrict the following areas or make special settings:

- Disable the options dialog
- Suppress the startup wizard
- Disable downloading and installing Lookeen updates
- Set the settings path
- Set the index path
- And much more (see table at the end)

2.1. License information

You can distribute the Lookeen license keys in your organisation via registry keys. For more about this see chapter 3.

2.2. Indexing features

Indexing is an integral part of every search solution. Therefore Lookeen gives you plenty of options to control the user's environment:

- Disable the indexing process completely
- Disable indexing of PST files
- Disable indexing of local folders
- Disable indexing of public folders
- Disable indexing of network files
- Disable indexing of Exchange servers (online/offline/cached/uncached)
- Disable adding / removing stores
- Disable clearing the index

2.3. Content security

Full control with multi-level access restrictions: You are able to allow an employee to index and find sensitive or confidential Outlook items, but to restrict opening or displaying it. With the Lookeen Group Policies you will have your sensitive Outlook data under control.

- Disable users to index, see and read sensitive mails
- Only the owner of a sensitive mail is allowed to index, see and read it – other users are not
- The owner of a sensitive mail is allowed to index, see and read it – other users see this mail listed, but are not allowed to open it and the subject is overwritten with „HIDDEN“
- Disable adding additional owners (additional addresses) of mails in Lookeen>Options>Search

2.4. Shared index feature

We are proud to offer you a unique feature which saves both disk space and server traffic: Central Indexing! Simply by adding another (external) index path, a client is able to search over multiple indexes without the indexing work! Via GPO you can

- Fix the settings, the user will not be able to change them
- Automatically add shared index paths
- Disable the use of this feature

2.5. Store Resolving

Add stores by policy via type (exchange server, PST), name or path.

- Enable store resolving
- Adding MAPI stores (Exchange and PST) by name
- Adding MAPI stores (Exchange and PST) by path
- Adding all stores in an Outlook profile
- Adding local or network folders by path

All functions are easily set in the registry. And now, here is how to do it...

3. Setting the policies

3.4. Changing the registry using an ADM-File or GPOs

If you want to change the Group Policy settings by an ADM file, please talk to us (sales@lookeen.com) for further information. Here is a guideline how to implement an ADM-file in MS-Windows. The setup on other systems or Terminal Servers could differ:

3.4.1. Create a Group Policy Object (GPO)

- Logon to a domain controller with domain administrative rights
- Open the Microsoft Group Policy Management Console (gpmc.msc)
- Open your selected domain and right-click on "group policy objects" -> new e.g. "Lookeen"
- Right-click the new GPO and click on "Edit". The GPO-Editor opens.

3.4.3. Configure the group policy items

- Choose between computer or user configuration, it's up to you
- Expand "Policies" and right-click at "Administrative Templates" -> Add -> Add the .adm-file enclosed
- Open "Policies\Administrative Templates\Classic Administrative Templates (ADM)\Lookeen*" and edit the desired items
- Close this editor

3.4.4. Configure the group policy

- Click at your new group policy object and edit/add domains, users, groups, computers...
- Finally you have to link the GPO-object to the domain(s) and/or organizational unit(s) of your choice

3.5. How to install and use Lookeen in a Citrix or Terminal Server environment

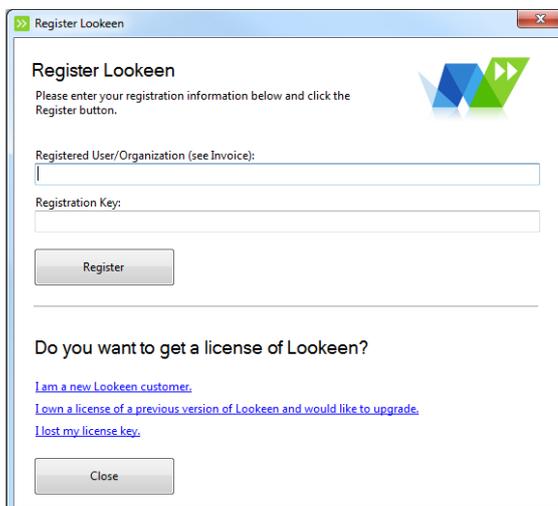
1. Install Lookeen after downloading from our website
2. Implement the ADM-file attached (32 or 64 bit) to your group policy management console to use the GPOs
3. Deactivate Lookeen for those users which shouldn't use Lookeen by activating switch "Disable Lookeen Permanently" (P36 in registry)
4. Deactivate the Lookeen Startup Wizard for all users to stop confusing them after starting Outlook with "Disable Wizard" (P26 in registry)
5. If you already have a registration key for Lookeen (test or purchased license) you also can register Lookeen via GPO:

