




Egress Switch File Uploads - Quick Start Guide

How To Upload Large Files

Using Egress Switch allows you to transfer your large files securely by uploading them to our hosted cloud storage.

1

Signing In


With Egress Switch installed, you will notice a new icon in the system tray. ()

To use the software you must be signed in. Simply click on the Egress icon, as above, and click 'Sign in'.




Next, you will be asked to enter your Switch ID and password. (You should have been asked to create these credentials prior to this point, if you haven't, please contact your account administrator).

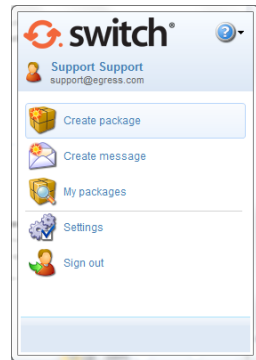
When signing in, we recommend you tick the 'Remember Me' options. This will automatically sign you in each time you turn on your machine.

Once you have signed in, you will notice the Egress Switch icon in the system tray will turn orange - indicating you are signed in and the software is ready to use. ()

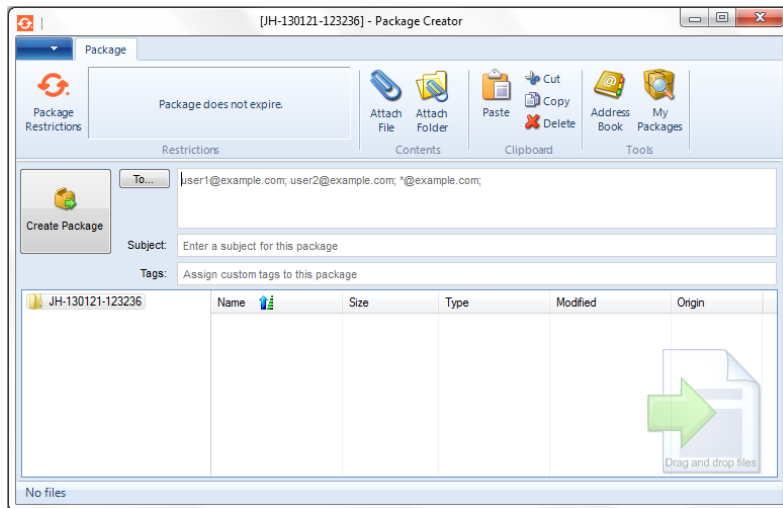
2

Uploading Files Securely

Uploading files securely is quick and easy. Simply click the orange Egress Switch icon in the system tray (bottom right of your screen), or double click our desktop icon. 



Click 'Create Package' from the options presented.



The Package Creator window will appear. Simply click to 'Attach File' or 'Attach Folder'. Once done, add your recipients in the 'To' field and add a subject.

3

Adding Time Restrictions

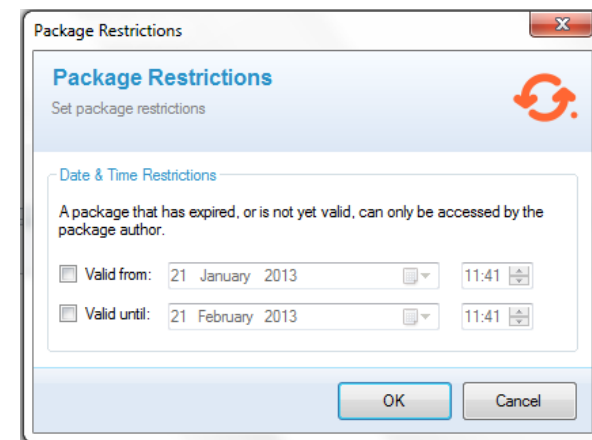
Egress Switch allows you to add time based restrictions to this package. As such, you can enforce that the message is only valid until a specific time, or that it is only valid from a specific time.

To add time based restrictions, simply click the 'Package Restrictions' button.



Having clicked 'Package Restrictions', you now have the option to add time based restrictions to the message. Simply click the relevant tick-box and add the appropriate time and date.

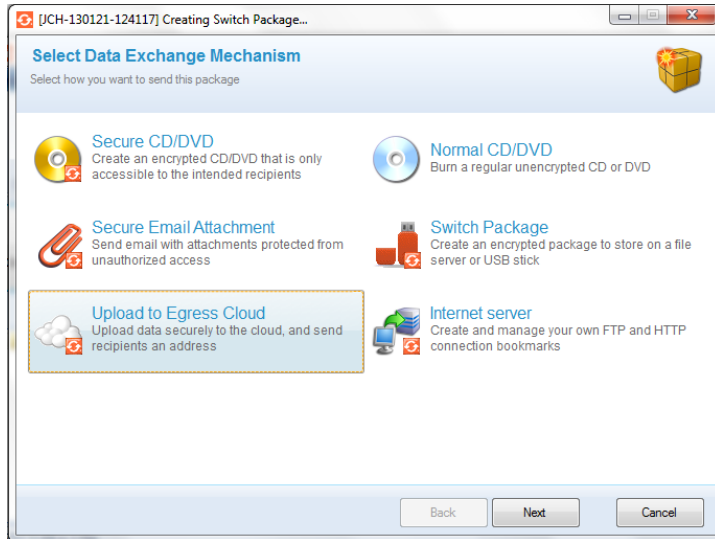
NB: Time restrictions can be added or modified even after the package has been sent!



