

Egress Setup Guidance

The Data Protection Act 2018 and the UK General Data Protection Regulation GDPR have clear guidelines on the responsibilities of those processing and controlling information. With this in mind it is increasingly important that we send children and families information securely. With security being a primary concern for securing children’s data, we are using the Egress (secure email) solution. This not only encrypts the email but also has a two step process to accessing the email and notifications for authorisation if users forward the message on.

Egress is an internet browser based email solution so is similar in use to gmail, hotmail and other online email accounts. In order to support settings we have compiled this guide to provide a step by step process for Egress setup and management.

In order to send and receive documents you will need to setup a free Egress user account. This guide will allow you to:

- Identify an Egress email
- Setup your free Egress Account
- Access your email
- Manage your Egress mailbox

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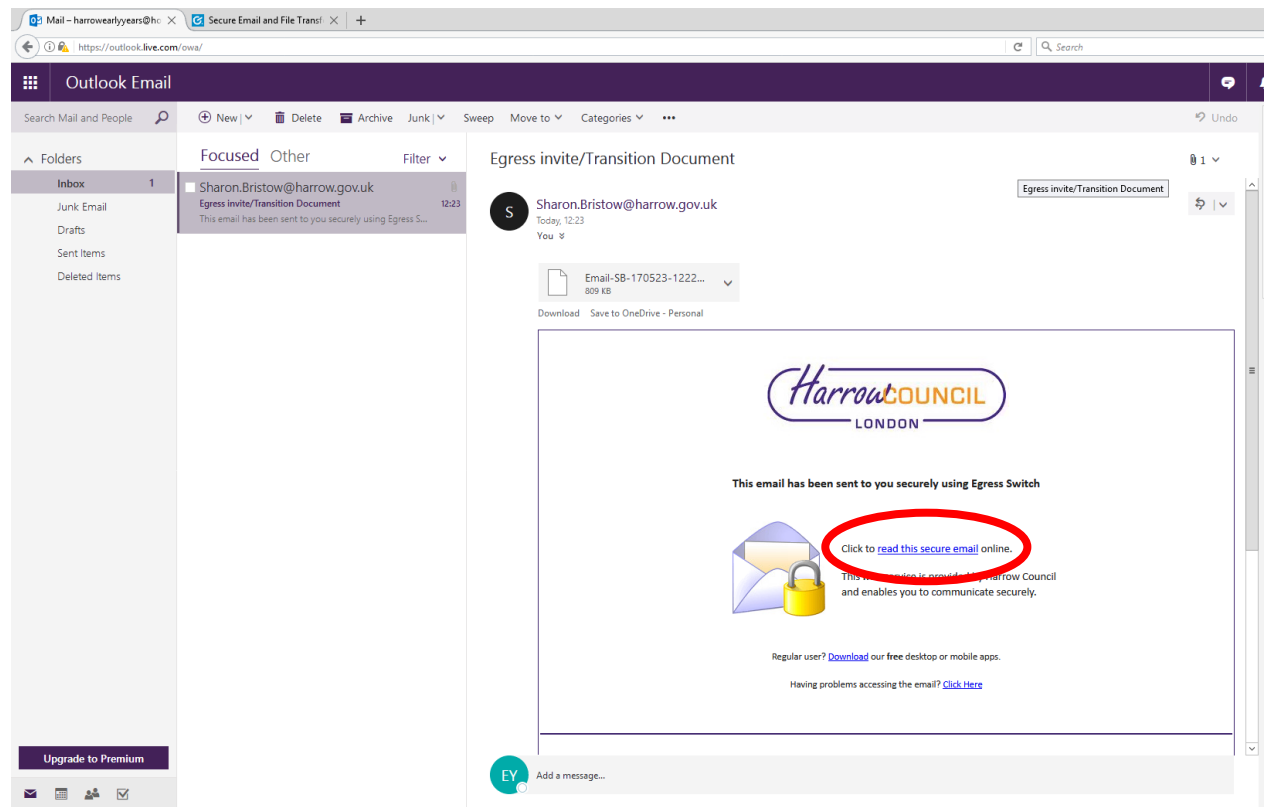
Receiving a secure email through Egress

1. You will receive an email which will state:

'This email has been sent to you securely using Egress Switch

Click to read this secure email online'

Click/select the link 'read this secure email'