3. Setting the policies

- To get a test key please contact us so you can use all features of Lookeen one month for free
- Register Lookeen via registration dialogue at any client manually (see picture below) and copy the key-values “A9”, “B9” and “C9” from the registry of this very client out of
“HKEY_CURRENT_USER\Software\Axonic\L1”

6. Example: A9 = “52142314531551498”
 B9 = “CML10101K1E1E1N1_1A1X1_1...”
 C9 = “CML0111813101011101310181910101...”

7. Open your group policy management console and paste the values from A9, B9 and C9 to the fields “Hash”, “Company Name” and “License Key” for all authorized users
8. Manage special preferences centralized for your users like the Settings Path (SP) or the Index Path (IP) to change the location of your settings file and the index. You can also hinder users from making preferences themselves. Therefore activate option “Disable Options” (P15)
9. In this guideline you’ll also find a table with all available group policies.



Registration dialog of Lookeen

4. Policies and information

4.1. The policy table

Name	Key	Default	Description
License information	A9, B9, C9		License information: 1. You can distribute your license information within your organisation by the following steps: 1. Register Lookeen for one installation 2. Check the registry keys: A, B, C and Copy them to the target machine's registry.
Disable PST	P1	Off	Disable PST, Disable Exchange, Disable Public Folder, Disable Network Files restrict the possible sources of the indexing process. These policies restrict Lookeen during the indexing process, so they have to be set BEFORE starting the first indexing process.
Disable Exchange	P2	Off	See P1
Disable Public Folder	P3	Off	See P1
Disable Local Files	P4	Off	See P1
Disable Network Files	P5	Off	See P1
Disable Updates	P6	Off	Unchecks the "Check For Updates" option and disables changing this
Check Sensitivity	P7	On	If the flag is set to 0 (off), all sensitive data will be visible and ready to index for everyone, because no check of other policy flags will be done. Other flags like Index Sensitive Data, Include Additional Addresses, List Sensitive Data are now irrelevant. If the flag is set to 1 (on), then all other following flags will be checked and considered.
Index Sensitive Data	P8	On	If the flag is set to 0 (off), NO sensitive data will be indexed, not even for the owner! If the flag is set to 1 (on), only the owner is allowed to index sensitive data, other users skip these items. NOTE: In order to index ALL elements AND sensitive data too, just set Check Sensitivity = 0 (off).

			P7 = On
Include Additional Addresses	P9	On	<p>If the flag is set to 0 (off), only Outlook profile addresses will be used for the OWNER identification.</p> <p>If the flag is set to 1 (on), Lookeen will use Outlook profile addresses and the addresses which were added in the Lookeen Options\Search tab for the matching</p> <p>P7 = on</p>
List Sensitive Data	P10	On	<p>If the flag is set to 0 (off), sensitive data will only be displayed in the search result window for the owner. If the flag is set to 1 (on), sensitive data will be displayed for all, but only in a limited way, e.g. body and subject are overwritten with [hidden content].</p> <p>P7 = on</p>

Settings Path	SP	Empty	<p>During the Installation-Wizard Lookeen will create a directory with settings (like language, the index, and other settings) here:</p> <p>C:\Users\[YOUR NAME]\AppData\Local\Lookeen</p> <p>This path can be set to a new location via: SP=C:\WISHED PATHNAME</p> <p>You can also use environment variables (e.g. %username%) for the locations. Example:</p> <p>SP=C:\%username%\Settings</p> <p>with user="Taylor" which will be expanded to:</p> <p>C:\Taylor\Settings.</p> <p>This is useful especially when you locate your policies under the HKEY_LOCAL_MACHINE registry.</p> <p>Several Profiles:</p> <p>Under Outlook, one single Windows user can own several Outlook profiles. For each profile, Lookeen creates own settings by default. Therefore (e.g. with Outlook profile= "MyProfile"), the settings path will be located under</p> <p>C:\Taylor\Settings\MyProfile</p> <p>To switch off profile based settings, see policy "Disable Profile Settings".</p>
Shared Index Fixed	SIF	Off	You can make the shared index option read only for the user. The user will not be able to change any settings.
Shared Index Used	SIU	Off	Activates/Deactivates the Shared Index feature. Use SIU=off in combination with SIF=on to disable the feature permanently.