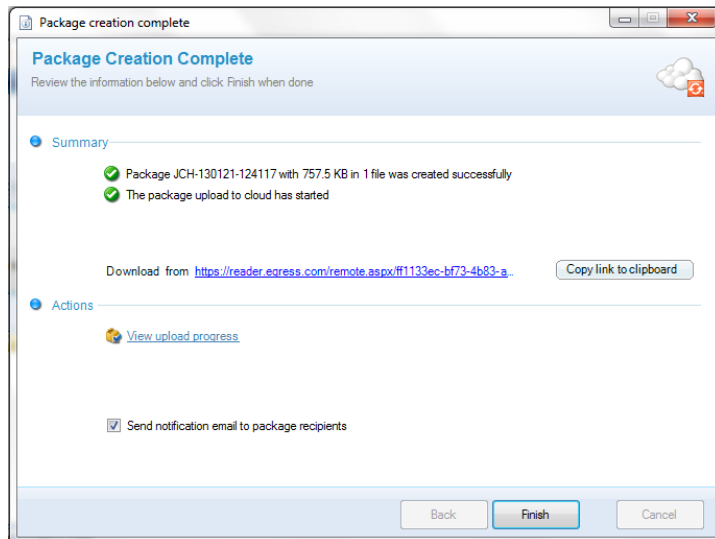
4

Create Package

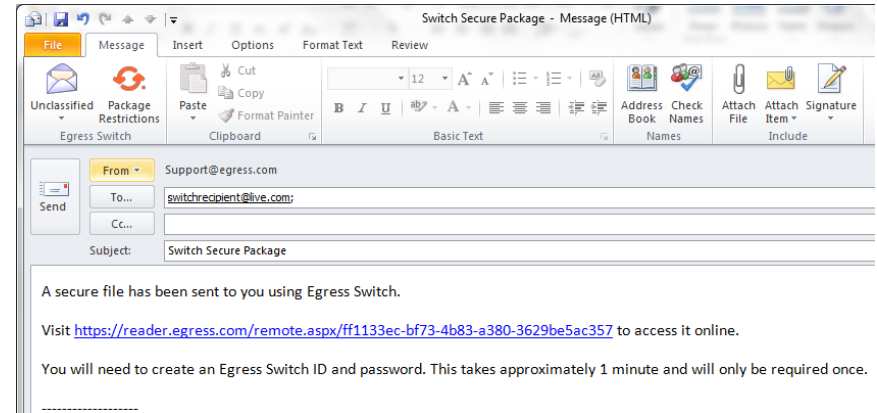
Having set-up your package, by attaching file(s), adding recipients and any time restrictions, click 'Create Package'.



You will be asked how you want to transfer this data. For the purposes of this guide, choose to 'Upload to Egress Cloud'



To send a notification to the recipient(s), simply click Finish. A new email within Outlook will load, click Send to provide them with the download link they need to access the large file(s).



Recap

1. Ensure you are signed in to the client software with your Switch ID and Password. You can do this by clicking the Egress icon in the system tray (bottom right of your screen), or by double clicking the Egress icon on your desktop.

Remember to tick the 'Remember Me' options so that you are signed in automatically each morning!

2. Click Create Package, either from the system tray icon, or by double clicking the desktop icon.
3. Attach your files/folders, and add your recipients and any package restrictions. Once done, click Create Package.
4. Choose your data exchange mechanism, i.e. how you want to transfer the package.

NB: These options may vary slightly depending on how your business administrator has setup your account.

5. Once you have selected the appropriate option, click 'Next'. On the next confirmation screen, select 'Finish' and a new notification email to the recipient(s) will load within Outlook. Send this as you would normally.

That's it!

Remaining in Control

Egress Switch allows you to remain in control of information sent securely, even after it has left! You determine exactly who can access your information and at what time.

Not only this, you have a full audit trail available to you - showing who accessed the information, and at what time. This is all controlled via **My Packages**, another guide is available for this - please ask your administrator for details.

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.....

Activating Advanced Features

Egress Switch offers many more features which are not currently activated with free accounts. To activate the following features please visit us here:

<http://www.egress.com/contact-us-form/>

- Full email message body encryption
- Automatic email content inspection
- Customisable security policies
- Centralised auditing & user management
- Integration into existing FTP(s) / HTTP(s) / Cloud servers
- Hosted cloud storage
- Customisable email headers

Technical Support

Should you encounter any problems with Egress Switch or have any technical questions please contact your Egress representative or contact the Egress support department at <http://www.egress.com/support>