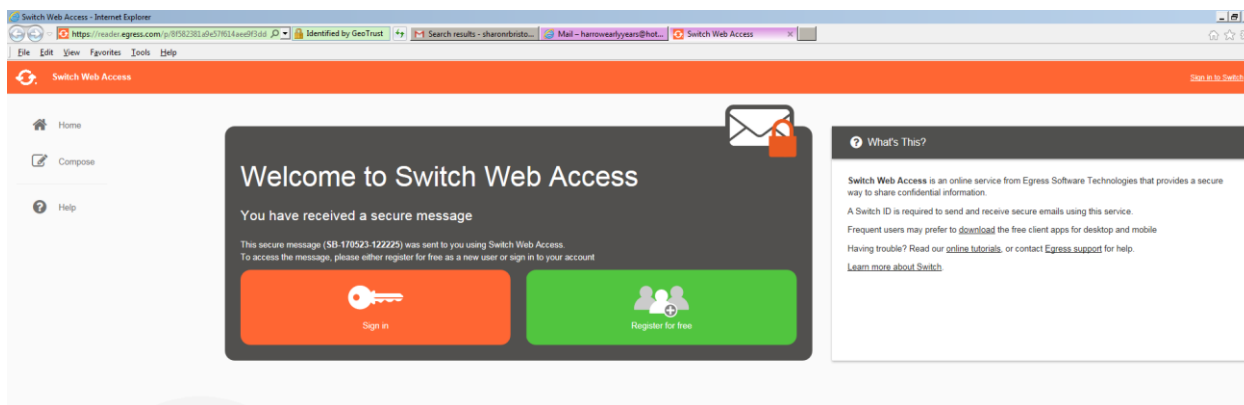


Create an Egress Account

1. This is a one off process. Click the link in a received secure mail. A new tab will be opened on your internet browser and you will be directed to the Egress website 'Welcome to Switch Web Access'. The following options will be available:

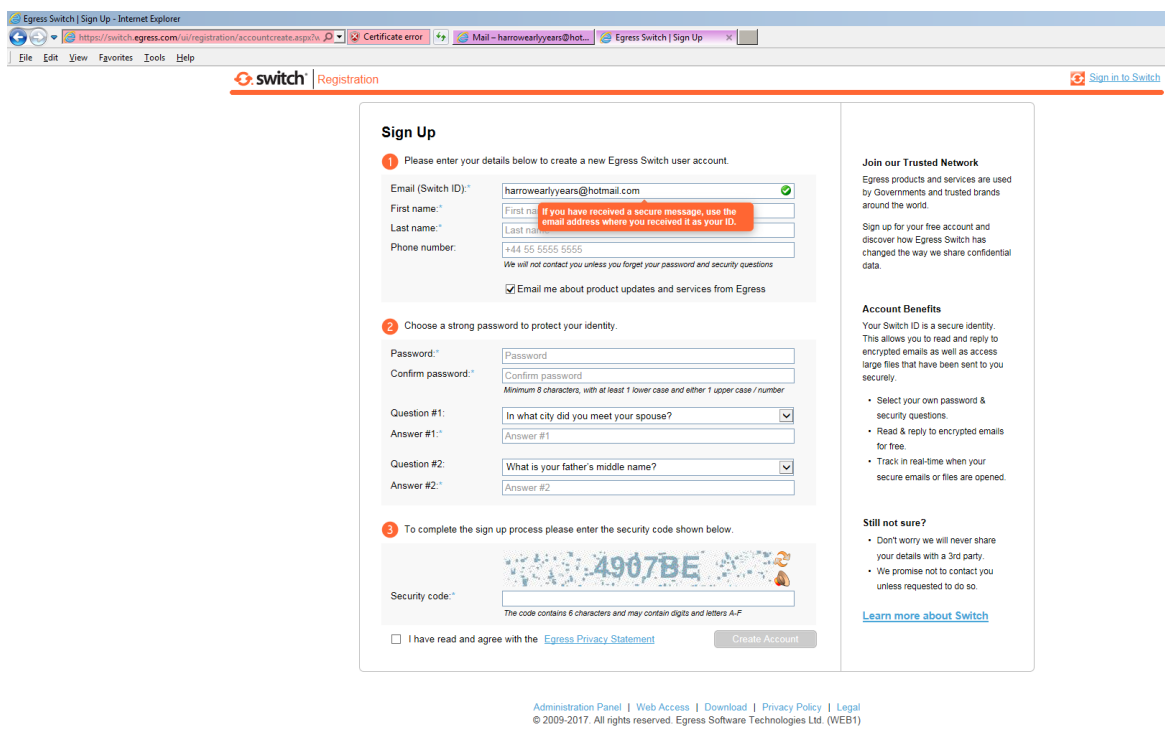
- 'Sign in' – If you already have an Egress account. Your Egress account must be registered to the email account where the original mail was sent or you will not be able to access the received email.
- 'Register for free' – Create a new account

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Select **'Register for free'** and complete the Egress Switch Sign Up form. Ensure that the **'Email (Switch ID)'** is the same as the email address where your original email was sent (for example, if your email address is earlyyears@harrow.gov.uk you use this email as your Egress Email (Switch ID) when you create your account).