Shared Index Path(s)	SIP	Empty	You can set static paths to shared index sources in the group policy, so the user does not have to include these paths by himself. Separate the paths by a semicolon “;” SIU = on
Index Path	IP	Empty	Like Settings Path, this one for the index path.
Disable Indexing	P12	Off	Disables any indexing activities!
Disable Index Clearing	P13	Off	Disables the clearing of the index.
Disable Index Path Change	P14	Off	Disables changing the index path.
Disable Options	P15	Off	Disables the whole options dialog.
Disable Indexing Offline	P16	Off	P16-P24 are for Exchange Server only: Disables the indexing of an exchange server store when it is in the given mode!
Disable Indexing No Exchange	P17	Off	See P16
Disable Indexing Disconnected	P18	Off	See P16
Disable Indexing Cached Offline	P19	Off	See P16
Disable Indexing Cached Disconnected	P20	Off	See P16
Disable Indexing Cached Connected Drizzle	P21	Off	See P16
Disable Indexing Cached Connected Full	P22	Off	See P16
Disable Indexing Cached Connected Headers	P23	Off	See P16
Disable Indexing Online	P24	Off	See P16

Disable profile settings	P25	Off	Lookeen creates a separate settings file and index for every Outlook profile by default. You can switch off this feature so that Lookeen uses only one single settings file for all profiles.
Disable Wizard	P26	Off	Suppresses the start wizard after installation of Lookeen.
Disable Add MAPI Stores	P27	Off	Disables adding MAPI stores in the options dialog.
Disable Add Local Stores	P28	Off	Disables adding file stores in the options dialog.
Disable Remove Stores	P29	Off	Disables removing stores in the options dialog.
Enable Store Resolving	P30	Off	Enables policy based setting of stores. Do NOT use the Keys P30- P35 in combination with P40. P40 will overwrite this function.
Store All PSTs	P31	Off	Adds all PST based stores of the current Outlook profile to the index. P30 = on
Store All Exchange Stores	P32	Off	Adds all Exchange based stores of the current Outlook profile to the index. P30 = on
Store Primary Exchange Store	P33	Off	Adds the primary Exchange store of the current Outlook profile to the index. P30 = on
Store Public Folder Store	P34	Off	Adds the public folder store of the current Outlook profile to the index. P30 = on
Store Local Own Files	P35	Off	Adds the 'Documents' folder of the user to the index. P30 = on
Disable Lookeen Permanently	P36	Off	Disables Lookeen in Outlook permanently.
Disable Restore Defaults	P37	Off	Disables the 'Restore Defaults' button in the options.
Store Local Path(s)	STLP	Empty	Adds local store(s) to the index. Separate paths by a semikolon ';'. P30 = on

Store MAPI Store(s) by Name	STMSN	Empty	By name: Adds MAPI store(s) of the current Outlook profile to the index. Separate names by a semikolon ';'. P30 = on
Store MAPI PST Path(s)	STMPP	Empty	By path: Adds MAPI store(s) of the current Outlook profile to the index. Separate paths by a semikolon ';'. P30 = on
Disable Analytics	P38	Off	Disable Analytics button.
Disable Change Settings Location	P39	Off	The settings location will be fixed.
Disable Change Archive Detection	P40	Off	The status of archive detection will be fixed. Do NOT use the Keys P40-P44 in combination with P30. They will block its functions.
Archive Detection On Start	P41	Off	When Outlook starts, new Outlook archives will be detected or not. Switch P44 = on for indexing all found stores.
Archive Detection On Start for Outlook	P41Outlook	Off	Switch to P41=Off if you want to discover OL only. Switch P44 = on for indexing all found stores.
Archive Detection On Start for Filesystem	P41Filesystem	Off	Switch to P41=Off if you want to discover FS only. Switch P44 = on for indexing all found stores.
Archive Detection On Start / Auto removal of unvailable stores (FS and OL)	P41Remove	Off	Only in combination with P41, or P41*
Archive Detection On Start Confirmation	P42	Off	Enables or disables a confirmation dialog for adding a new archive. P41 = on

