



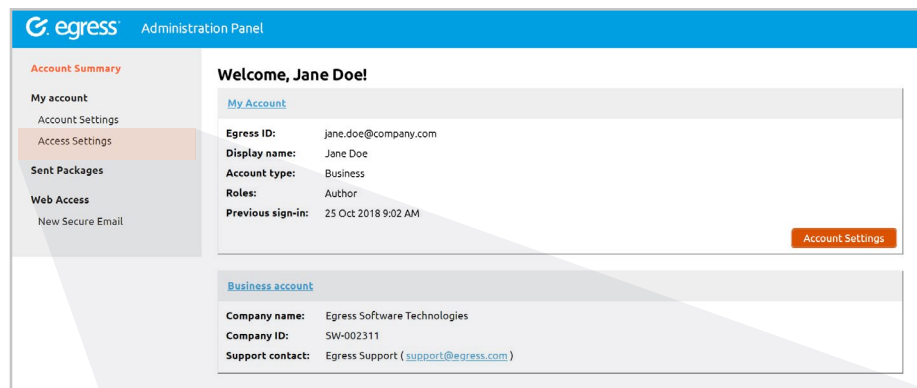
Changing access settings in Egress

You may need to change your access settings for one of the following reasons:

- You have an Egress ID set up under a group email address that a number of different people have access to. Using access settings, you can authorise additional users to access packages sent to the group email
- You are repeatedly receiving an Access Denied message when trying to access a message

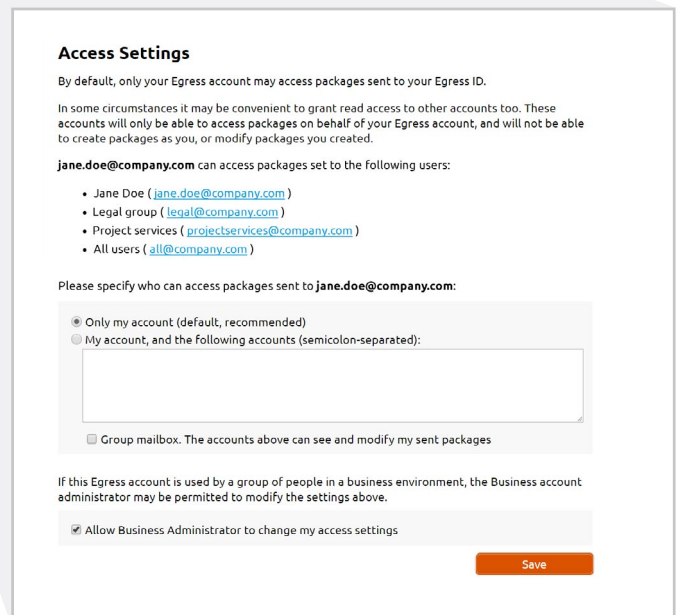
1. Viewing your access settings

Go to switch.egress.com and sign in to the Egress Administration panel using your Egress ID and password. **Access Settings** is located on the left-hand side under the **My Account** heading.



2. Granting access to secure packages

In the Access Settings window, select the second option (**My account, and the following accounts**) and in the box provided, enter the email addresses of the user(s) you want to grant access to, separated by a semicolon. Click **Save**.



Learn more about Egress Secure Email and File Transfer

Visit www.egress.com/online-tutorials for video tutorials on using Egress Secure Email and File Transfer, 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 Secure Email and File Transfer or have any technical questions, please contact Egress Support at www.egress.com/support.

