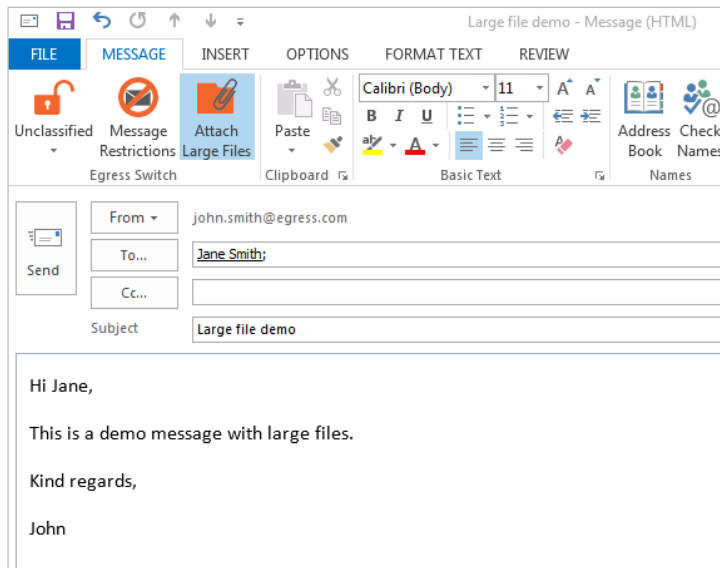# Egress Switch Quick Start Guide
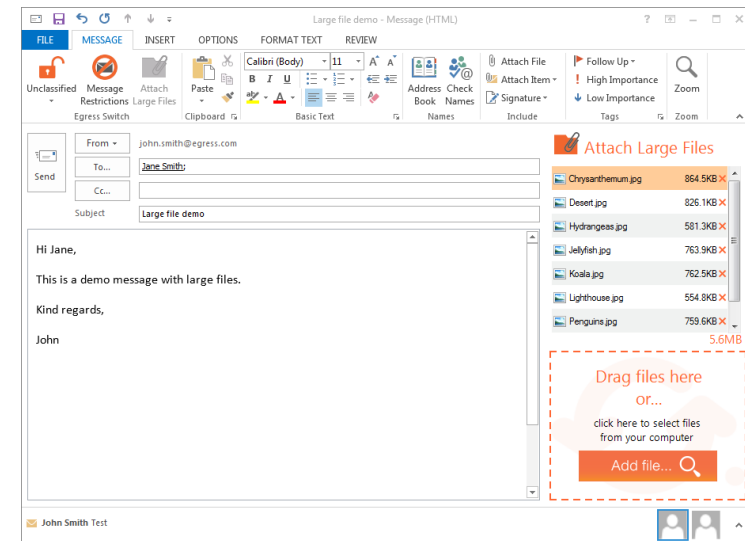
How to send large files securely

Egress Switch Secure File Transfer enables you to send large files securely by uploading them to hosted Cloud storage, either using the integrated Large File Transfer sidebar in Outlook or via the downloadable Egress Switch Client.

1 ### Using the Large File Transfer sidebar in Outlook

Open a new email in Outlook and select the 'Attach Large Files' icon.

This will open the Large File Transfer sidebar on the right-hand side of the email you are composing. You can select files to attach by either dragging and dropping multiple files or manually select individual files from the 'Add file' button within the sidebar.
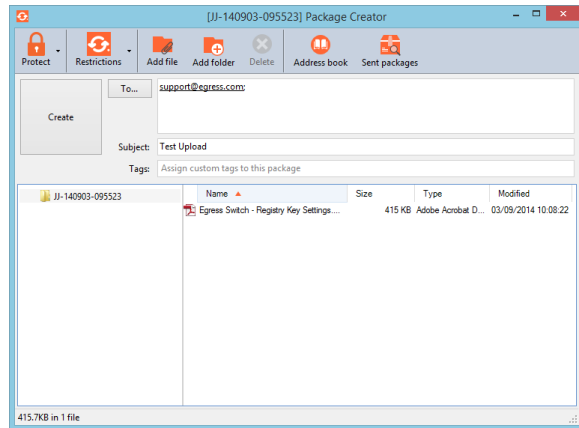

Once you have finished composing your email and attached the required files, click 'Send' to securely transfer your files and email body using Switch.
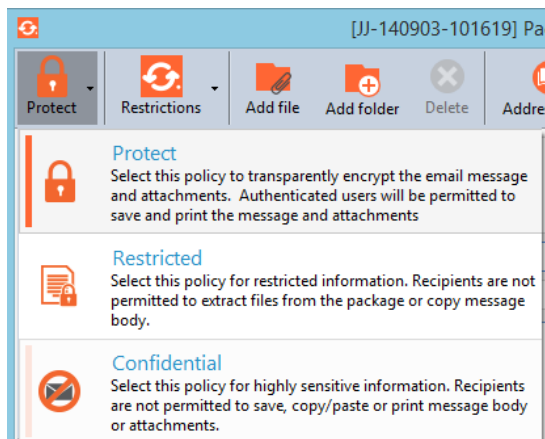
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2 Using the Egress Switch Client