2. After completing your details, password and security questions check the terms and conditions **select 'Create Account'**.



3. Once you have created your account an **'Almost Done'** screen will appear requesting an **'Activation Code'**. Keep this screen open. You will be sent an email back to your standard email account with an activation code.

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Almost Done

A new Egress Switch account with Switch ID **harrowearlyyears@hotmail.com** has been created but is not active yet. A message with an activation code was sent to your address.

To activate your Switch account please click on the link contained in the email, or copy the activation code into the box below.

Note: If you don't get the email within 3-5 minutes, please check your Spam folder.

Activation code:

Submit Activation Code

Account Benefits

Your Switch ID is a secure identity. This allows you to read and reply to encrypted emails as well as access large files that have been sent to you securely.

- Select your own password & security questions.
- Read & reply to encrypted emails for free.
- Track in real-time when your secure emails or files are opened.

[Administration Panel](#) | [Web Access](#) | [Download](#) | [Privacy Policy](#) | [Legal](#)
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4. Copy the activation code found in your standard email account and place this in the 'Almost Done', 'Activation Code' field and select 'Submit Activation Code'.

Mail - harrowearlyyears@hotmail.com - Internet Explorer

https://outlook.live.com/owa/?path=/mail/inbox

Outlook Email

New | Delete | Archive | Junk | Sweep | Move | Categories

Focused | Other | Filter

Egress Switch
Welcome To Egress Switch 13:47
Dear Harrow Early Years, Welcome to Egress...

Sharon.Bristow@harrow...
Egress invite/Transition Document 12:23
This email has been sent to you securely usi...

Welcome To Egress Switch

Egress Switch <switch@egress.com>
Today, 13:47
You

Dear Harrow Early Years,

Welcome to Egress Switch.

Please enter the following code to activate your account:

PB0T-BH2H-NXND-SW4E-GPU0

Or click on the following link:

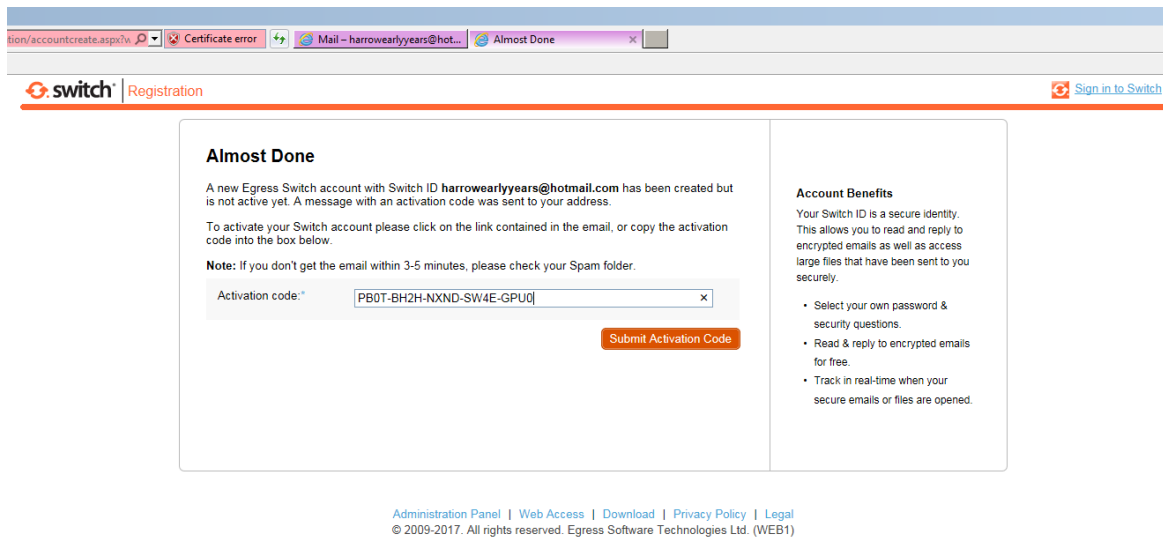
<https://switch.egress.com/ui/registration/activation.aspx?code=PB0T-BH2H-NXND-SW4E-GPU0>

** Please note that this code is only valid for 24 hours. If you do not activate your account within this time, you will need to request a new code.

