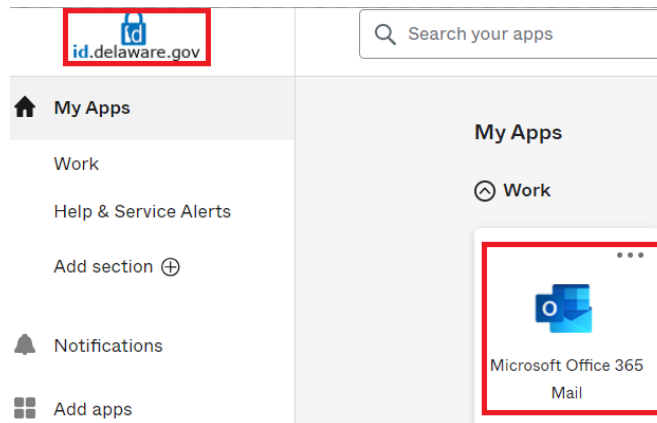


User Guide - Sending a Secure Email Using Egress from Microsoft Office 365 Mail (Outlook on the Web)

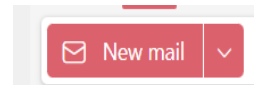
Available to all State of Delaware Employees on **April 5th, 2024**

Disclaimer: These instructions apply with the expectation that you are accessing Microsoft Office 365 Mail (Outlook on the Web) to send a secure email using Egress. You must be signed into id.delaware.gov in order to access Microsoft Office 365 Mail (Outlook on the Web) to send a secure email using Egress.

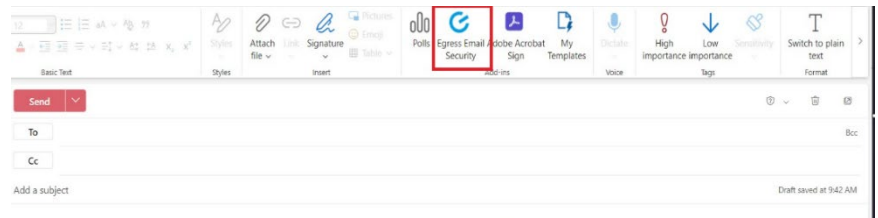


To send a secure email using Egress in Microsoft Office 365 Mail (Outlook on the Web):

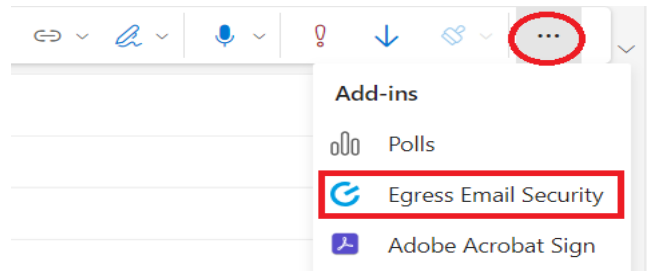
1. Within your Microsoft Office Mail 365 (Outlook on the web), click "New Mail"



- ❖ The new message window will contain the Egress icon in the ribbon as shown here:



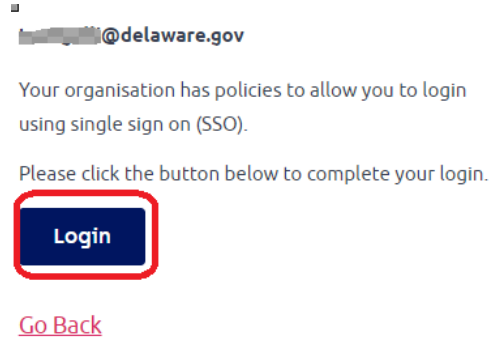
- ❖ If you do not see the Egress icon, click on the three dots on the far right to drop down the menu:



2. Click on the Egress icon:



3. A screen will appear on the right prompting you to log into Egress. Select Login. You only need to log into Egress once; if you are already logged in, this prompt will not appear.



4. Make your selection to send your secure email with the options shown here:

- ✓ "Unprotected" for non-sensitive information, the message will not be encrypted.
- ✓ "Encrypt" will encrypt email message text and attachments.
- ✓ "Encrypt – Read Only" restricts all body and attachments.

