



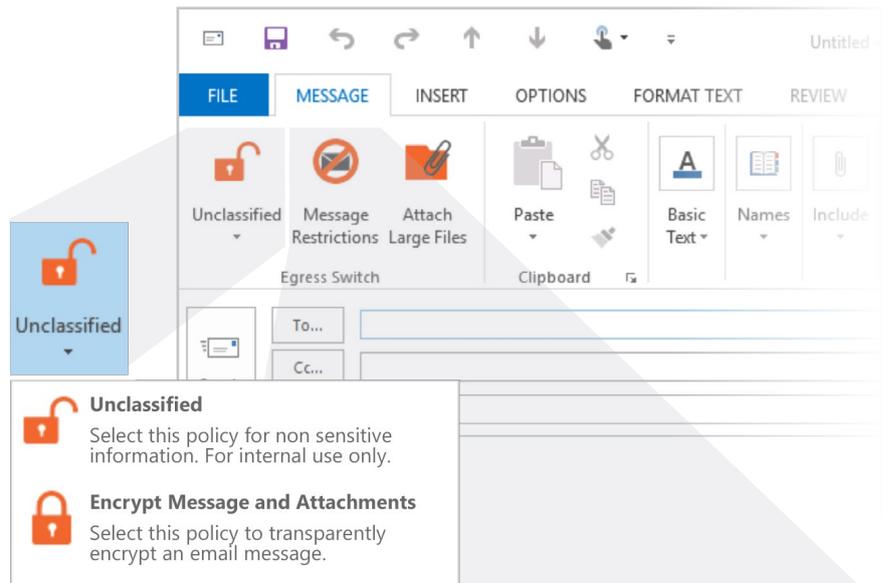
How to send a secure email in Outlook using Egress Switch

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

1. Sending a secure email

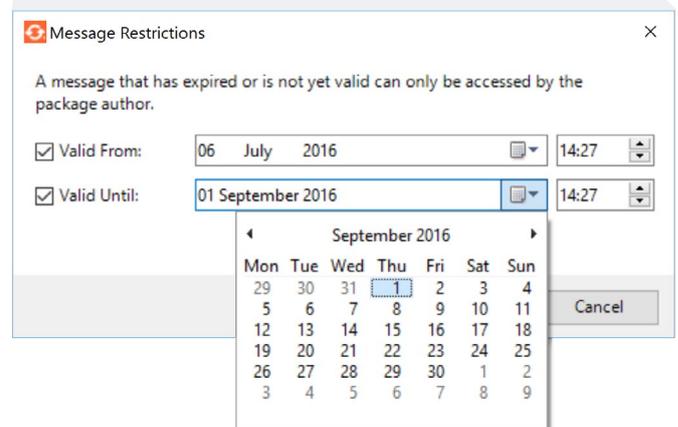
Open a new message in Outlook, completing the **To**, **Cc** and **Subject** fields, and composing your message and attaching any files as normal.

Outlook messages are **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.



2. Adding time restrictions (optional)

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.



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.