Disable Archive Detection In Options	P43	Off	Disables the button for manual archive detection in the options.
Archive Detection: Add New Archives To Index	P44	Off	Newly detected archives will be added to the Lookeen index sources automatically or not. P41 = on
Disable Change Network Detection	P45	Off	Disables changing the network detection option.
Network Detection	P46	Off	Before every indexing process, the network blacklist is scanned: If a slow network is detected, indexing will not start!
Network Detection Confirmation	P47	Off	If a slow network is detected on start of indexing, a confirmation dialog will be displayed or not. P46 = on
Disable Add Network Folders	P49	Off	Disables adding network paths with the "New File Store..." button
Disable Mapped Folders	NOMAPPEDFILES	Off	Disables adding folders which are mapped to local folders
Time Before First Index Start	P50	90	Time in seconds until the first index run starts. The minimum value is 90.
Disable Outlook Toolbar	DISABLEOLTOOLBAR	Off	Disables Lookeen's toolbar in Outlook
Network Blacklist	NETBLACK	Empty	A semikolon seperated list of slow networks. If one of these is detected, indexing will be prevented. P47 = on
Store Local Drive Blacklist	STLPBL	Empty	Semikolon separated blacklist for file drives (eg. Z;Y;V;). Store must not start with these letters.
Use Lookeen Server	LS1	Off	Activates or deactivates using Lookeen Server.
Lookeen Server URL	LS2	Empty	Sets the URL of the Lookeen Server.

Set Server Settings Read Only	LS3	Off	Disables changing of the Lookeen Server settings.
Lookeen Server Timeout	LS4	15	Sets The Timeout In Seconds Until Lookeen Cancels Search Requests
Disable Manual Index Start	DISABLE_MANUAL_START	Off	Disables Starting The Indexing Process Manually
Disable Manual Index Stop	DISABLE_MANUAL_STOP	Off	Disables Stopping The Indexing Process Manually
Disable Manual Index Pause	DISABLE_MANUAL_PAUSE	Off	Disables Pausing The Indexing Process
Result Count	RESULT_COUNT	1000	Sets The Maximum Result Count
Time Between Index Runs	TIME_BETWEENINDEXING_I N_HOURS	2	Sets The Time In Hours Between Index Runs
Time Between Index Rebuilds	TIME_BETWEENREBUILD_I N_HOURS	Not Set	Sets The Time In Hours Between Index Rebuilds
Indexing Speed	INDEXING_SPEED_1_TO_20	18	Sets The Indexing Speed (1 To 20)
Disable Indexing Speed	DISABLE_INDEXING_SPEED	Off	Disables changing the indexing speed
DisableIndexAttachments	DisableIndexAttachments	Off	Disables indexing of attachments
Disable Systray Popups	DISABLESYSTRAYPOPUPS	Off	Disables Lookeen's notifications in the systray
Disable Reindexing	DisableReindexing	Off	Disables manual rebuilding of the index
Disable Previewing Original File	DisablePreviewOriginal	Off	Disables the previewing of the original file
Disable Open Outlook	DisableOpenOutlook	Off	Disables the 'Open Outlook' Dialog And Sets Option To 'Never'
Disable Search-As-You-Type	DisableSAYT	Off	Disables the Search-As-You-Type feature
Disable Automatic Prefix Wildcard	DisableAutomaticPrefixWildcar d	Off	Disable Search With Automatic Prefix Wildcard
Disable Research With Prefix Wildcard	DisableResearchPrefixWildcar d	Off	Disable Research With Automatic Prefix Wildcard when no result is found.

Disable Research With Suffix Wildcard	DisableResearchSuffixWildcard	Off	Disable Research With Automatic Suffix Wildcard when no result is found.
Disable Outlook Plugin	DisableOLPlugin	Off	Disables Lookeen 's Outlook Plugin functionality.
Plugin Only	PluginOnly	Off	Lookeen will only work when Outlook is running. It starts and ends automatically with Outlook.
Disable Real Time Indexing In Outlook	DisableRTIOutlook	Off	Disables Real Time Indexing In Outlook
Disable Real Time Indexing In File System	DisableRTIFiles	Off	Disables Real Time Indexing For The file System
Disable Starting Lookeen With Outlook	DisableOpenLookeenOnOutlookStart	Off	Lookeen Won't Start Automatically When Outlook Starts
Disable Global Shortcut	DisableGlobalShortcut	Off	Deactivates the shortcut <Ctrl, Ctrl> to open the Lookeen window and disables changing the option.
No Index Between	NOINDEXFLAG	Off	Activates the option to prevent indexing in a certain time period.
No Index Start Time	NOINDEXSTART		Sets the start time for 'No Index Between' (0 to 23) NOINDEXFLAG= on
No Index End Time	NOINDEXEND		Sets the end time for 'No Index Between' (0 to 23) NOINDEXFLAG= on
Index Only Between	INDEXONLYFLAG	Off	Activates the option to restrict indexing to a certain time period.
Index Only Start Time	INDEXONLYSTART		Sets the start time for 'Index Only Between' (0 to 23) INDEXONLYFLAG = on
Index Only End Time	INDEXONLYEND		Sets the end time for 'Index Only Between' (0 to 23) INDEXONLYFLAG = on

