What is Egress? Egress is the State of Delaware's secure email encryption solution, which is required when sending sensitive data, such as Social Security numbers, credit card numbers, or bank account information, outside of the organization. Egress encryption is only needed when transmitting sensitive data to an external recipient, which is any email address that does not end in *@delaware.gov*.

Why use Secure Email? Email is an essential tool for organizations to transmit and receive important information. The State of Delaware Information Security Policy requires that all data transmitted electronically be protected based on its data classification. The data classification system is defined in the State of Delaware Data Classification Policy and State of Delaware Data Classification Guideline. In Microsoft 365, internal emails are automatically encrypted both in transit and at rest. Egress enables us to encrypt sensitive data emailed to external recipients.

How Do I Send a Secure Email? The table below summarizes ways in which a State of Delaware employee can send a secure email. Visit the Egress User Resources and FAQs and the Large File Transfer (LFT) section below for more:

Sending a Secure Email using Egress from the *Outlook Desktop Client	1. Within your Outlook, click on the "New Email" button and the new message window opens. 2. Select the dropdown under "Unprotected" to select how to send your message using the options available.	
Sending a **Large File Transfer (LFT) using Egress from the *Outlook Desktop Client	1. Within your Outlook, click on the "New Email" button and the new message window opens. 2. Select "Attach Large Files". 3. Drag and drop the files or select them from the computer. * The attachment size limit from the Outlook Desktop client is **2 GB.**	
Sending a Secure Message from the Egress Web Portal	1. Navigate to https://us1.esi.egress.com/ 2. Select "New Secure Email" under Web Access. 3. Compose your message then send. *The attachment size limit using the web is **50 MB**.	
Sending a Secure Message from Outlook using a Mobile Device	1. Open Outlook on your mobile device. 2. Include the syntax **st@secure** to the subject line then send as normal.	

*If your state computer doesn't have Egress, contact your helpdesk

Egress User Resources and FAQs

1. **Egress User Guide**
   a. https://support.egress.com/s/article/Egress-Protect-User-Guide
   b. https://support.egress.com/s/article/Egress-Protect-User-Resources
2. **Using Sent Packages Function**
   a. Using the 'Sent Packages' function
3. **Revoking Access to Existing Egress Message**
   a. Egress Protect - Revoking Secure Email Access
4. **I sent an Egress message, and the recipient must request permission to access it.**
   a. https://support.egress.com/s/article/Unable-to-access-package-due-to-not-having-permission
5. **How do I modify properties of an existing Egress message?**
   a. https://support.egress.com/s/article/Using-Sent-Package
6. **How do I print an Egress message?**
   a. https://support.egress.com/s/article/Can-I-print-secure-emails-using-Egress-Secure-Web-Access
7. **Egress COM Add-In disabled by Outlook.**
   a. https://support.egress.com/s/article/The-Egress-Outlook-add-in-appears-to-be-disabled
8. **Is there an alternative to Egress for sending large attachments to external users?** SFTP; SharePoint Online or OneDrive can be used if the organization has been approved for external collaboration.
   a. NTK.365 #0017 – Microsoft 365 External Collaboration Request

Egress Large File Transfer (LFT)

The Egress LFT feature allows you to share large files with recipients in an efficient and secure way. The LFT message size limitations for the State of Delaware are:

Outlook Client: **2 GB**
Egress Web Portal: **50 MB**

Shared content (large files) sent via the Egress LFT feature is only available on the Egress servers for **90 days**. This means the recipient has **90 days** to download or view the content before it becomes unavailable.

Egress Support - How can we help?