

Receiving secure email from North Yorkshire County Council using Egress Switch

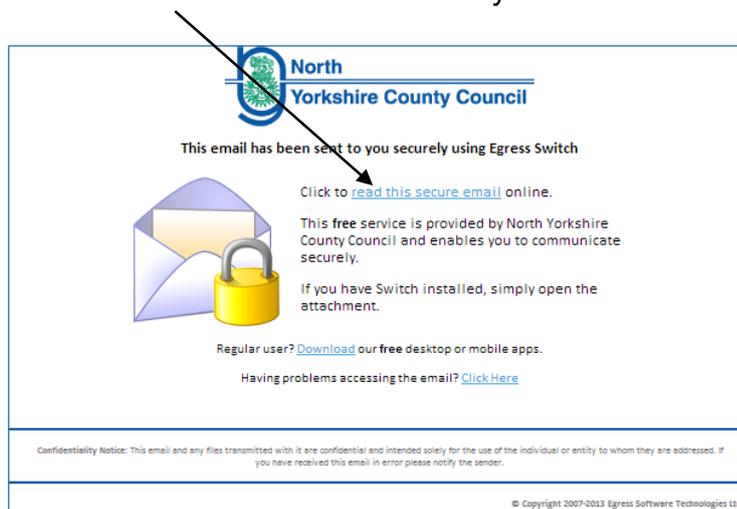
North Yorkshire County Council
August 2013

You will have received an email telling you that secure email has been sent to you. Please follow these instructions to access the contents.

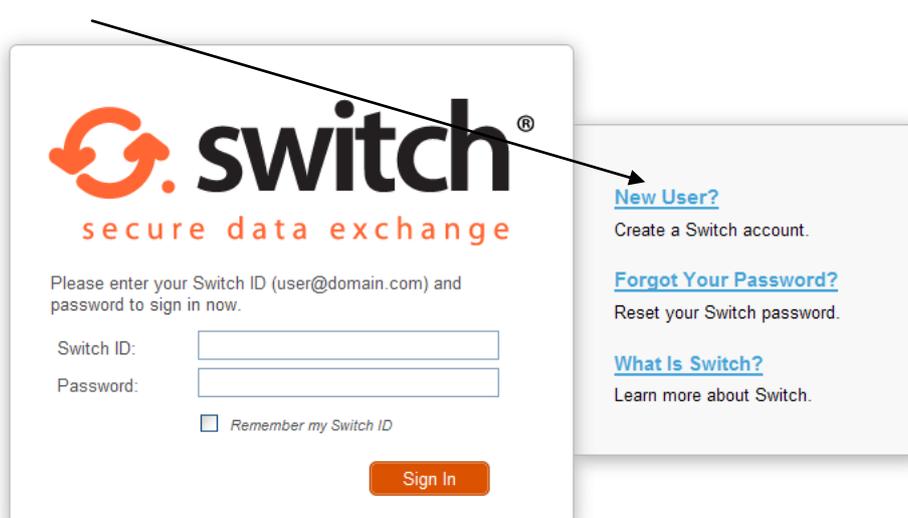
Registering with Egress Switch

If it is the first time you have received a secure mail through Egress Switch you will have to register and create a Switch ID.

Click on 'read this secure email' from the mail you have received.



Select 'New User'



Complete the details on the sign up screen

Sign Up

1 Please enter your details below to create a new Egress Switch user account.

Email (Switch ID):* ✓

First name:*

Last name:*

Email me about essential product updates and services from Egress

2 Choose a strong password to protect your identity:

Password:*

Confirm password:*

Minimum 8 characters, with at least 1 UPPER case or number

A new Egress Switch account will be created. A message will be sent to your email account with an activation code.

To activate your Switch account, click on the link in the mail and enter the activation code.

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

You now have access to Switch secure mail.

Learn More About Egress Switch

Visit <http://www.egress.com/online-tutorials/> to view informative video tutorials on how to: -

- Access a secure package
- Manage your packages and control access to them in real-time
- Send large files securely
- Grant or decline access requests to secure packages
- And many more.....

How to Read and Reply to A Secure Mail

You will have received an email informing you that there a secure email has been sent to you.



To access the secure email click on the link.

Login into the system using your email address and the password you used when registering with the system.

The mail will then be displayed. You will need a pass code to be able to open the email. This should be communicated to you by the person who has sent you the secure mail.

You can reply to the mail from here if you need to.

Important

Egress Switch is a security product. While every precaution is made to ensure the highest level of security and integrity of data at all times you should be extra vigilant for suspicious activity and never write down or share your Switch ID credentials.