



# How to set up Switch Secure Workspace and Microsoft Office integration

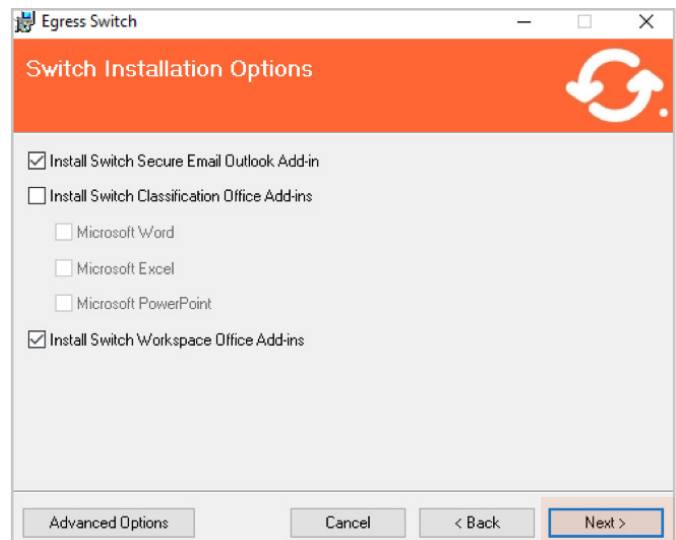
Switch Secure Workspace provides secure online file sharing, storage and collaboration for organisations looking to find easy ways to work together while protecting sensitive data.

It also integrates with Microsoft Office desktop apps, enabling users to work on documents at the desktop and save them to a Workspace zone, as well as open Workspace documents directly within Office. Documents can be added to emails from Workspace, and received attachments can be saved into a specific zone. Desktop documents can be sent to a Workspace zone as well as shared with recipients.

To start using the integration features of Switch Secure Workspace, follow this short guide to install the Switch Desktop Client and connect Office to your Workspace.

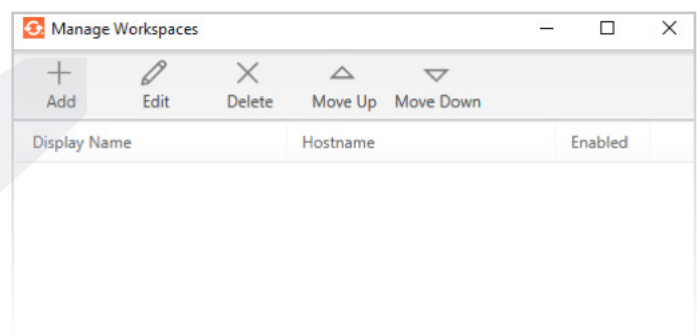
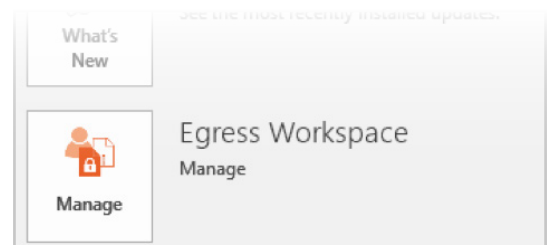
## Installing the Switch Desktop Client

1. To download the latest version of the **Switch Desktop Client**, visit <https://www.egress.com/downloads/desktop>
2. Press the **Download** button corresponding to the latest version
3. Run the .exe file and follow the simple installation instructions
4. When you reach the **Switch Installation Options** screen, make sure to tick the box next to Install Switch Workspace Office Add-ins
5. Press **Next** to continue, and then finish the installation process

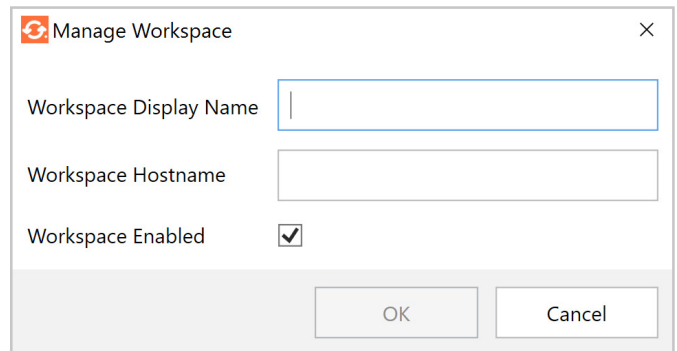


## Configure the connections to your Workspace

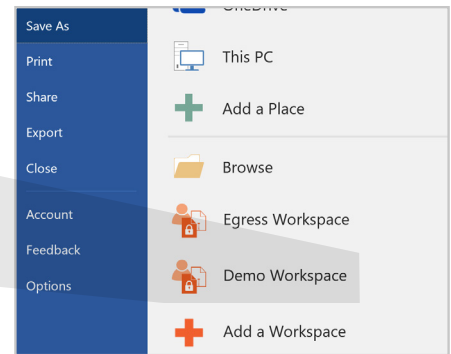
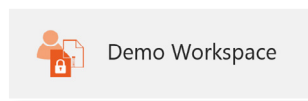
1. Once the Switch Desktop Client is installed, go to a Microsoft Office application such as Word, Excel, PowerPoint or Outlook
2. Go to **File** > **Account** > **Manage** > **Egress Workspace**
3. Press **Add** in the Manage Workspaces window



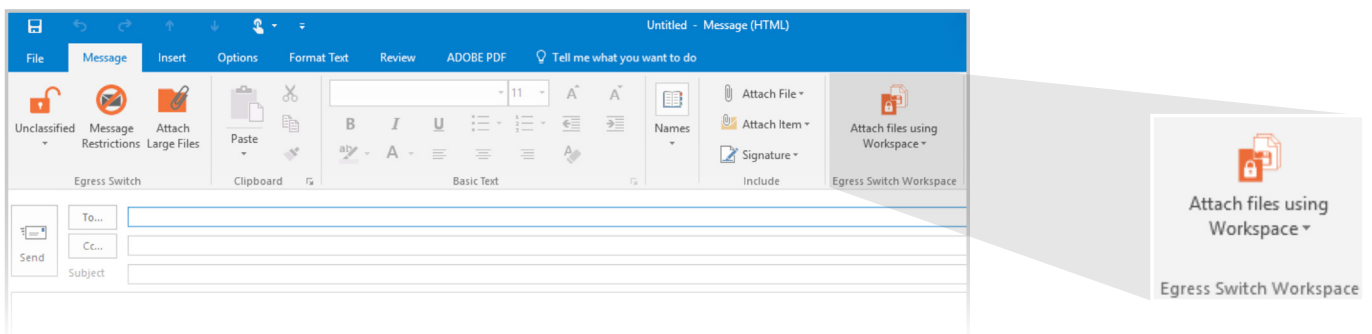
4. For **Workspace Display Name**, enter a useful name for the workspace. This is what the Workspace will be called in the File menu in Office, and can be anything
5. For **Workspace Hostname**, enter the full URL for the workspace (e.g. workspace.yourcompany.com). Don't include **http**, **https** or **www**
6. Press OK



Your Workspace will now be available as an option at the Open and Save as screens in Office:



It will also be available within Outlook emails:



Right click on files at the Desktop to send and share via Workspace:



## 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 contact Egress Support at [www.egress.com/support](http://www.egress.com/support).



© Egress Software Technologies Ltd 2017. 160-0317