



How to access secure content in Egress Switch Secure Workspace

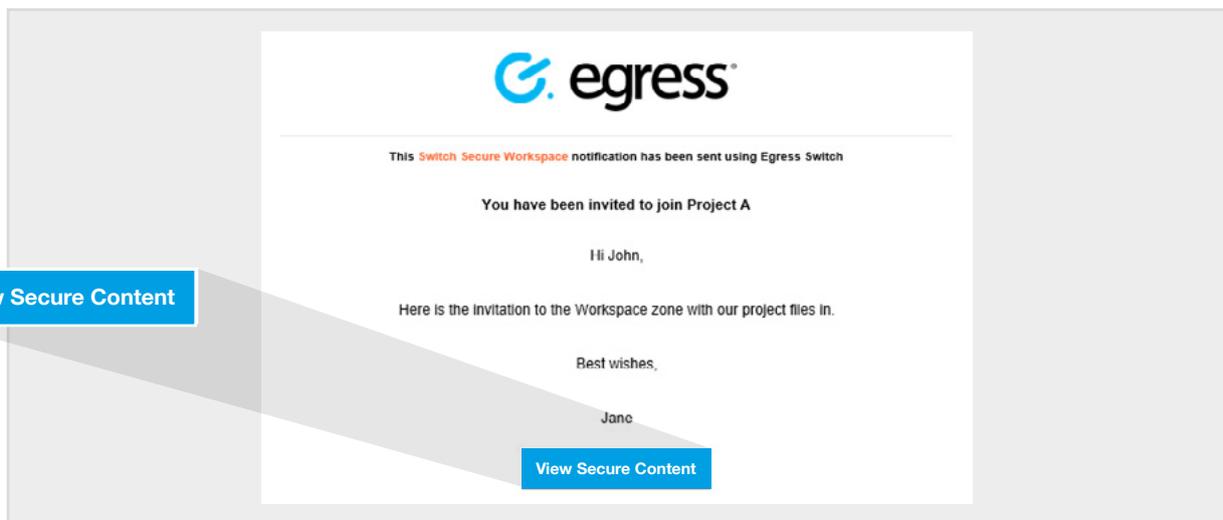
As a recipient of content shared via Switch Secure Workspace, you can access encrypted files quickly and easily, without needing to download or install any software.

Users can share individual files with you, but they can also share folders and access to whole secure file stores, known as zones. If someone shares a file, folder or zone with you, you will receive a notification email. This guide will help you get started with Switch Secure Workspace after receiving one of these notification emails.

Stage One: Signing up to Switch if you are a new user

As a first-time user, you will need to create an Switch account. This is a one-time process that only takes a few minutes to complete. If you already have a Switch account, you can progress to **Stage Two**.

1. Click on the link within the notification email you received.



2. In the web browser window that opens, select the **New User?** link.

switch
secure data exchange

Please enter your Switch ID (user@domain.com) and password to sign in now.

If you do not have a Switch ID, [create it for free](#). This will only take a minute and will be required **once**.

Switch ID:

Password:

Remember my Switch ID

[Sign in](#)

New User?
Create a Switch account. It's free.

[Forgot Your Password?](#)
Reset your Switch password.

[What Is Switch?](#)
Learn more about Switch.

3. Enter your details in the short form. You must use the email address that the notification was sent to in order to access the shared content.

Sign Up

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

Email (Switch ID):*

First name:*

Last name:*

Phone number:

We will not contact you unless you forget your password and security questions

Email me about product updates and services from Egress

If you have received a secure message, use the email address where you received it as your ID.

4. Choose a strong password and set two security questions. The answers to your security questions will be used in the event that you need to reset your password.

An activation code will be sent to the email address you used to register for your Switch account. If you do not receive your activation code within 5 minutes, please check your Junk or Spam folder.

2 Choose a strong password to protect your identity.

Password:*

Confirm password:*

Minimum 8 characters, with at least 1 lower case and either 1 upper case / number

Question #1:

Answer #1:*

Question #2:

Answer #2:*

I have read and agree with the [Egress Privacy Statement](#)

5. Copy the code into the **Activation Code** field and select **Submit Activation Code** to complete the Switch ID setup.

Activation code:*

Important note: Egress Switch is an information security product. While every precaution has been taken 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 account credentials with anyone.