Regards,
Egress Switch

About Egress Software Technologies

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The screenshot shows a web browser window with the URL `tion/accountcreate.aspx?v...`. The browser tabs include 'Certificate error', 'Mail - harrowearlyyears@hotmail...', and 'Almost Done'. The page header features the 'switch' logo and 'Registration' text, with a 'Sign in to Switch' link on the right. The main content area is titled 'Almost Done' and contains the following text:

A new Egress Switch account with Switch ID **harrowearlyyears@hotmail.com** has been created but is not active yet. A message with an activation code was sent to your address.

To activate your Switch account please click on the link contained in the email, or copy the activation code into the box below.

Note: If you don't get the email within 3-5 minutes, please check your Spam folder.

Activation code:*

[Submit Activation Code](#)

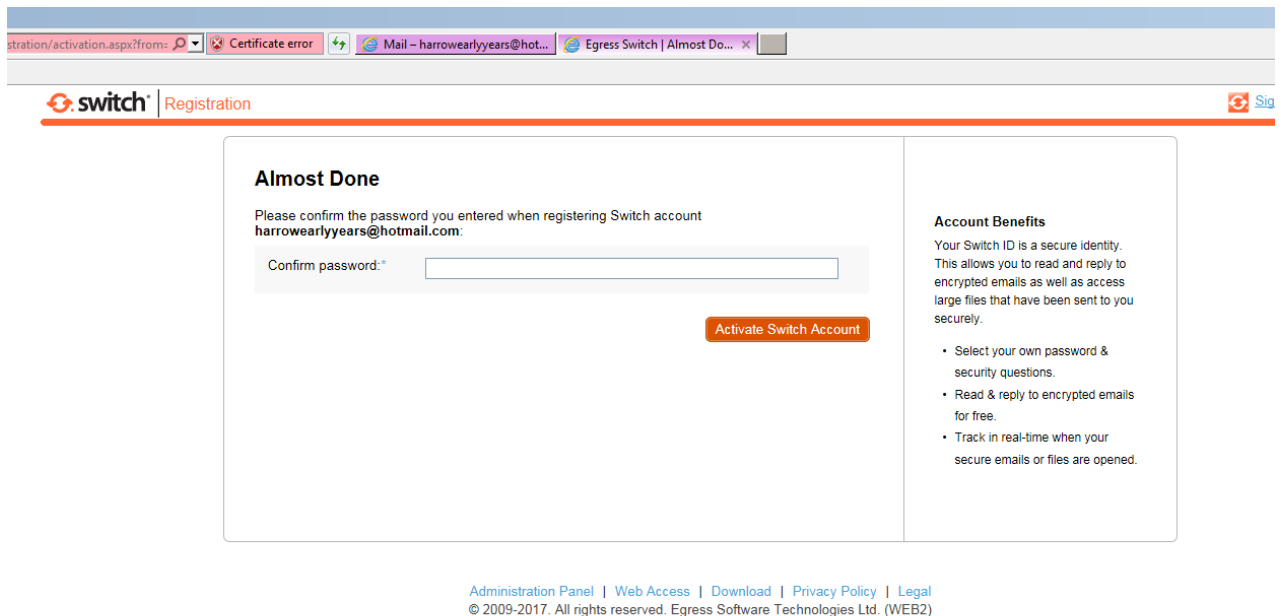
Account Benefits

Your Switch ID is a secure identity. This allows you to read and reply to encrypted emails as well as access large files that have been sent to you securely.

- Select your own password & security questions.
- Read & reply to encrypted emails for free.
- Track in real-time when your secure emails or files are opened.

At the bottom of the page, there are links for 'Administration Panel', 'Web Access', 'Download', 'Privacy Policy', and 'Legal', along with the copyright notice: '© 2009-2017. All rights reserved. Egress Software Technologies Ltd. (WEB1)'.

5. You will be asked to **enter your Egress Password and select 'Activate Switch Account'**.



The screenshot shows a web browser window with the URL `stration/activation.aspx?from=...`. The browser tabs include 'Certificate error', 'Mail - harrowearlyyears@hotmail...', and 'Egress Switch | Almost Do...'. The page header features the 'switch' logo and 'Registration' text, with a 'Sig' link on the right. The main content area is titled 'Almost Done' and contains the following text:

Please confirm the password you entered when registering Switch account **harrowearlyyears@hotmail.com**.

