



How to send large files securely using Egress Secure Email and File Transfer

Egress Secure Email and File Transfer lets you send large files securely by uploading them to hosted Cloud storage. Large files can be sent through both the integrated sidebar in Outlook and the downloadable Egress Client.

Stage one: Using the Sidebar in Outlook to send large files

1. Open a new email in Outlook and select **Attach Large Files** to open the sidebar.

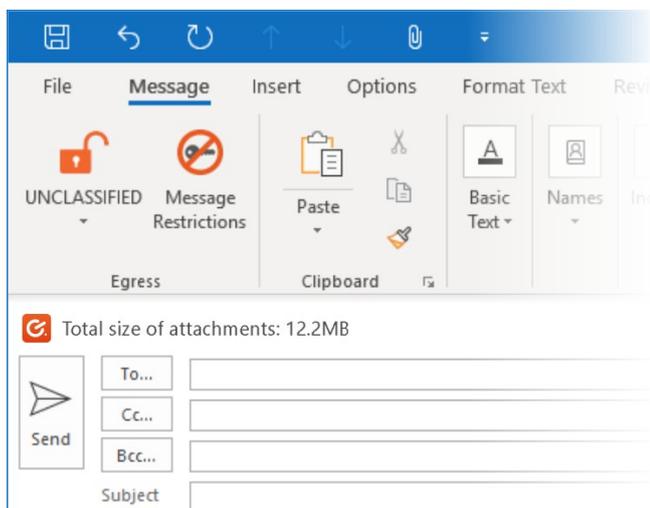
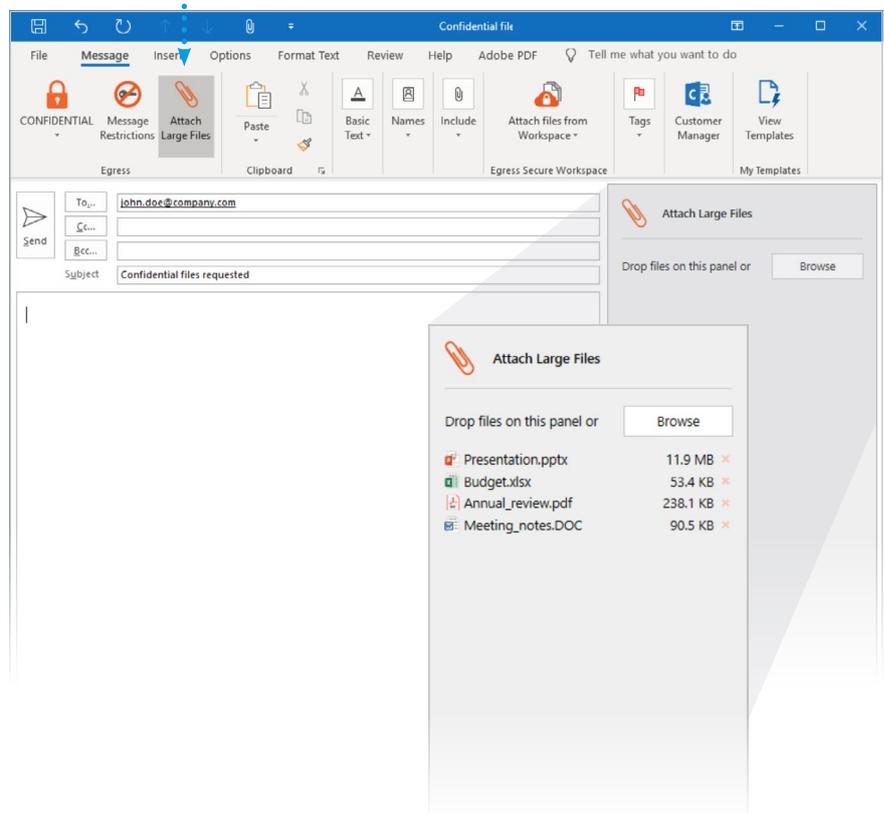
Note: The sidebar automatically opens if files attached to an email exceed a predefined size.

2. Select files to attach by dragging and dropping them into the sidebar or manually select them by pressing **Add file**.

To remove any files that have been attached to the sidebar, either press the **X** button next to the specific file or select the file and press the **Delete** button on your keyboard.

3. To send the email with the large files attached, simply press **Send** as normal.

Note: Once the sidebar has been opened, any files attached to it will be sent via large file transfer regardless of size.