Stage Two: Accessing files, folders and zones

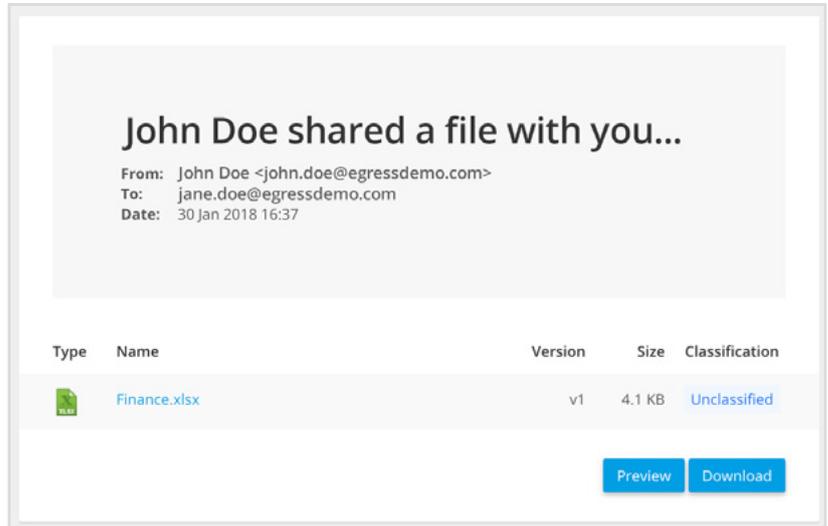
Once you have registered for a Switch ID, you can access the content that's been shared with you. After signing up, you will be redirected to Switch Secure Workspace. Alternatively, press the link in the notification email and sign in.

When a file, folder or zone is shared, you will be able to do perform various actions, depending on the user permissions you have been assigned by the content owner.

If they have shared a file:

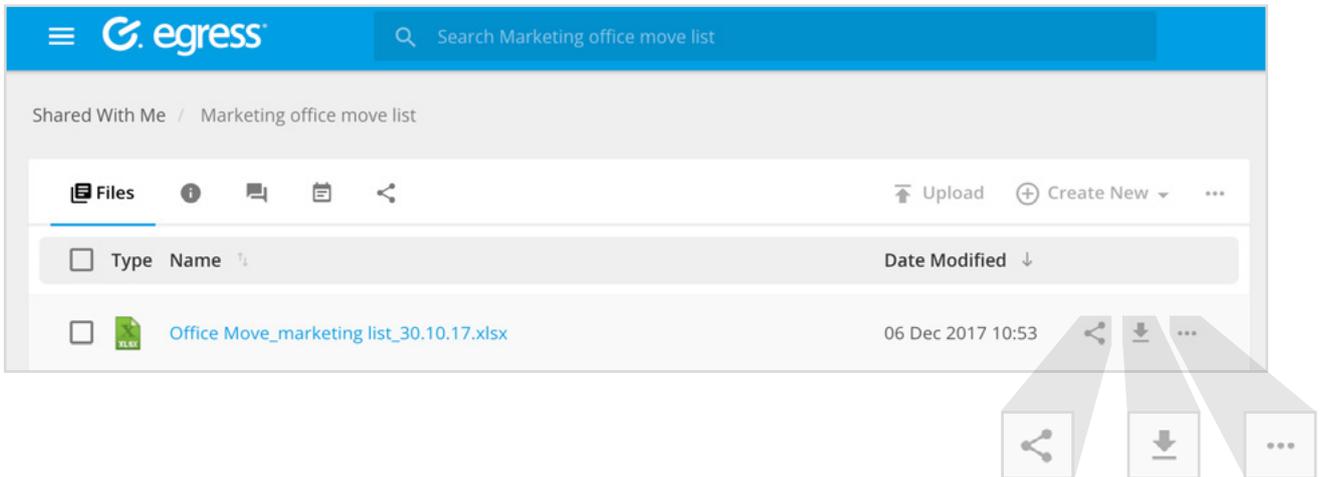
1. The Switch Secure Workspace screen shows details of the file, as well as a message from the sender and one or two buttons: View or View and Download, depending the level of access granted

2. Press the **Preview** button to view the content securely online, and press **Download** to download the content, if this action is available to you.



If they have shared a folder or a zone:

1. In the Switch Secure Workspace screen, you will see the files and folders that have been shared with you, with various buttons next to each file.



