

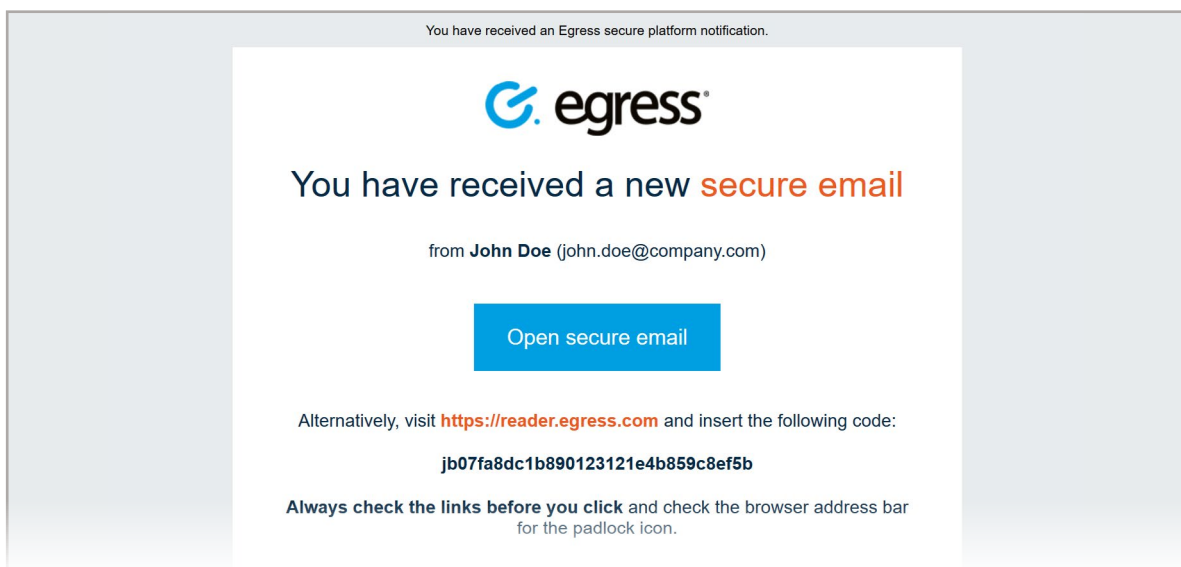


Accessing encrypted emails or files using Egress Protect


Egress customers can compose and reply to secure emails directly from a web browser – there is absolutely no obligation to download or install any software. Using Egress Web Access also means you can exchange secure information on the move by signing in from a mobile device.

Stage one: Signing in to Egress Web Access

When receiving an encrypted email using Egress, it will appear in your inbox as shown below:



1. To open the secure email, simply click the button link. If you already have an Egress ID, just sign in when prompted and you will be able to read the secure email.
2. First-time users will be prompted to create an Egress ID. If this is your first time opening an Egress encrypted email, select **New User** on the sign-in screen.



Please enter your Egress ID (user@domain.com) and password to sign in now.

If you do not have an Egress ID, [create it for free](#). This will only take a minute and will be required **once**.

Egress ID:

Password:

Remember my Egress ID

[Sign In](#)

[New User?](#)
Create an Egress account. It's free.

[Forgot Your Password?](#)
Reset your Egress password.

[What Is Egress?](#)
Learn more about Egress.

[Why Change To Egress?](#)
Find out what it means for you.

3.

Fill in the required details to set up your Egress Account. Make sure to use the same email address as the one that received the secure email.

4.

