

egress™

Egress Switch Quick Start Guide

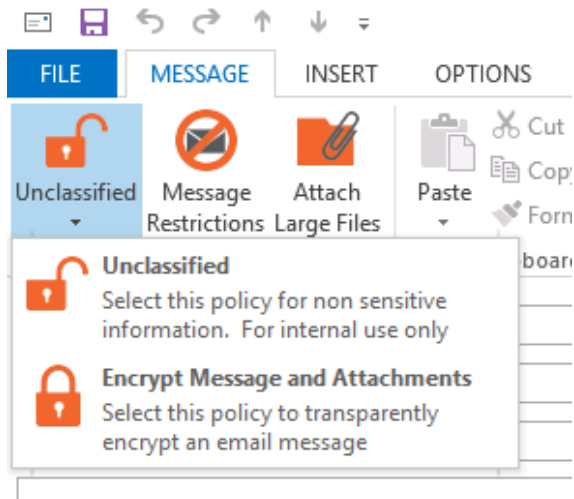
How to send a secure email in Outlook using Egress Switch

Egress Switch integrates seamlessly with Microsoft Outlook to provide one-click, easy-to-use email encryption.

1 Sending a secure email

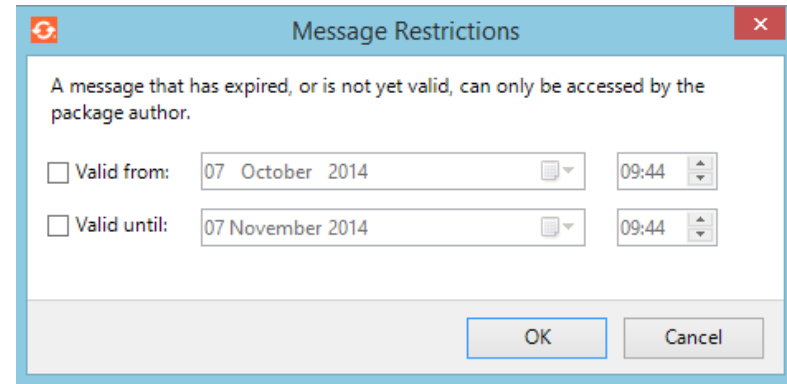
Open a new message in Outlook, completing the 'To', 'Cc' and 'Subject' fields, and composing your message and attaching any files as normal.

Outlook messages are 'Unprotected' as default. To send the email securely, click on the Switch dropdown menu and select 'Encrypt message and attachments'. Select 'Send' as usual once your message is complete.



2 Adding time restrictions (optional)

To add date and time restrictions, select the 'Package Restrictions' button. Tick the 'Valid from' and 'Valid until' boxes as required, using the drop-down menus to set the required date and time restrictions



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.