Force Uncached Mode	ForceUncachedMode	Off	In Outlook 2013 the cache can be limited to a certain time range and Lookeen only indexes this cache. This option forces Lookeen to index everything from the server.
Disable Message when Outlook closed while Indexing	DisableMessageWhenOutlookClosedWhileIndexing	OFF	This option disables the warning message which pops up if you close Outlook during the indexing process.
Disable Notification Icon	DisableNotificationIcon	OFF	Disable the systray icon in the the windows bar aswell as all notification messages.

4.2. Explanations to various Outlook states

The following states are mentioned and used in the switches P16-P24:

4.2.1. Cached Connected Drizzle

The account is using cached Exchange mode such that headers are downloaded first, followed by the bodies and attachments of full items.

4.2.2. Cached Connected Full

The account is using cached Exchange mode on a Local Area Network or a fast connection with the Exchange server. The user can also select this state manually, disabling auto-detect logic and always downloading full items regardless of connection speed.

4.2.3. Cached Connected Headers

The account is using cached Exchange mode on a dial-up or slow connection with the Exchange server, such that only headers are downloaded. Full item bodies and attachments remain on the server. The user can also select this state manually regardless of connection speed.

4.2.4. Cached Disconnected

The account is using cached Exchange mode with a disconnected connection to the Exchange server.

4.2.5. Cached Offline

The account is using cached Exchange mode and the user has selected 'Work Offline' from the Send/Receive menu.

4.2.6. Disconnected

The account has a disconnected connection to the Exchange server.

4.2.7. No Exchange

The account does not use an Exchange server.

4. Policies and information

4.2.8. Offline

The account is not connected to an Exchange server and is in the classic offline mode. This also occurs when the user selects 'Work Offline' from the Send/Receive menu.

4.2.9. Online

The account is connected to an Exchange server and is in the classic online mode.

5. FAQs

If I start the Windows Group Policy Editor the Lookeen ADM file you've sent seems to be empty – why?

Please right click on „Administrative Templates“ and choose „Filtering...“. Now deactivate in the dialogue „Only show policy settings that can be fully managed“. That's all!

Who is the “Item-Owner”?

An Outlook item (like Email) is owned by one or more persons (e.g. sender, receiver).

What is “sensitive data”?

An Outlook item on an Exchange Server (or Public Folder) has a sensitivity flag. 0: everyone can see it, 1-3: only owner can see it.

Why do I need settings for data security?

Lookeen can display sensitive data to everyone; this is not wanted by some enterprises. Therefore you can use policies to prevent Lookeen from indexing or displaying sensitive data.

Why do the GPOs have no effect on Lookeen?

Be sure that you registered Lookeen properly. To get a registration key please contact our sales.

Levels of security

1. (most secure) Don't index sensitive data, at all!
IndexSensitiveData = off + CheckSensitivity = on
2. (high secure) Don't index sensitive data, if you are not the owner!
IndexSensitiveData = on + CheckSensitivity = on
3. (secure) Don't list sensitive data in search dialog, if you are not the owner (SHARED INDEX ONLY)!
ListSensitiveData = off
4. (low secure) Restrict content information of sensitive data in search dialog, if you are not the owner e.g. body and subject are overwritten as “[hidden content]”. (SHARED INDEX ONLY).
ListSensitiveData = on
5. (minimum secure) Use additional addresses from the options to identify user as owner!
IncludeAdditionalAddresses = on
6. (no security): Switch CheckSensitivity = off! (default=on)

6. Copyrights

Microsoft, Outlook and Exchange Server are registered trademarks of Microsoft Corporation

Parts of the application are under the Apache License (Lucene engine)

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