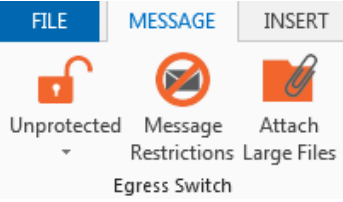
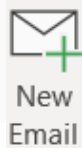
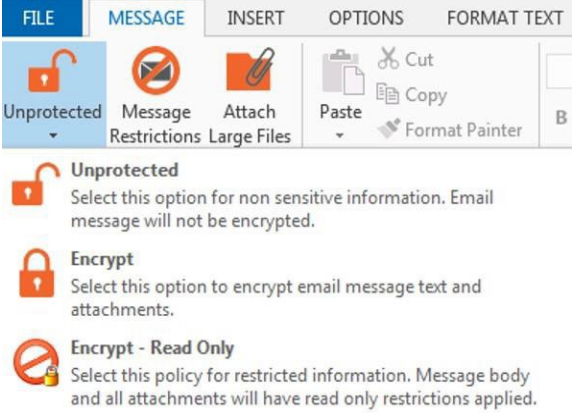


User Guide – Sending a Secure Email Using Egress from Microsoft Outlook Desktop (Windows)

Overview: Egress is the State’s secure email encryption solution that allows us to send and receive secure emails both internally and externally. It also provides large file transfer functionality.

Disclaimer: These instructions apply with the expectation that you are sending a secure email using the Egress client in Microsoft Outlook on your state Windows computer. If you do not see Egress in Outlook, as described below, please contact your agency’s help desk.

 <p>Unprotected Message Restrictions Attach Large Files Egress Switch</p>	<ol style="list-style-type: none"> 1. Within your Outlook, click on “New Email” button and the new message window opens. 2. The message window will contain the options shown 
 <p>Unprotected Message Restrictions Attach Large Files Paste Copy Format Painter</p> <p>Unprotected Select this option for non sensitive information. Email message will not be encrypted.</p> <p>Encrypt Select this option to encrypt email message text and attachments.</p> <p>Encrypt - Read Only Select this policy for restricted information. Message body and all attachments will have read only restrictions applied.</p>	<ol style="list-style-type: none"> 3. To send an encrypted message, click on the “Unprotected” button to display the options. 4. Use the “Message Restrictions” button to set an expiration date if desired. 5. Use the “Attach Large Files” button to begin attaching files. 