# Managing information after it has been sent

Egress allows you to view and manage the information you send in real time, even after it has reached a recipient, to ensure you remain in control of who can access information and how it is used. This can be done either through the Egress Client or online at switch.egress.com. This guide refers to the **Egress Client**.

Reviewing your secure packages

Open the Egress 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.
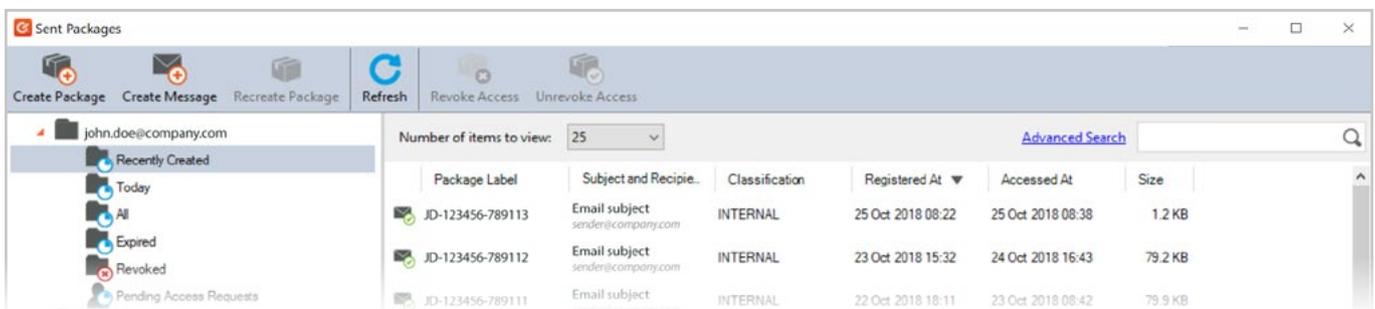
Revoking a package for all recipients

In the Package properties window, select **Revoked** in the **Status** drop-down menu. Click **OK** to implement the change and revoke access for all recipients.
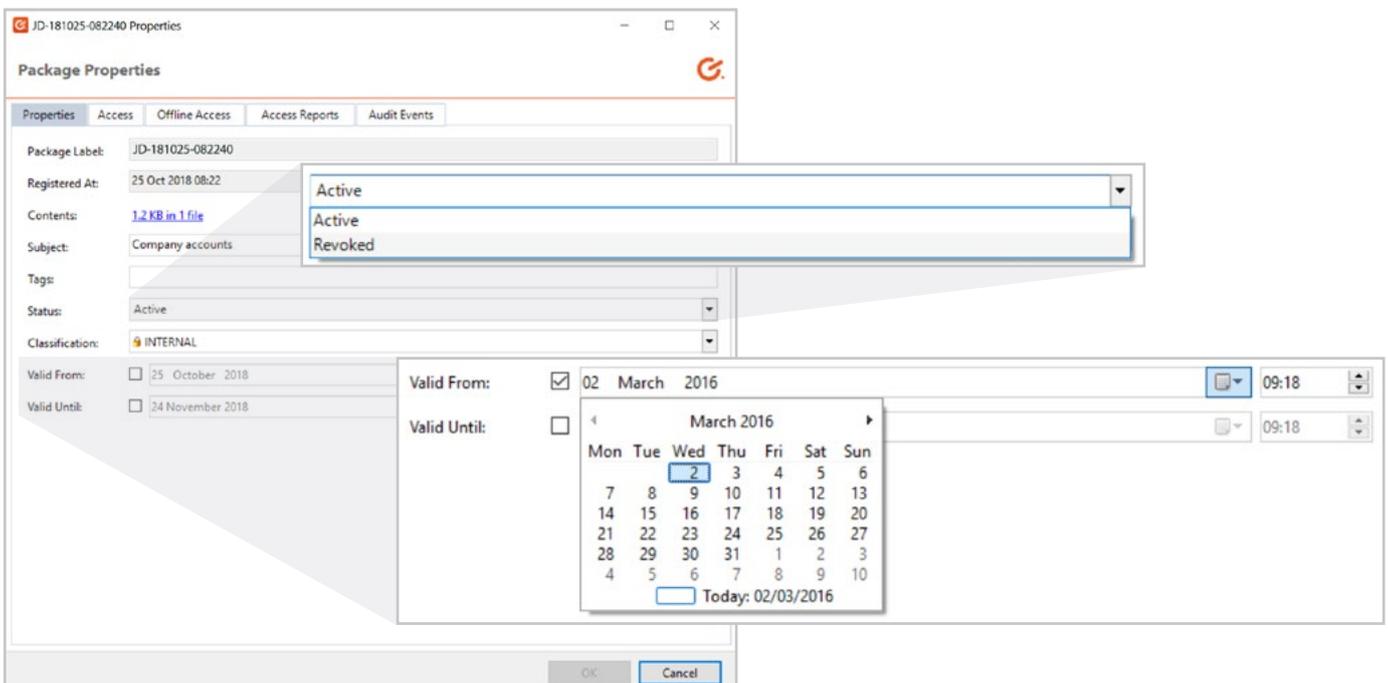