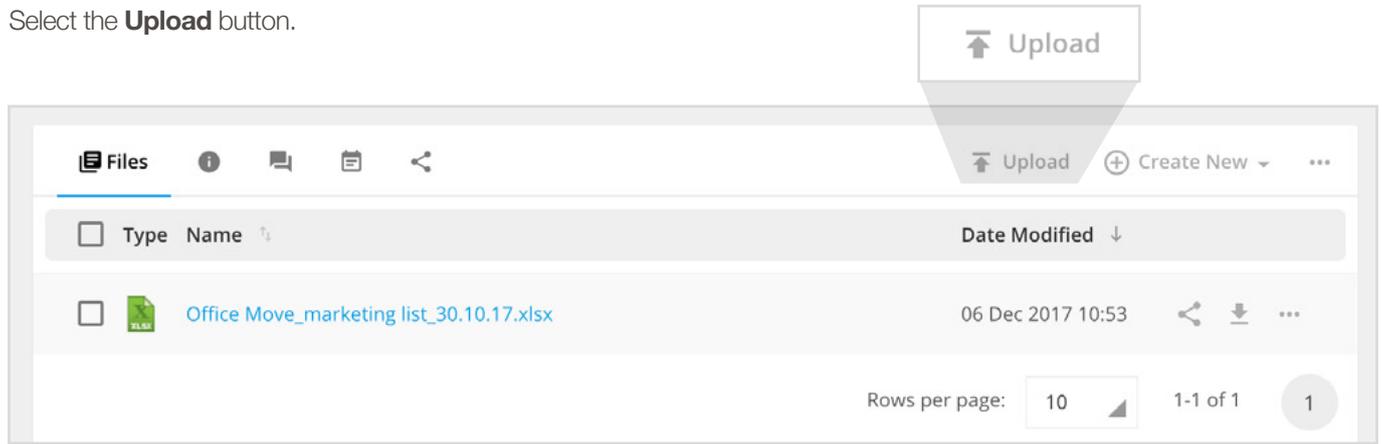
2. Use the buttons to download or share the file or to see more options, including editing the file. Some options may not be available, depending on the level of access you have been granted. For example, you may only be able to view and download the content, and be unable to share with other users.

Stage Three: Uploading documents

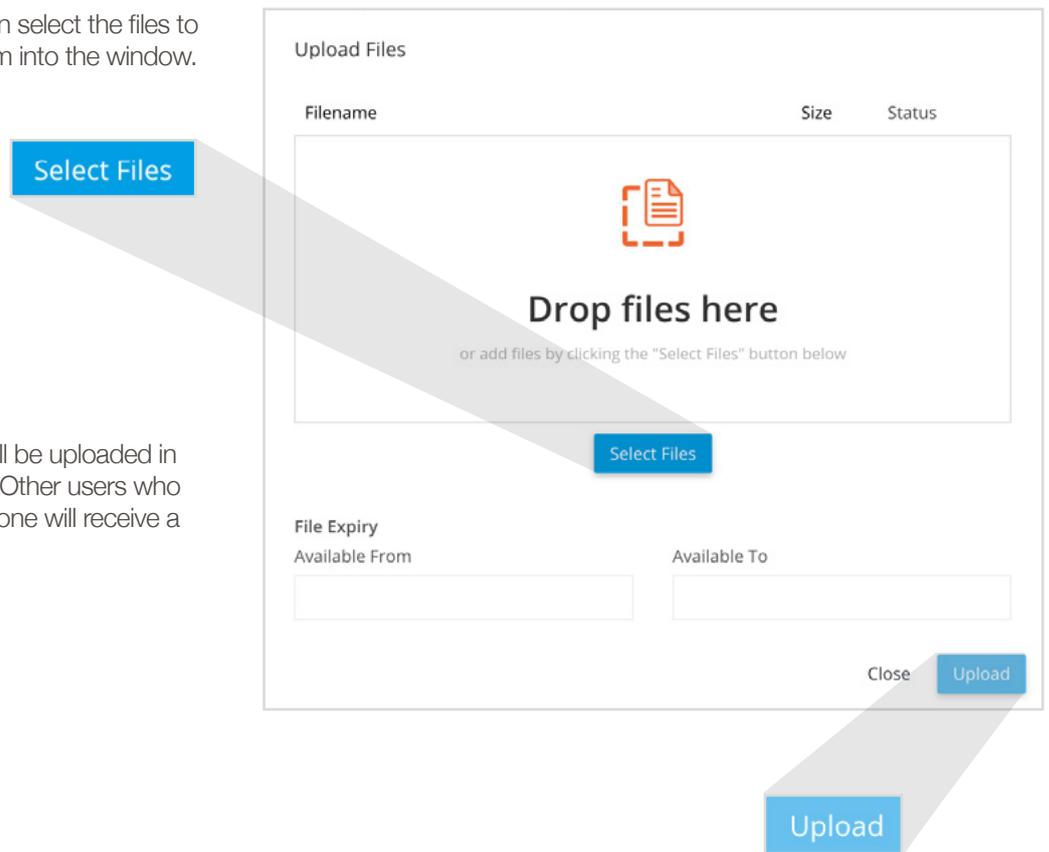
You may be required to upload documents to a specific folder or zone.

1. In Switch Secure Workspace, go to the folder or zone in which you need to upload content.

2. Select the **Upload** button.



3. Choose **Select Files** and then select the files to upload, or drag and drop them into the window.



4. Press **Upload** and the files will be uploaded in to the folder or zone location. Other users who have access to the folder or zone will receive a notification email.

Learn more about Egress Switch

Visit www.egress.com/online-tutorials for video tutorials on using Switch Secure Workspace, including how to:

- Access content
- Share files and folders
- Edit documents and annotate PDFs
- Manage user and group permissions

Technical support

Should you encounter any problems using Switch Secure Workspace or have any technical questions, please contact Egress Support at www.egress.com/support.



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