



Egress Switch Quick Start Guide

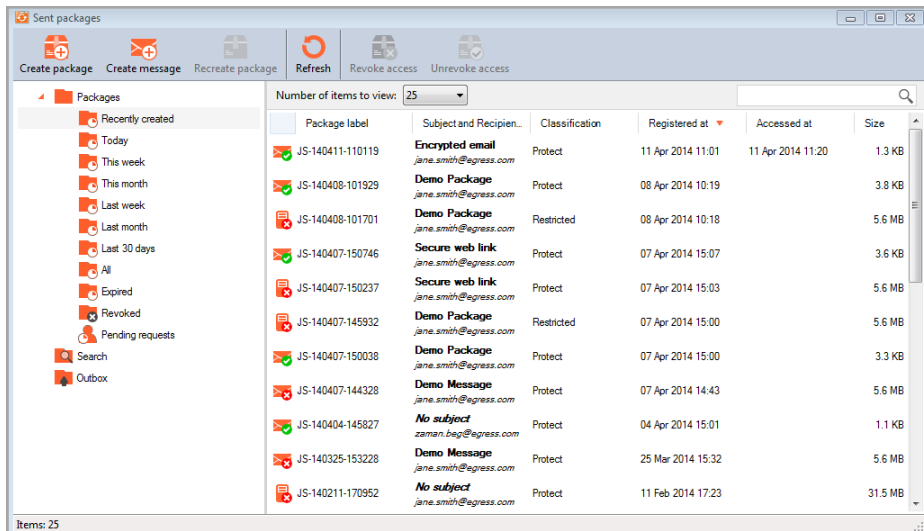
Managing information after it has been sent

Egress Switch allows you to view and manage the information you send in real time, even after it has reached a recipient, ensuring you remain in control of who can access information and how it is used.

1 Review your secure packages

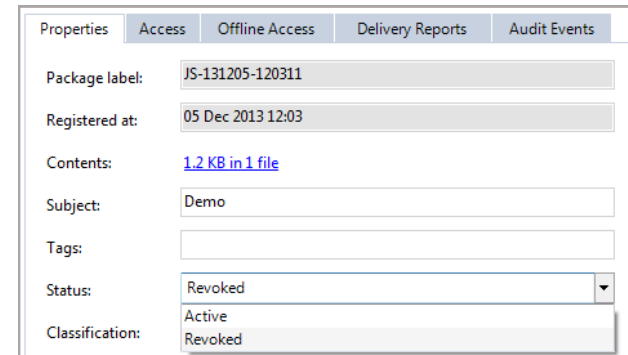
Open the Switch Client and select 'Sent packages'. Double click on any package you wish to review.

Note: Various filters are available on the left-hand panel, allowing you to filter by dates or package status.



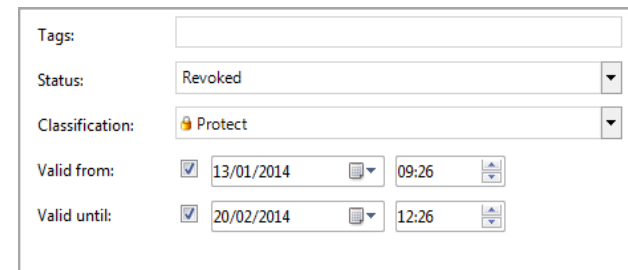
2 Revoking a package

In the 'Package properties' window, select 'Revoked' in the 'Status' drop-down menu. Click 'OK' to implement the change.



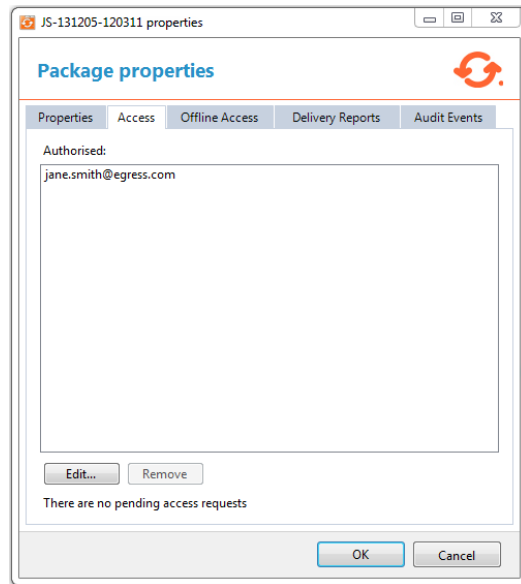
3 Adding and modifying time-based restrictions

To add or change time-based restrictions, tick the 'Valid from' and/or 'Valid to' boxes, using the drop-down menus to add the relevant dates to the package.