Adding and modifying time-based restrictions

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.
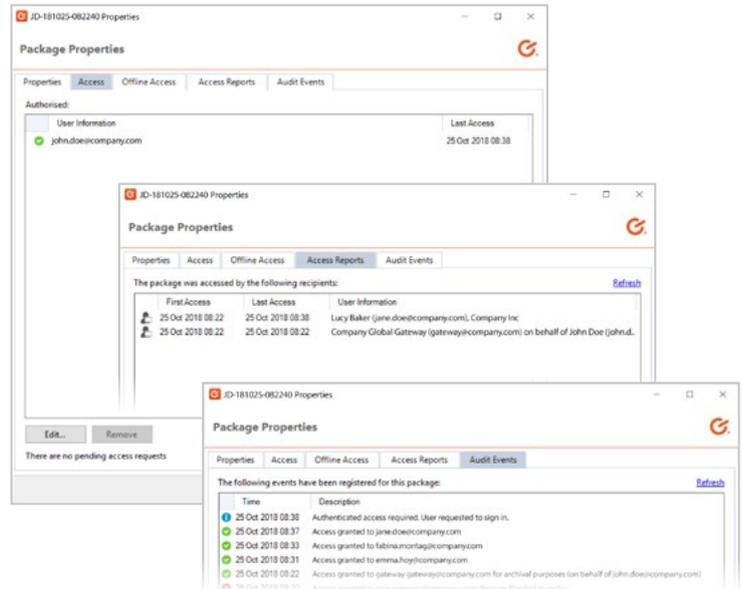

Reviewing access requests

If a non-authorised 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.
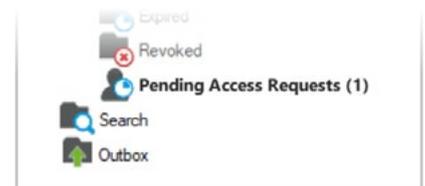
Any changes here will be recorded in the audit events log.
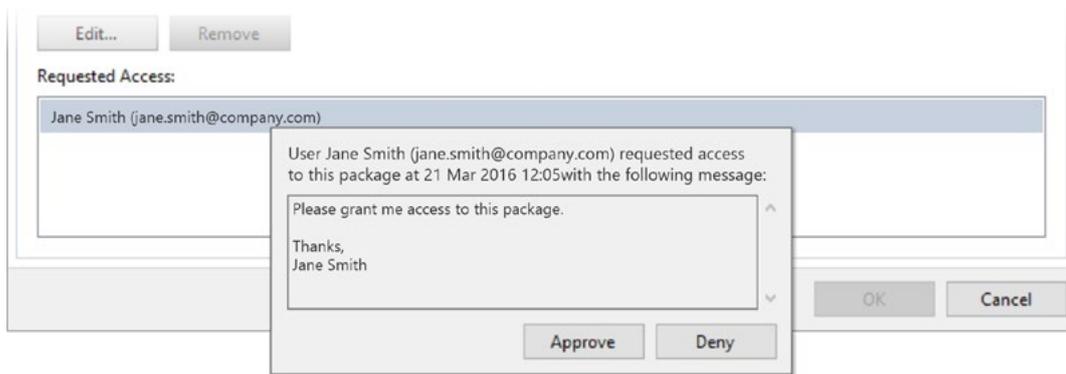
Learn more about Egress Secure Email and File Transfer

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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