



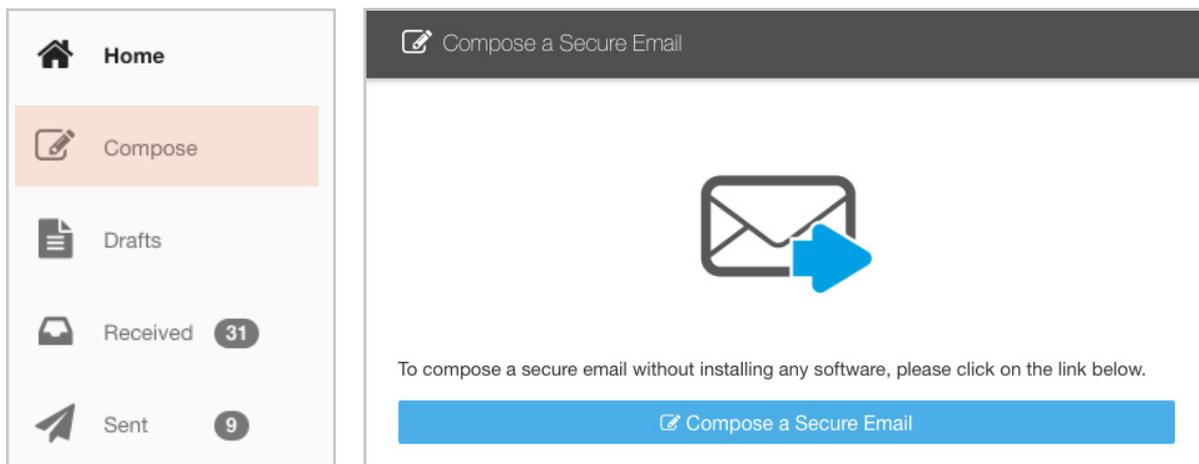
How to send encrypted emails through Egress Switch Web Access

Egress Switch customers can compose and reply to secure emails directly from Switch Web Access. The steps required for this are outlined in the user guide below.

1. Open [Switch Web Access](#) and select 'sign in' at the top right hand corner.

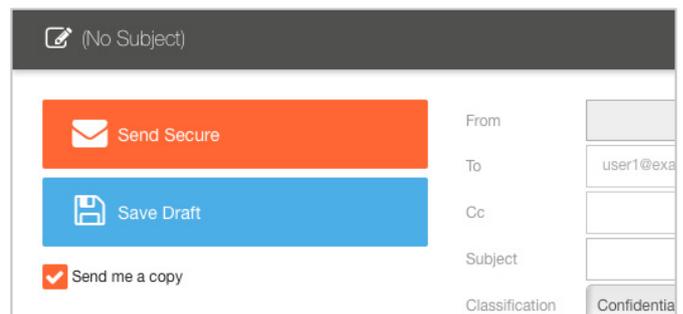
[Sign in to Switch](#)

2. To create a secure email either select '**Compose a Secure Email**' in the home page or '**Compose**' in the left-hand side banner.



3. Compose the email as normal, including the **To**, **Cc**, **Subject** and **Message** body fields. Add any attachments you wish to send securely.

4. Press '**Send Secure**' to send the message encrypted. Tick the '**Send me a copy**' checkbox if you wish to also get the email in your inbox.



Learn more about Egress Switch

Visit www.egress.com/online-tutorials for video tutorials on using Switch Secure Email and File Transfer, 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 and File Transfer or have any technical questions, please contact Egress Support at www.egress.com/support.



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