



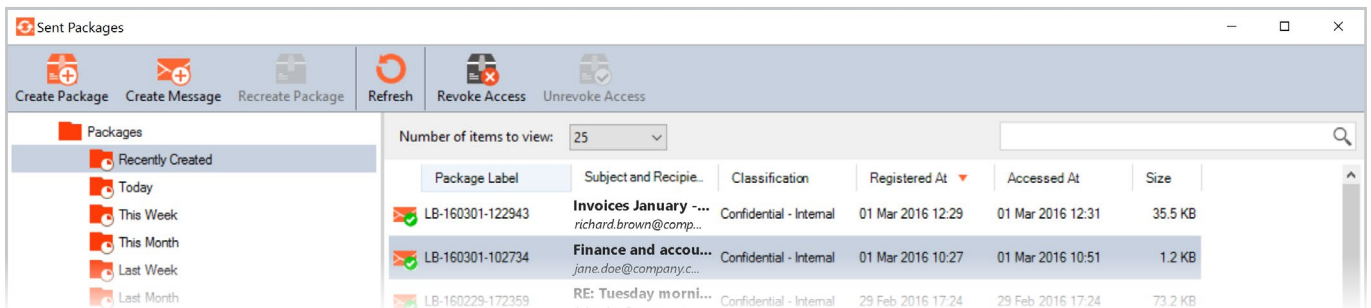
# Managing information after it has been sent

Egress Switch allows you to view and manage the information you send in real time, even after it has reached a recipient, ensuring you remain in control of who can access information and how it is used. This can be done either through the Switch client or online at [switch.egress.com](http://switch.egress.com). This guide refers to the Switch client.

## Reviewing your secure packages

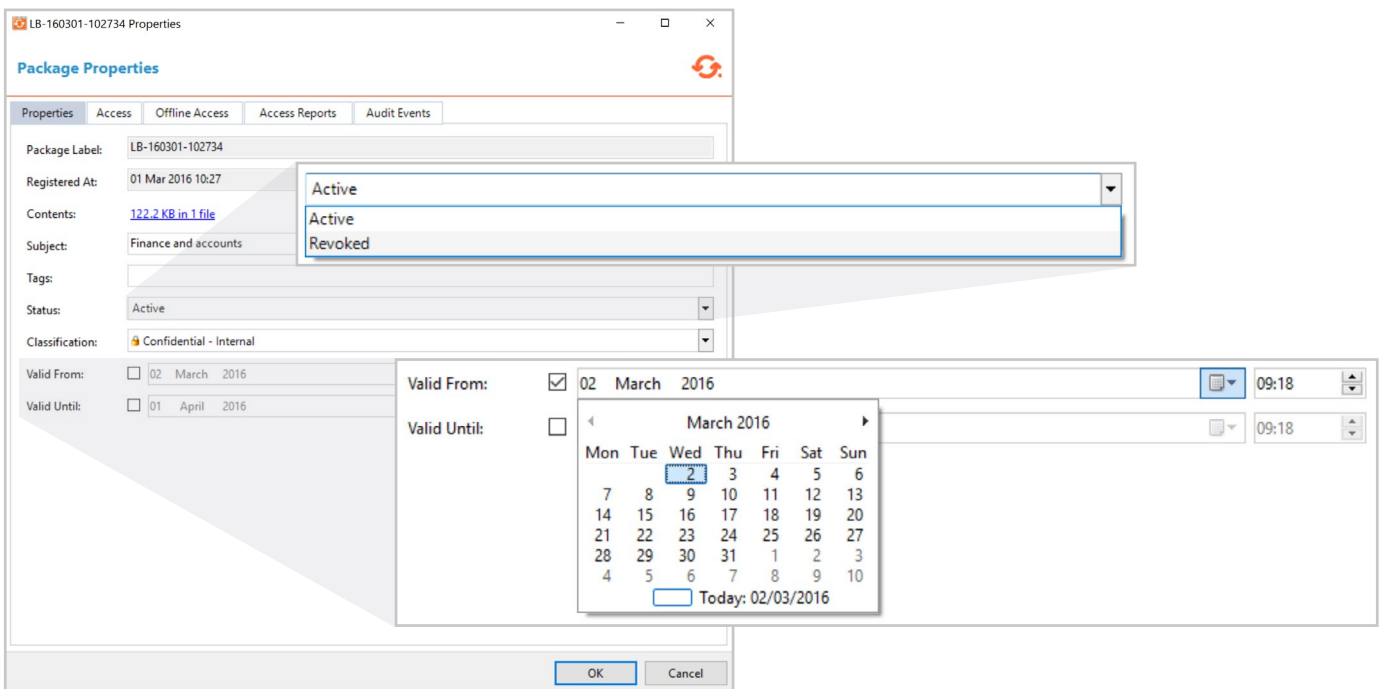
Open the Switch Client and select **Sent packages**. Double-click on any package you wish to review.