Confirm password:*

[Activate Switch Account](#)

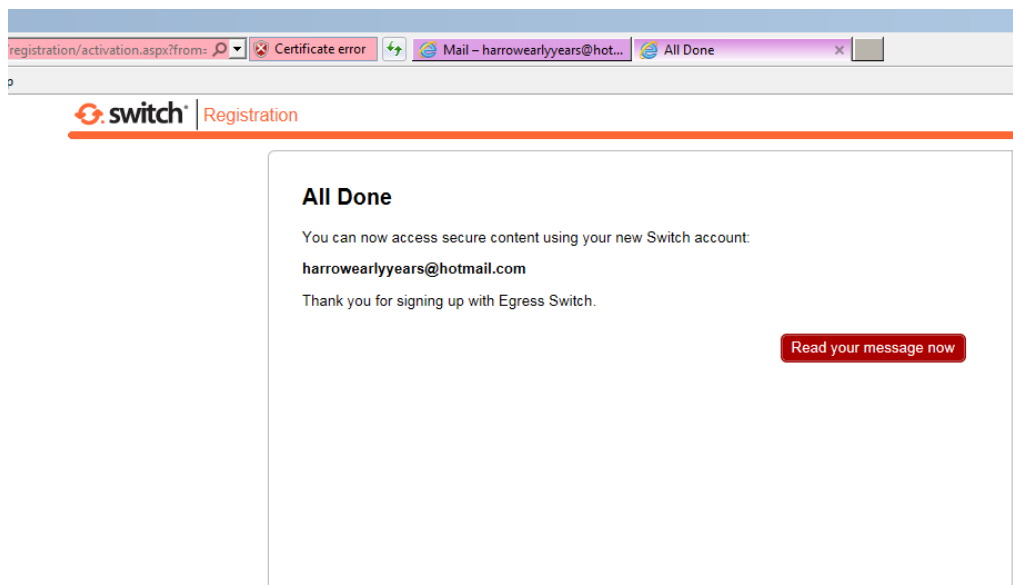
Account Benefits

Your Switch ID is a secure identity. This allows you to read and reply to encrypted emails as well as access large files that have been sent to you securely.

- Select your own password & security questions.
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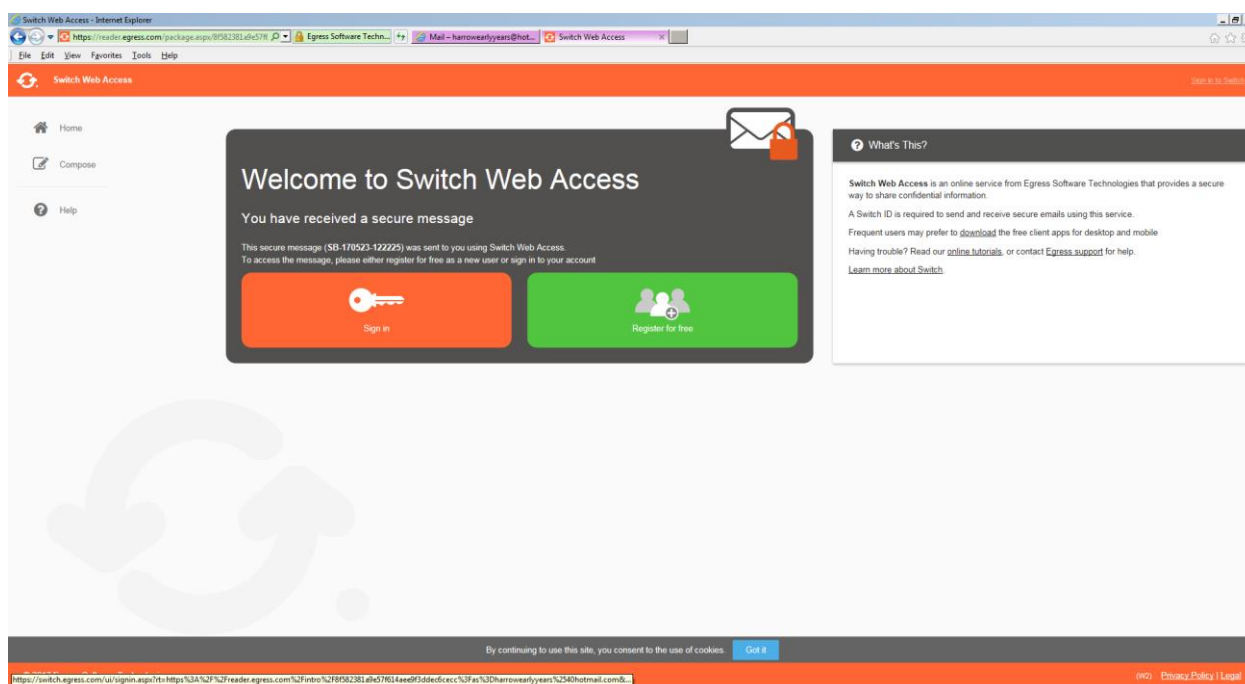
At the bottom of the page, there are links for 'Administration Panel', 'Web Access', 'Download', 'Privacy Policy', and 'Legal', along with the copyright notice: '© 2009-2017. All rights reserved. Egress Software Technologies Ltd. (WEB2)'.

