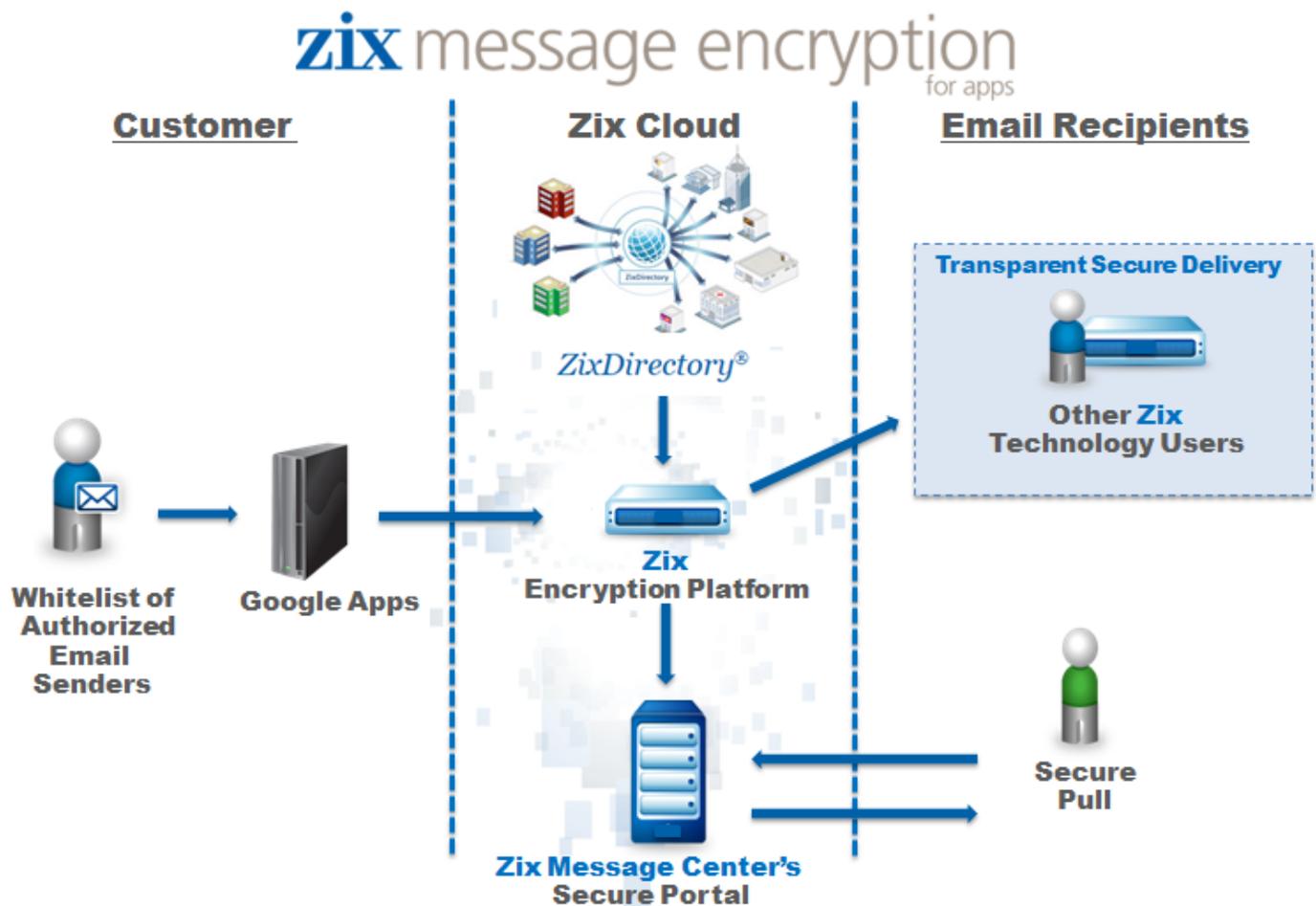# Zix Message Encryption for Apps Administrator's Guide

Zix Message Encryption for Apps (ZME) is an email encryption service for Google Apps customers. ZME provides on-demand message encryption, so you can securely communicate with business partners and customers. Google Apps customers can predefine security policies to trigger encryption of sensitive information in their outbound email communication. Using ZixCorp's Best Method of Delivery, ZME provides transparent encryption between Google Apps and ZixCorp customers, as well as the ability to deliver securely to anyone, anywhere and on any device using the ZixMessage Center's secure portal. ZME provides secure email to Google Apps users communicating outside Google's secure cloud to all other email users.

Zix Message Encryption for Apps allows Google Apps customers to specify the authorized email senders who can use the service. If the message recipients are Zix customers, emails are automatically decrypted and received transparently without any additional steps, simplifying the sending and receiving of secure email. Email recipients who do not have Zix email encryption receive their encrypted email through the ZixMessage Center.

