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FORMAT TEXT

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Basic

Text -

Names

REVIEW

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# How to send a secure email in Outlook using Egress Switch

Unclassified

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

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Unclassified

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Select this policy for non sensitive

information. For internal use only.

**Encrypt Message and Attachments** Select this policy to transparently encrypt an email message.

Unclassified

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# 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 **Unclassified** as default (this default can be changed where required). 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.

## Adding time restrictions (optional)

2.

To add date and time restrictions, select the **Message 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. 📀 Message Restrictions

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INSERT

Attach

**Restrictions** Large Files

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Paste

Clipboard

OPTIONS

6

MESSAGE

Message

Egress Switch

То...

A message that has expired or is not yet valid can only be accessed by the package author.

Valid From:	06	July	201	16					14:27	•
☑ Valid Until: 01 September 2016								14:27	<b>•</b>	
	<ul> <li>September 2016</li> </ul>						•			
		Mon	Tue	Wed	Thu	Fri	Sat	Sun		
		29	30	31	(1)	2	3	4		
		5	6	7	8	9	10	11	Cancel	
		12	13	14	15	16	17	18		
		19	20	21	22	23	24	25		
		26	27	28	29	30	1	2		
		3	4	5	6	7	8	9		

## Learn more about Switch Secure Email

Visit www.egress.com/online-tutorials for video tutorials on using Switch Secure Email, 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 Switch Secure Email or have any technical questions, please get in touch with your Egress Technical Engineer or contact Egress Support at www.egress.com/support.



🔰 @EgressSwitch

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