



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.

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	Notifications	Microsoft Office 365
	Add apps	Mail

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"
- 🖂 New mail 🗸

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

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Insert Add-ins	Voice	Tagt	Format
		G	ð - 🗊 🖄
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- down the menu: Polls 000 G 2 2. Click on the Egress icon: Egress Email Security 3. A screen will appear on the right prompting delaware.gov you to log into Egress. Select Login. You only Your organisation has policies to allow you to login need to log into Egress once; if you are using single sign on (SSO). already logged in, this prompt will not appear. Please click the button below to complete your login. Login Go Back 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.

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Select protection label Unprotected	રંડેર
Unprotected Encrypt Encrypt - Read Only	

If you do not see the Egress icon, click on the three dots on the far right to drop