Enabling the Admin SDK

Before you launch Zix Message Encryption for Apps for the first time, you must enable the Admin SDK so that the ZME app can authenticate you.

1. Sign in to the [Google Admin console](#).

2. Select **Security**.

3. Select **API reference**.

4. In the API access section, ensure **Enable API access** is selected.

5. Select **Save changes**.

Ordering the Zix Message Encryption for Apps Service

To set up the ZME Service, you must first enable the Admin SDK before downloading the ZME app from the Google Apps Marketplace. Once you download the app and enter your Google Apps log-in credentials, you must perform the following to complete the ZME set-up.

Note: You must have Super Admin privileges in Google Apps to complete the tasks below. If you are the primary user who set up the original Google Apps account, you are the Super Admin by default. Subsequent users must be granted Super Admin privileges by the primary Google Apps administrator.

1. Enter the email addresses and other required information into the appropriate fields.

2. Save the order and submit to ZixCorp for provisioning. You will receive a notification confirming your order.

    Note: It may take up to one full business day for ZixCorp to provision your order.

3. Set up your mail server for use with ZME by following the instructions in the confirmation message that follows the provisioning of your order.

4. Email Zix Customer Support to activate your key once you receive the notification that ZixCorp has created your S/MIME certificate. You may then begin using Zix Message Encryption for Apps.

You are not required to make a payment when placing your order. You will receive an invoice within 45 days of your order for your chosen payment method, and can cancel your service within 30 days of your order without any charge.

Setting up the Google Admin Console for Encrypted Mail

After receiving the provisioning notification from ZixCorp, you must configure the Google Admin console to route encrypted email properly by:

1. Adding ZME to the Inbound Gateway List

2. Adding an email route for Zix

3. Setting Up Encryption for Content Compliance

Add ZME to the Inbound Gateway List

ZME requires you to add the ZixCorp IP addresses to the **Google Apps Inbound Gateway list** to ensure all replies and encrypted messages from other ZixCorp customers are delivered.

1. Sign in to the Google Admin console.

2. Select **Apps > Google Apps > Gmail > Advanced Settings**.

3. In the **Spam** section, look for **Inbound Gateway**.

4. Enter the following information:

   a. Enter the desired label for the configuration into the blank field.

   b. Select **ADD** in the **IP addresses/ranges** field and enter **199.30.235.125**.

   c. Select **Save**.

   d. Check the **Requires TLS connections from the email gateways listed above** box.

   e. Select **Save**.

5. Select **Save Changes** at the bottom of the Email setting screen.

Adding an Email Route for ZixCorp in the Google Admin Console

You must add an email route for ZixCorp within the Google Admin Console. You only need to add one email route or host, regardless of how many organizations or users will be using ZME.

1. Sign in to the Google Admin console.

2. Select **Apps > Google Apps > Gmail**.

3. On the **Gmail settings** page, click **Hosts**.

4. Select **Add route** to open the **Add mail route** screen.

5. Enter the following:

   a. Enter **ZixCorp ZME** in the blank field.

   b. Choose **Single host** from the menu.

   c. Enter **out.z125.zixworks.com**

   d. After the colon, enter **25** as the port.

   e. Check **Require TLS delivery**.

   > **Note:** Gmail will automatically default to using TLS.

   f. Select **Save**.

 > **Note:** Ensure the **Perform MX lookup on host** box remains unchecked.

Set Up Encryption for Content Compliance

Add a content compliance filter

1. Sign in to the Google Admin console.

2. Select **Apps > Google Apps > Gmail > Advanced settings**.

3. Scroll down to the **Content compliance** section.

4. Select **Configure** to add a new filter. Or, if you already have a **Content compliance** filter, select **Add another**.

   Note: The **Add another** button does not display unless you hover over **Content compliance**.

5. Enter **Zix Encrypt** as the short description.

6. For **Email messages to affect** - select **Outbound**.

7. For **Add expressions that describe the content you want to search for in each message**, select **If ANY of the following match the message**.

8. In the **Expressions** section, select **Add**.

9. Select **Advanced content match** to set the criteria that triggers message encryption.

   a. In **Location**, select the message field.
   b. In **Match type**, select either **Contains** or **Does Not Contain**.
   c. In **Content**, enter the required string that will activate encryption.

10. Select **Save**.

11. For **If the above expressions match**, do the following, select **Modify message** from the drop-down menu.

12. In the **Route** section, select **Change route**.

13. From the **Select a route** drop-down menu, select **ZixCorp ZME**.

14. Select **Add setting** or **Save** to close the dialog box.

15. Select **Save changes** at the bottom of the **Email settings** screen.

Getting Support for ZME

For help setting up ZME, email Zix Customer Support at support@zixcorp.com. A support technician will respond to your request within six business hours. ZixCorp's business hours are 7:00 AM to 7:00 PM CST Monday through Friday.