Egress Switch Secure Email - Quick Start Guide

How To Send a Secure Email

Using Egress Switch is simple and integrates with Outlook and your daily work -flow. This guide will walk you through the process of sending a secure email.

1 *Signing In*

With Egress Switch installed, you will notice a new icon in the system tray. (   )

To use the software you must be signed in. Simply click on the Egress icon, as above, and click 'Sign in'.

Next, you will be asked to enter your Switch ID and password. (You should have been asked to create these credentials prior to this point, if you haven't, please contact your account administrator).

When signing in, we recommend you tick the 'Remember Me' options. This will automatically sign you in each time you turn on your machine.

Once you have signed in, you will notice the Egress Switch icon in the system tray will turn orange - indicating you are signed in and the software is ready to use. (   )

② Sending a Secure Email

Sending a secure email is quick and easy. Simply load up a new message within Outlook as you would normally. You will notice two new buttons.
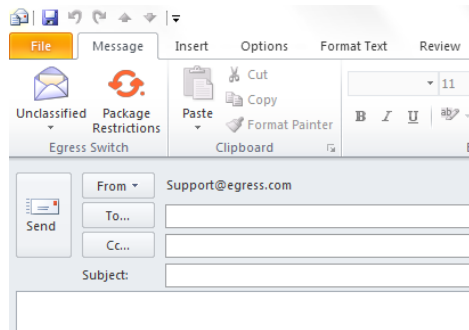
Fill in the typical fields, 'To', 'Subject' etc. Files can be attached to the message as normal.

Once you have composed your message, you can choose if you would like to send it securely by clicking on the security label drop-down (**Unclassified** by default).
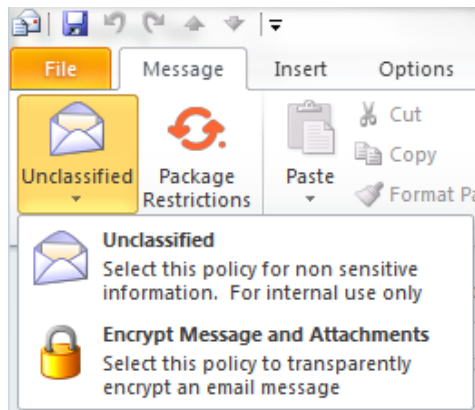

To send the message securely, select **Encrypt Message and Attachments**. This will encrypt the message body and any attachments.

## ③ Adding Time Restrictions

Egress Switch also allows you to add time based restrictions to your message. As such, you can enforce that the message is only valid until a specific time, or that it is only valid from a specific time.

To add time based restrictions, simply load up a new email within Outlook, and click '**Package Restrictions**'.
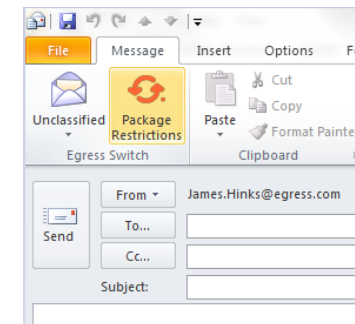
Having clicked '**Package Restrictions**', you now have the option to add time based restrictions to the message. Simply click the relevant tick-box and add the appropriate time and date.

NB: Time restrictions can be added or modified even after the package has been sent!
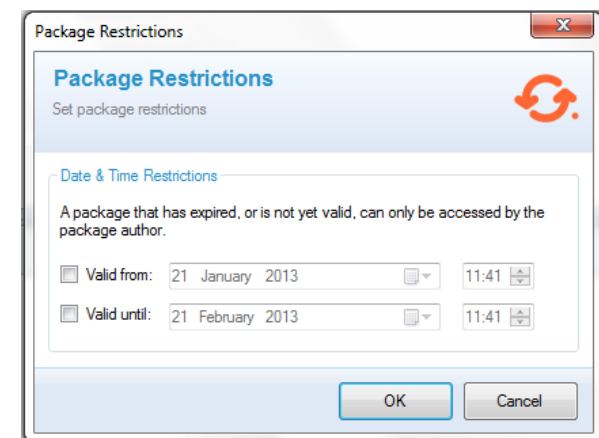
Recap

1. Ensure you are signed in to the client software with your Switch ID and Password. You can do this by clicking the Egress icon in the system tray (bottom right of your screen), or by double clicking the Egress icon on your desktop.

   Remember to tick the 'Remember Me' options so that you are signed in automatically each morning!

2. Open Outlook as normal, and compose a new message.

3. Two new Egress Switch buttons can be seen; the security label drop-down and Package Restrictions.

4. The security label is typically 'Unclassified' by default - if you do not want to send the email securely, simply send without changing the security label.

   NB: The default label is customisable. If you send more secure emails than non-secure, 'Encrypt Message and Attachments' can be your default setting. Please contact your administrator about this.

5. If you want to send an email securely, simply select the 'Encrypt Message and Attachments' security label, and add time based restrictions if necessary by clicking 'Package Restrictions'.

   That's it!

Remaining in Control

Egress Switch allows you to remain in control of information sent securely, even after it has left! You determine exactly who can access your information and at what time.

Not only this, you have a full audit trail available to you - showing who accessed the information, and at what time. This is all controlled via **My Packages**, another guide is available for this - please ask your administrator for details.

Learn More About Egress Switch

Visit http://www.egress.com/online-tutorials/ to view informative video tutorials on how to: -

- Access a secure package

- Manage your packages and control access to them in real-time

- Send large files securely

- Grant or decline access requests to secure packages

- And many more…….

Activating Advanced Features

Egress Switch offers many more features which are not currently activated with free accounts. To activate the following features please visit us here: http://www.egress.com/contact-us-form/

- Full email message body encryption

- Automatic email content inspection

- Customisable security policies

- Centralised auditing & user management

- Integration into existing FTP(s) / HTTP(s) / Cloud servers

- Hosted cloud storage

- Customisable email headers

Technical Support

Should you encounter any problems with Egress Switch or have any technical questions please contact your Egress representative or contact the Egress support department at http://www.egress.com/support