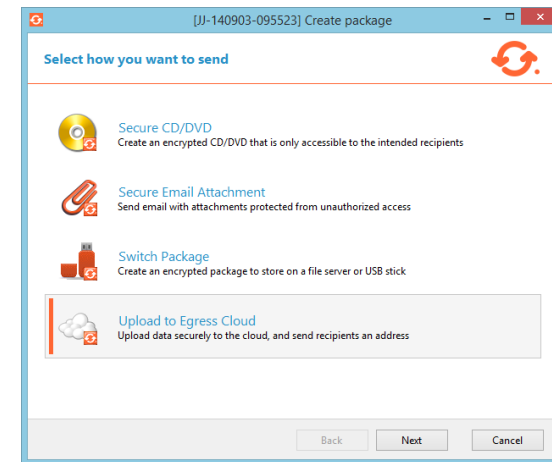Open the Egress Switch Client from the system tray and select 'Create package' from the main menu.

In the 'Package Creator' window, use the 'Add file' and 'Add folder' buttons to attach all relevant documents. Next, fill in the 'To' and 'Subject' fields.

If required, you can add optional date and time restrictions by clicking on the 'Package Restrictions' button. Tick the 'Valid from' and 'Valid until' boxes as required, using the drop-down menus to set the appropriate date and time restrictions.
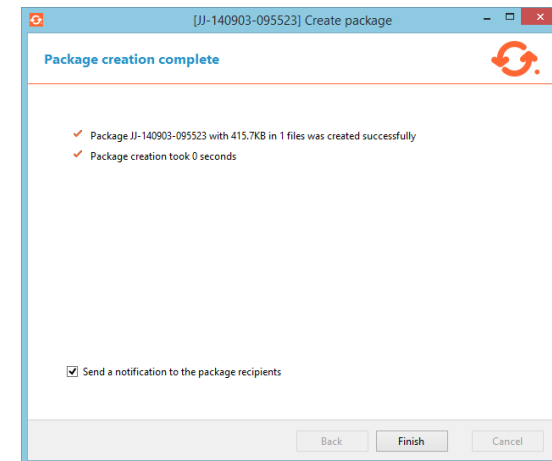

Once all relevant fields have been completed, select 'Create package'. In the window that opens, choose 'Upload to Egress Cloud'. Upload times will vary depending on internet connection speeds.
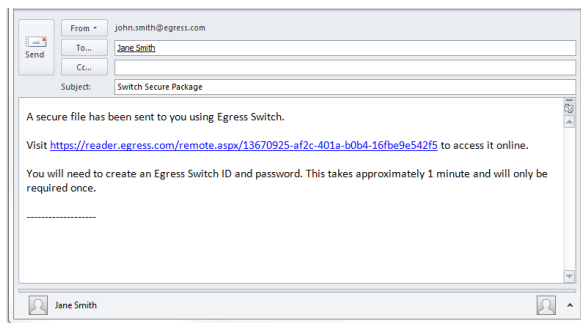

You can also transfer large files securely by burning them onto a disc or copying them onto a USB stick. The package creator will compress the large data as a '.Switch' file that can only be opened by the end-user's Switch ID.

To notify recipients of the large files you have sent, click the 'Send notification email to package recipients' in the 'Package Creation Complete' window and click 'Finish'.
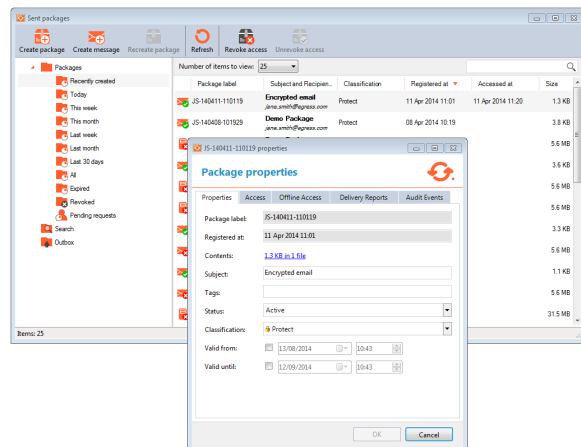
A new Outlook email will open, containing a link to access the secured package. Customise the message as required and click 'Send'.

Alternatively, you can forward the download URL manually.

Click on the Switch icon in the system tray and select 'Sent packages'. Double click on the appropriate package to open and select the 'Package properties tab' to access the link.

Learn more about Egress Switch

Visit www.egress.com/online-tutorials for video tutorials on using Egress Switch, including how to:

- Access a secure package

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

- Send large files securely

- Approve or deny access requests to secure packages

Technical support

Should you encounter any problems with Egress Switch or have any technical questions, please get in touch with your Egress Technical Engineer or contact Egress Support at www.egress.com/support.