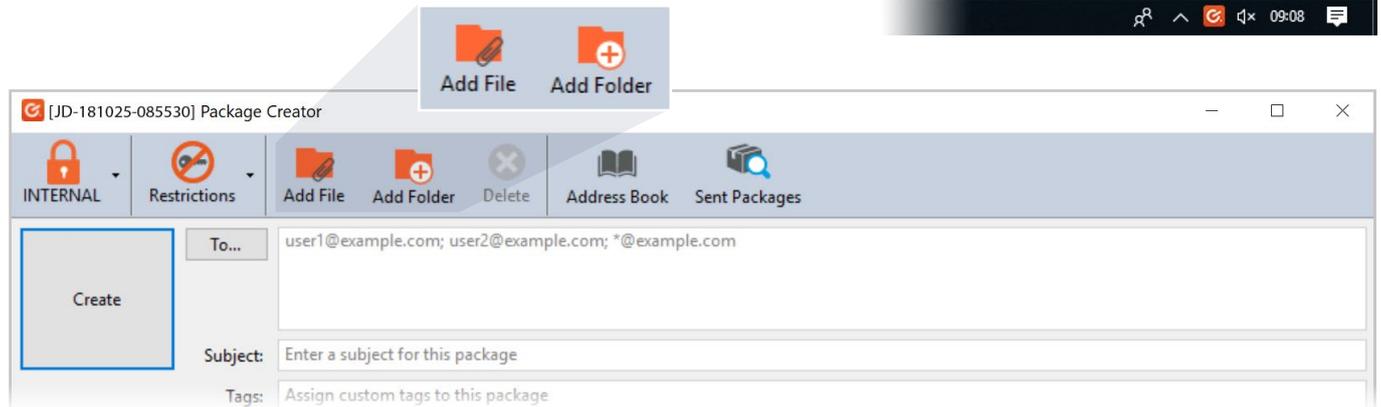
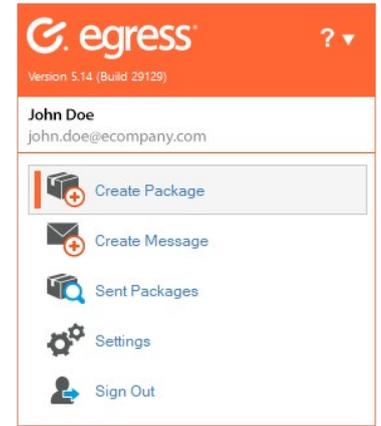
Stage two: Sending large files without the Outlook sidebar

Egress Secure Email and File Transfer can also be configured so that the sidebar is disabled while the file transfer functionality remains enabled. The **Attach large files** button will not be displayed and there will be no sidebar, but the total attachment size will be displayed.

In this mode, if the attachments are under the default size limit for large file transfer (10MB), they will still be sent as a normal email attachment. **As soon as the size limit is exceeded**, the files will be converted to a **.switch** package and sent by large file transfer.

Stage three: Using the Egress Client to send large files

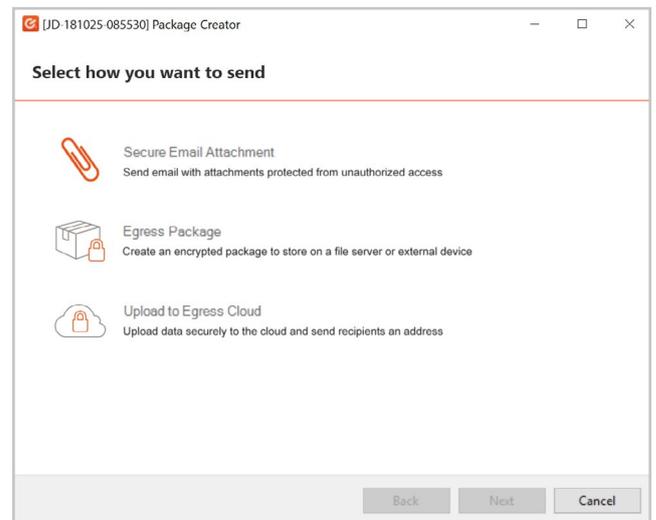
1. Press the Egress icon in the system tray to open the Egress Client, then press **Create Package**.
2. In the Package Creator window, use the **Add File** or **Add Folder** buttons to attach the files you wish to send.
3. Fill in the **To** and **Subject** fields.
4. Add date and time restrictions if required by selecting **Restrictions**. Select **Protect** to choose the type of security policy you wish to use.
5. Once complete, press **Create**.



6. In the window that opens, choose **Upload to Egress Cloud**.

7. To notify recipients of the large files you have sent, check the **Send notification email** to package recipients in the **Package creation complete** window and press **Finish**. A new Outlook email will open, containing a link to access the secured package. Customise the message as required and press **Send**.

8. Alternatively, you can send the download URL manually. Press the Egress icon in the system tray and select **Sent Packages**. Open the specific package and select the **Package properties** tab to access the link.



You can also transfer large files securely by burning them onto a disc or copying them onto a USB stick. The package creator compresses the large data as a **.switch** file.

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.



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