- You have now successfully created your Egress Account. **Select 'Read your message now' to view your messages.**



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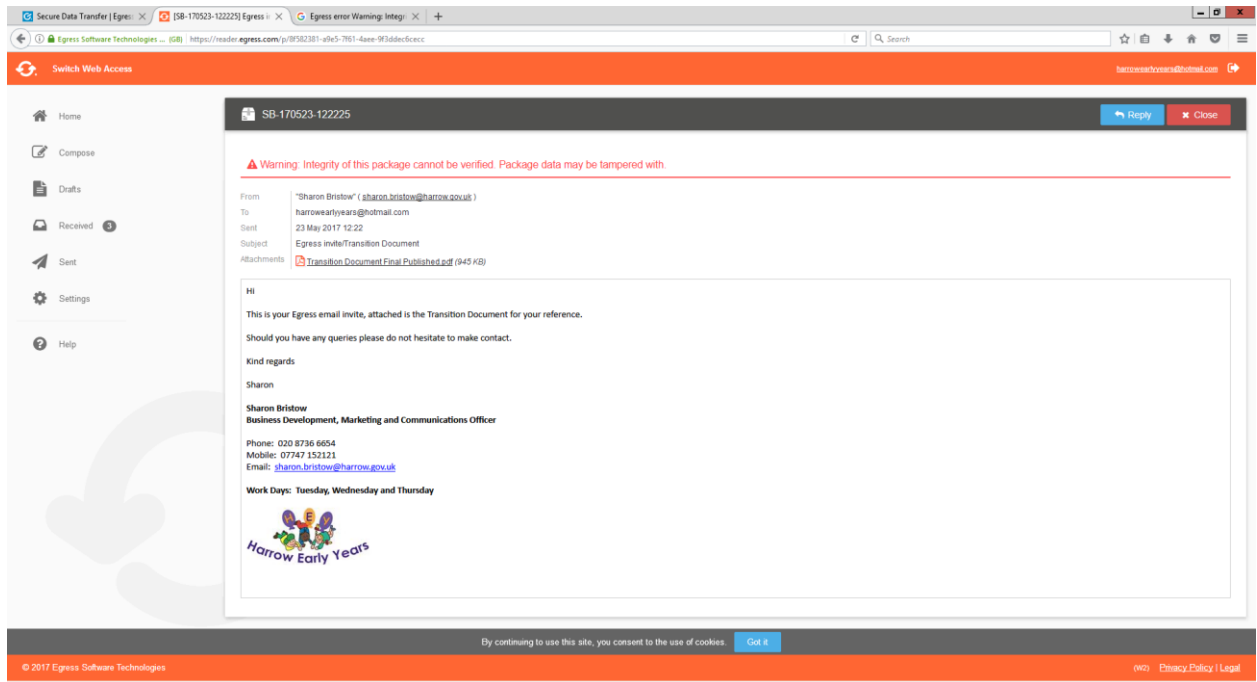
- Now that you have created your account you are ready to sign in to 'Switch Web Access'.



Select 'Sign in' (Orange Key), and you will be asked to login.

Note: If you are using an alternative browser it may ask for verification through an activation code.