Note: Various filters are available on the left-hand panel, allowing you to filter by dates or package status.



## Revoking a package

In the **Package properties** window, select **Revoked** in the **Status** drop-down menu. Click **OK** to implement the change.

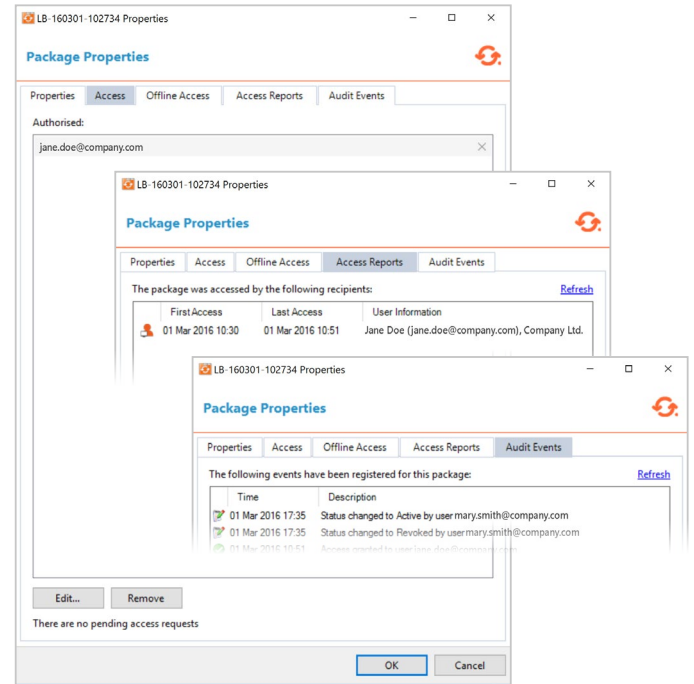


## Adding and modifying time-based restrictions

To add or change time-based restrictions, tick the **Valid from** and/or **Valid to** boxes, using the drop-down menus to add the relevant dates to the package.

## Managing package recipients

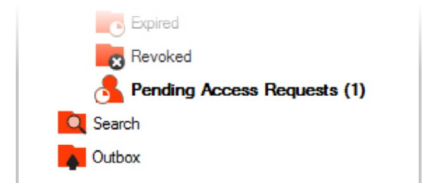
1. To review package recipients, select the **Access** tab in the **Package properties** window. To add/remove recipients from this list, click **Edit** and add/delete the email address as required.
2. Use the **Access Reports** tab to view people that have successfully opened your secure package. This will display their first and last access time.
3. The **Audit Events** tab displays a complete log of a package's lifecycle, including both successful and unsuccessful access requests, as well as any changes to the package properties.



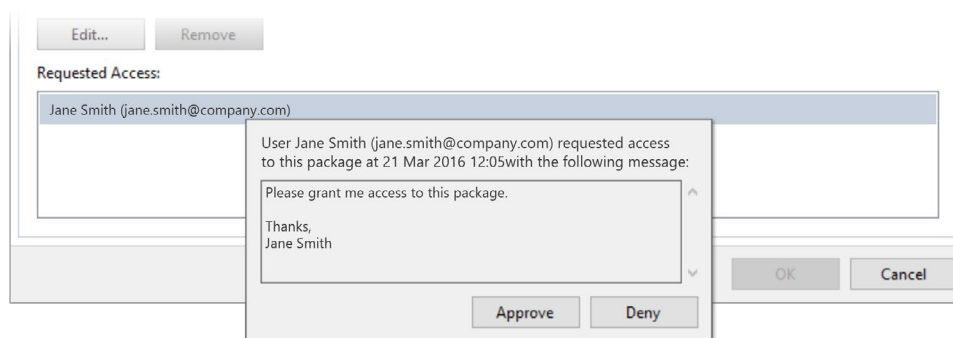
## Reviewing access requests

If a non-authorized recipient tries to sign-in to view your message, they have the ability to request access. You will be notified of any access requests via email.

1. To review an access request, click **Sent Packages** or the **Pending Access Request** option if available, and select the package with the access request.
2. A notification will be displayed at the bottom of the **Access** tab in the **Package properties** window displaying the email address that has requested access to the package.
3. Click the name of the person who has requested access, selecting **Approve** or **Deny** in the pop-up window as required. Select **OK** to approve these changes.



Any changes here will be recorded in the audit events log.



## Learn more about Switch Secure Email

Visit [www.egress.com/online-tutorials](http://www.egress.com/online-tutorials) for video tutorials on using Switch Secure Email, 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 or have any technical questions, please get in touch with your Egress Technical Engineer or contact Egress Support at [www.egress.com/support](http://www.egress.com/support).



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