



How to send a secure email in Outlook using Egress

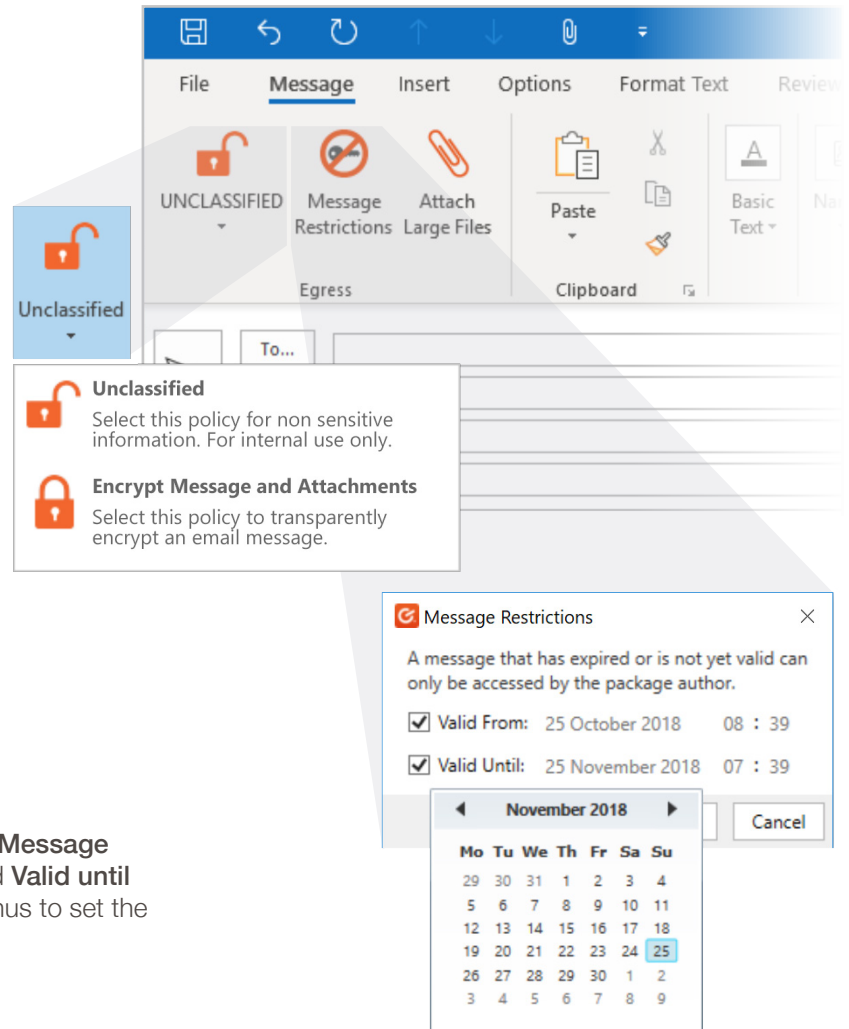
Egress integrates seamlessly with Microsoft Outlook to provide one-click, easy-to-use email encryption.

1. Sending a secure email

Open a new message in Outlook, completing the **To**, **Cc** and **Subject** fields. Compose your message and attach 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 Egress dropdown menu and select **Encrypt message and attachments**. Select **Send** as usual once your message is complete.

Please note: Before sending an Egress-encrypted email, ensure you are using HTML format. To check you are using HTML, in the new email window in Outlook select **Format Text** and then choose the **HTML** option in the format section of the ribbon.



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 Egress Email and File Protection

Visit www.egress.com/online-tutorials for video tutorials on using Egress Email and File Protection, 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 Egress Email and File Protection or have any technical questions, please get in touch with your Egress Technical Engineer or contact Egress Support at www.egress.com/support.