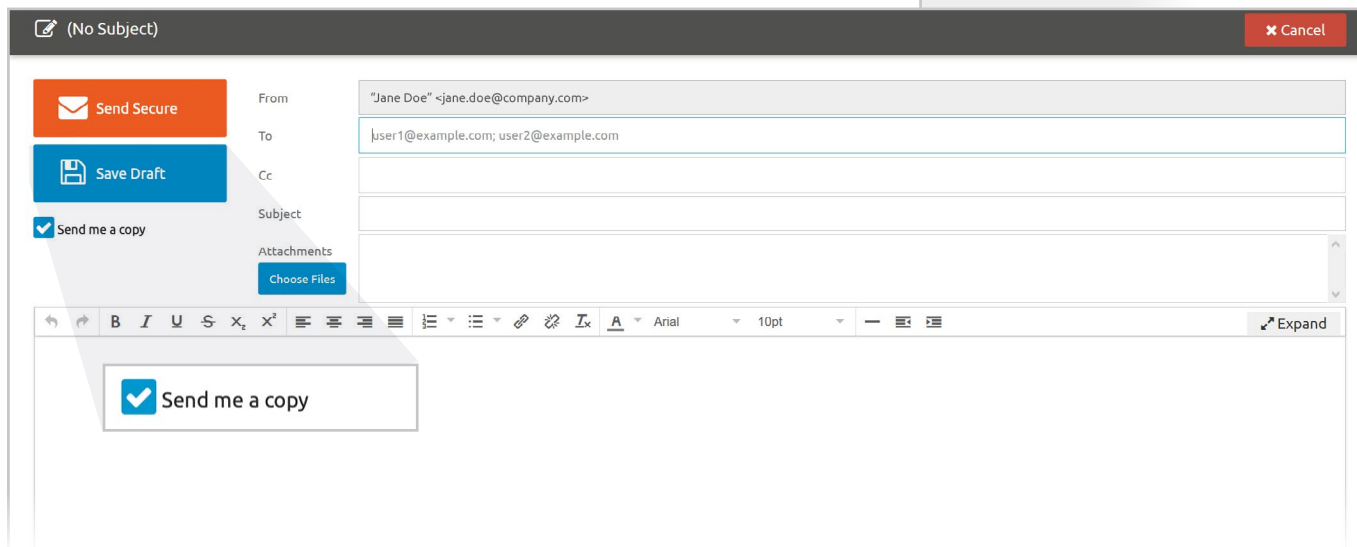
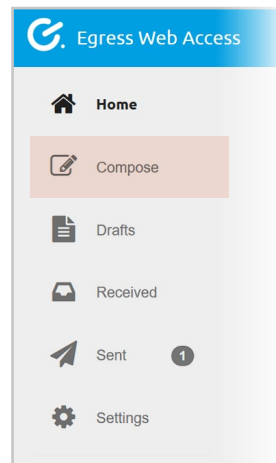
An activation code will be sent to the email address. Enter the activation code into the web sign-in form when prompted. Your Egress ID will be activated and you can now access your secure email.

Note: you can also open a secure email in Egress Web Access by uploading a .switch file from your computer. Press the **Upload a .switch file** button to do this.

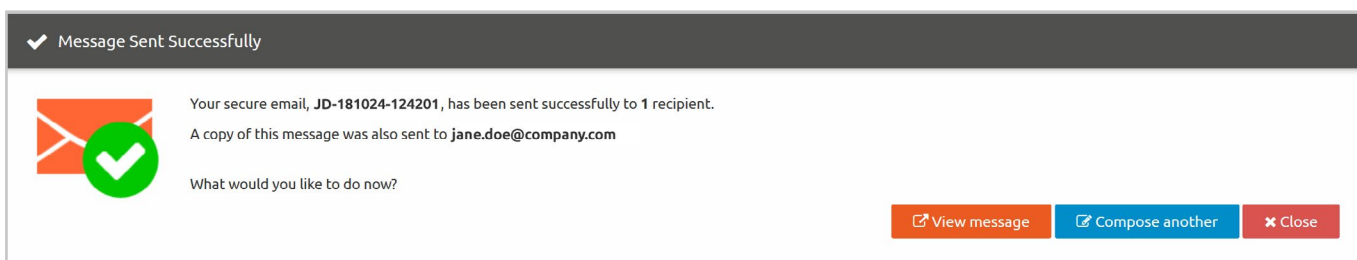
 Upload a .switch File

Stage two: Creating a secure email

1. Sign in to Egress Web Access using your Egress ID.
2. On the home page, select the **Compose a Secure Email** button or **Compose** in the side menu. This opens a new secure email.
3. Compose the email as normal, including the **To**, **Cc**, **Subject** and **Message** body fields. Add any attachments you wish to send securely.



4. While composing an email, Egress Web Access periodically saves drafts automatically, or alternatively you can press the **Save Draft** button. Access saved drafts by going to **Drafts** in the side menu to continue working on saved drafts or delete them outright.
5. Press **Send Secure** to send the message securely. Check the **Send me a copy** checkbox if you wish to also get the email in your inbox.

