



How to send a secure email in Outlook using Egress

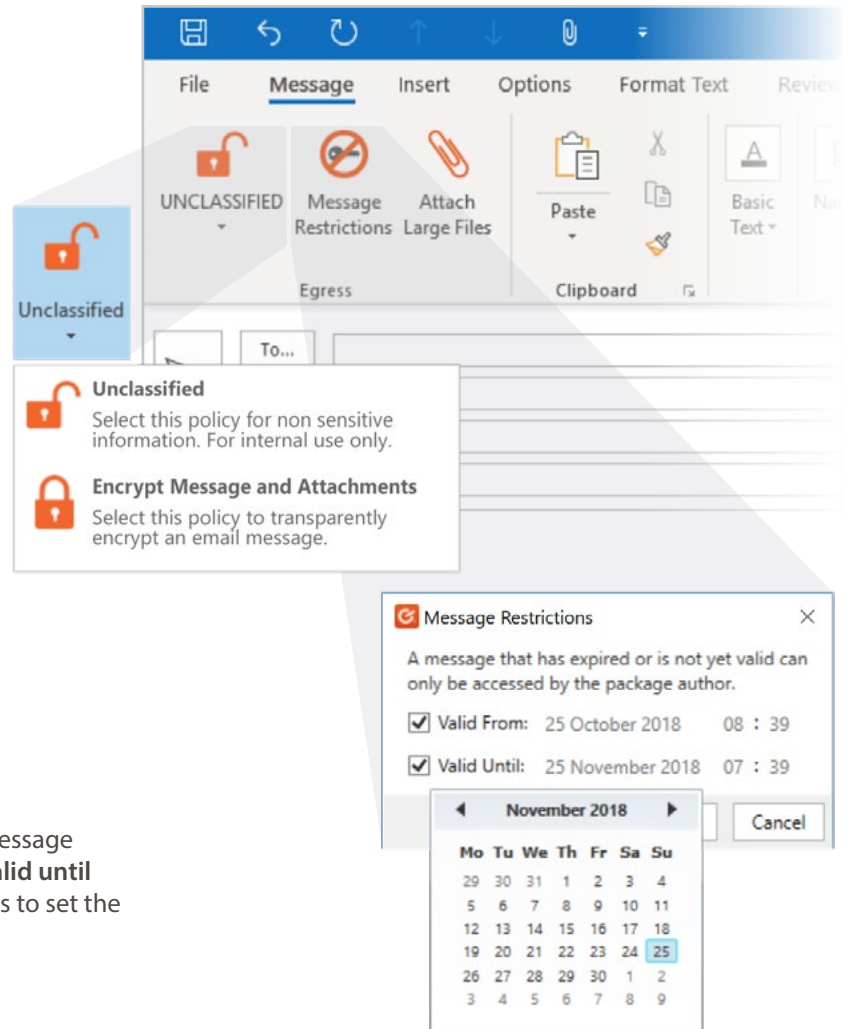
Egress integrates seamlessly with Microsoft Outlook to provide one-click, easy-to-use email encryption.

1. Sending a secure email

Open a new message in Outlook, completing the **To**, **Cc** and **Subject** fields. Compose your message and attach any files as normal.

Outlook messages are Unclassified as default (this default can be changed where required). To send the email securely, click on the Egress dropdown menu and select **Encrypt message and attachments**. Select **Send** as usual once your message is complete.

Please note: Before sending an Egress-encrypted email, ensure you are using HTML format. To check you are using HTML, in the new email window in Outlook select Format Text and then choose the HTML option in the format section of the ribbon.



2. Adding time restrictions (optional)

To add date and time restrictions, select the Message Restrictions button. Tick the **Valid from** and **Valid until** boxes as required, using the drop-down menus to set the required date and time restrictions.

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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