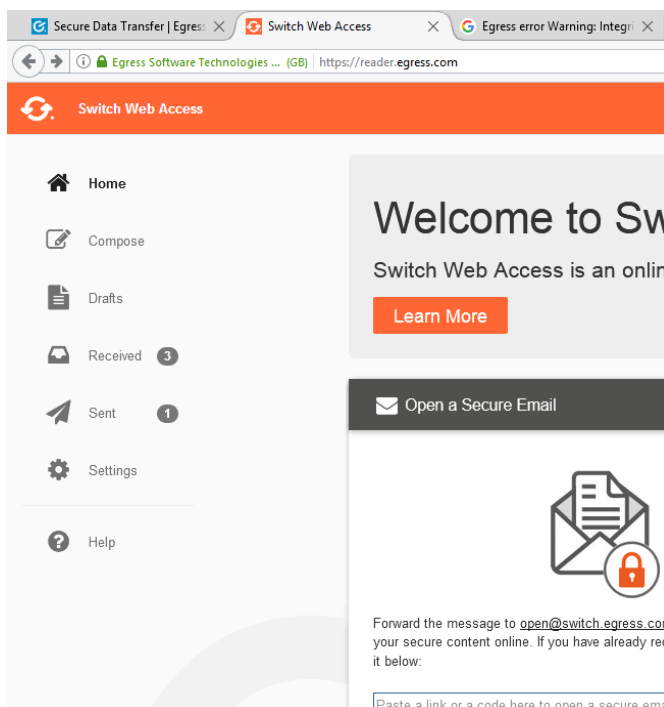
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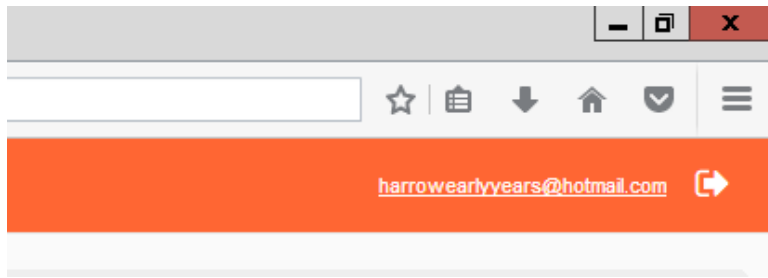
Managing your Email

The Egress email functions similar to the majority of browsers.

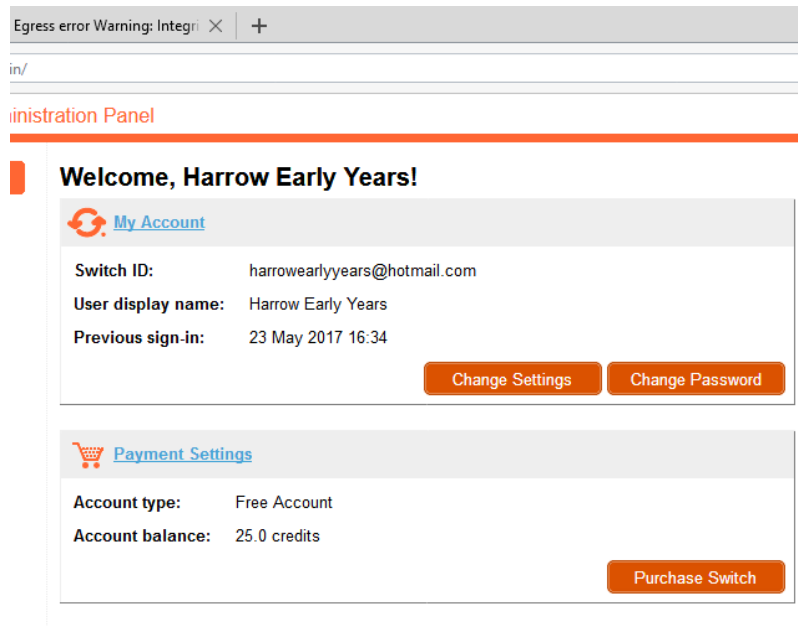
1. On the left pane of the screen you will have access to:
 - Compose – Create Email
 - Drafts – Part written emails (not sent)
 - Received – Incoming emails
 - Sent - Emails sent through your Egress Switch account