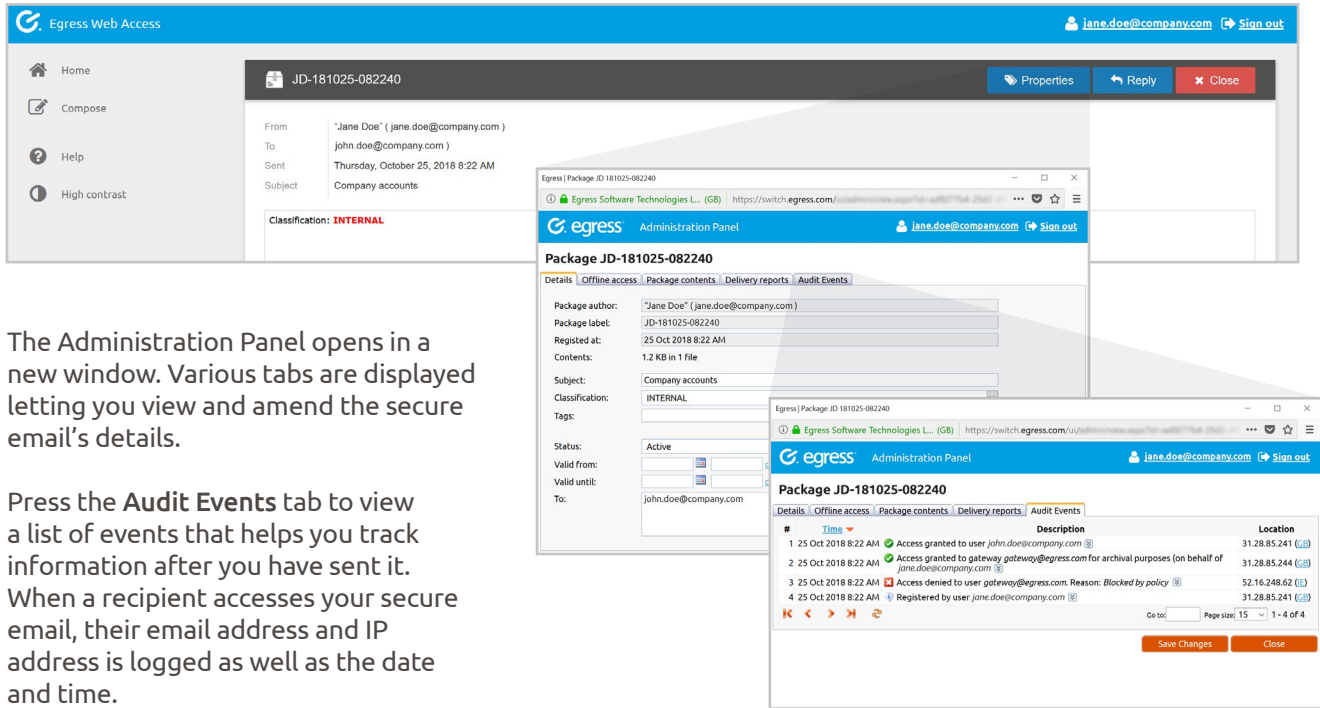


Stage three: Message auditing

Egress Web Access provides real-time auditing and control of the desktop client.

To view audit logs of secure emails you have sent:

1. Sign in to Egress Web Access and select **Sent** in the side menu.
2. A list of previously sent secure emails is displayed. Select the email you wish to audit. The email is displayed, giving options to **Reply**, **Close** and **Download** the decrypted email message. To view audit logs, select **Properties**.



3. The Administration Panel opens in a new window. Various tabs are displayed letting you view and amend the secure email's details.
4. Press the **Audit Events** tab to view a list of events that helps you track information after you have sent it. When a recipient accesses your secure email, their email address and IP address is logged as well as the date and time.

Stage four: Managing access requests

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

1. To grant or deny access to a secure package, click on the web link in the email notification. This opens the Administration Panel.
2. Click the access request notification at the bottom of the panel. Click on the user's name to access their request.
3. Press **Approve Request** or **Deny Request**.

Learn more about Egress Protect

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

- Access a secure message
- Manage your messages and control access to them in real time
- Send large files securely
- Approve or deny access requests to secure messages

Technical support

Should you encounter any problems using Egress Protect or have any technical questions, please contact Egress Support at www.egress.com/support.