4 Managing package recipients

To review package recipients, select the 'Access' tab in the 'Package properties' window. To add/remove recipients from this list, click 'Edit' and add/delete the email address as required.



5 Delivery reports

Use the 'Delivery Reports' tab to view people that have successfully opened your secure package. This will display their first and last access time.

6 Audit events

The 'Audit Events' tab displays a complete log of a package's lifecycle, including both successful and unsuccessful access requests, as well as any changes to the package properties.

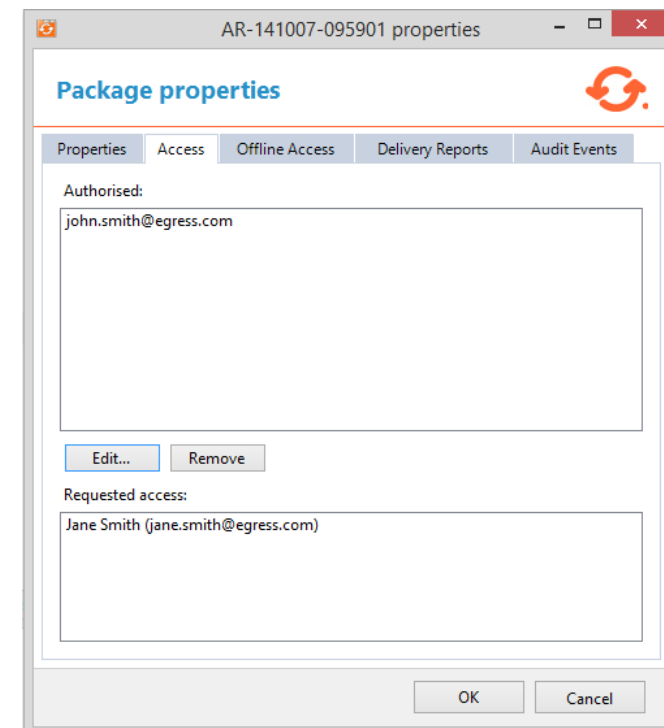
7 Access requests

If a non-authorized recipient tries to login to view your message, they have the ability to request access. You will be notified of any access requests via email.

To review an access request, click "Sent Packages" or the "Pending Access Request" option if available, and select the package with the access request.

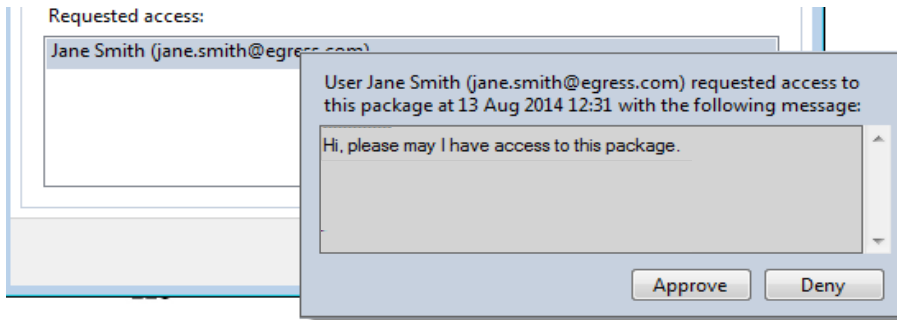


A notification will be displayed at the bottom of the 'Package properties' window displaying the email address that has requested access to the package.



Click the name of the person who has requested access, selecting 'Approve' or 'Deny' in the pop-up window as required. Select 'OK' to approve these changes.

Any changes here will be logged in the audit events.



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.