2. On the top right of the screen the right arrow is for signing out of Egress.

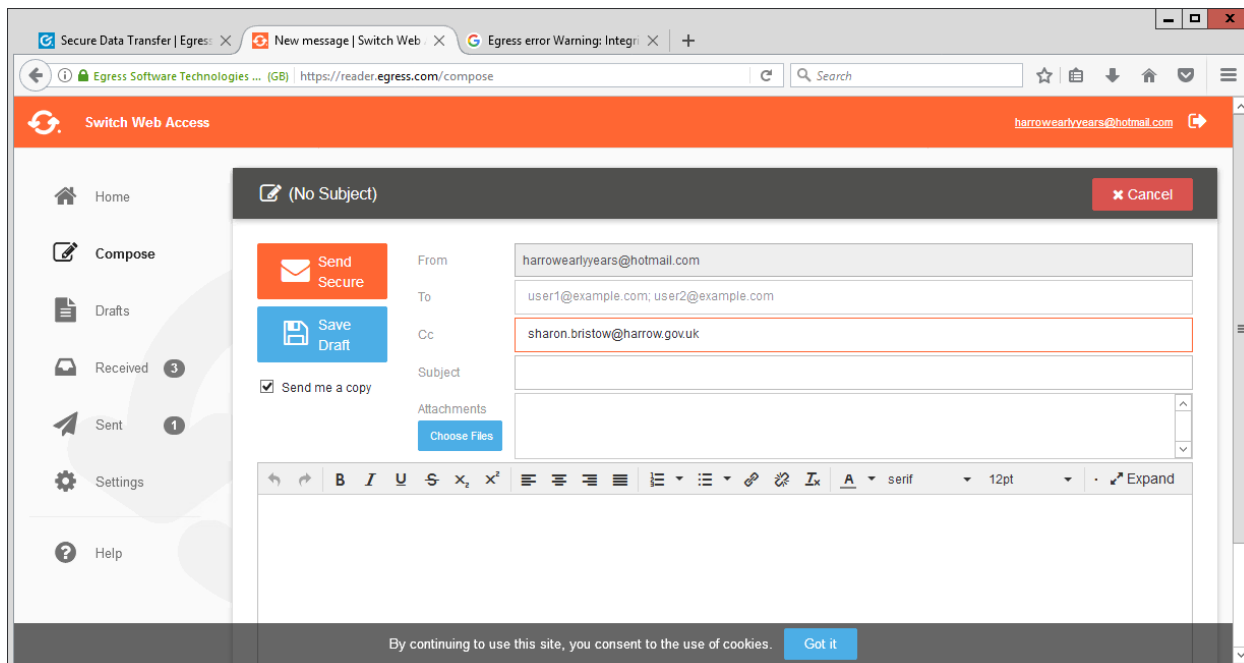


3. Clicking on your email address will provide you with a summary of your account including credits.

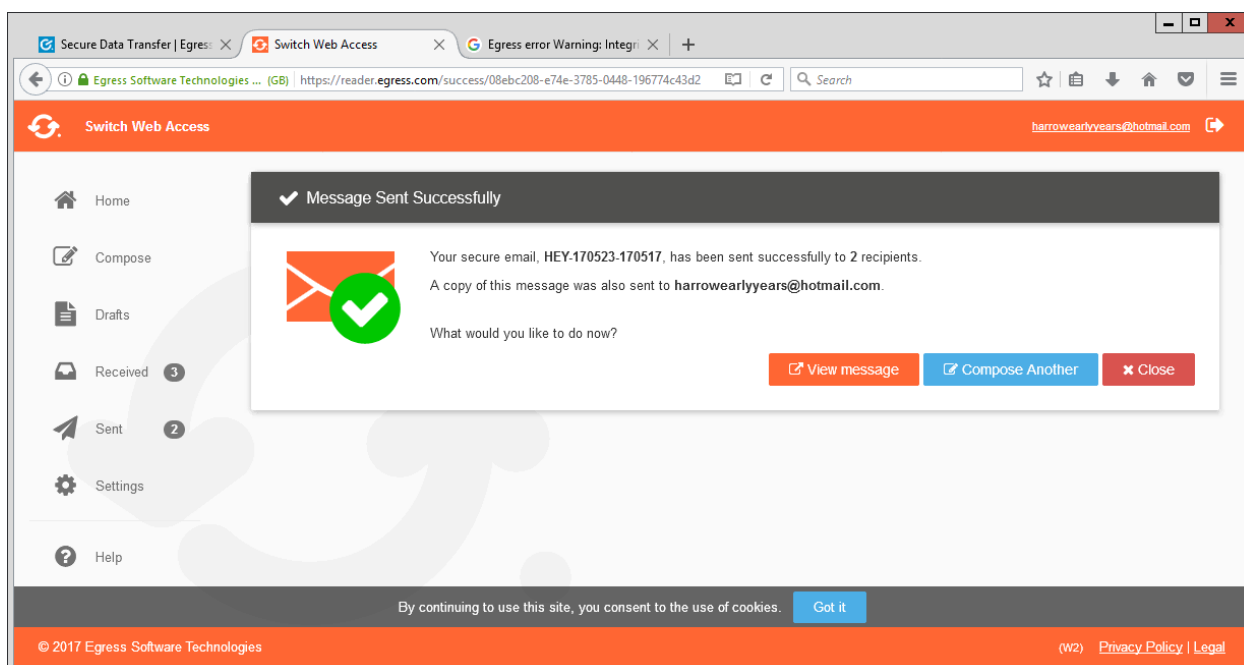


Sending an email through Egress

1. Log into your [Egress account](#) and select 'Compose' on the left pane. Create your email and attach any documentation or images.
2. Select Save Draft or Send Secure when completed.



3. You will receive a confirmation of sent mail.



Further Information

[Egress account Access](#)

[Egress video resources](#)

If you have already created your Egress account and are having trouble with access please follow the on-screen instructions or contact [Egress](#) directly.