



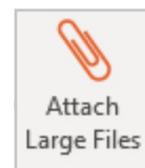
How to send large files securely using Egress Protect for Microsoft Outlook

Egress Protect lets you send large files securely by uploading them to hosted Cloud storage. Large files can be sent through the integrated sidebar in Outlook.

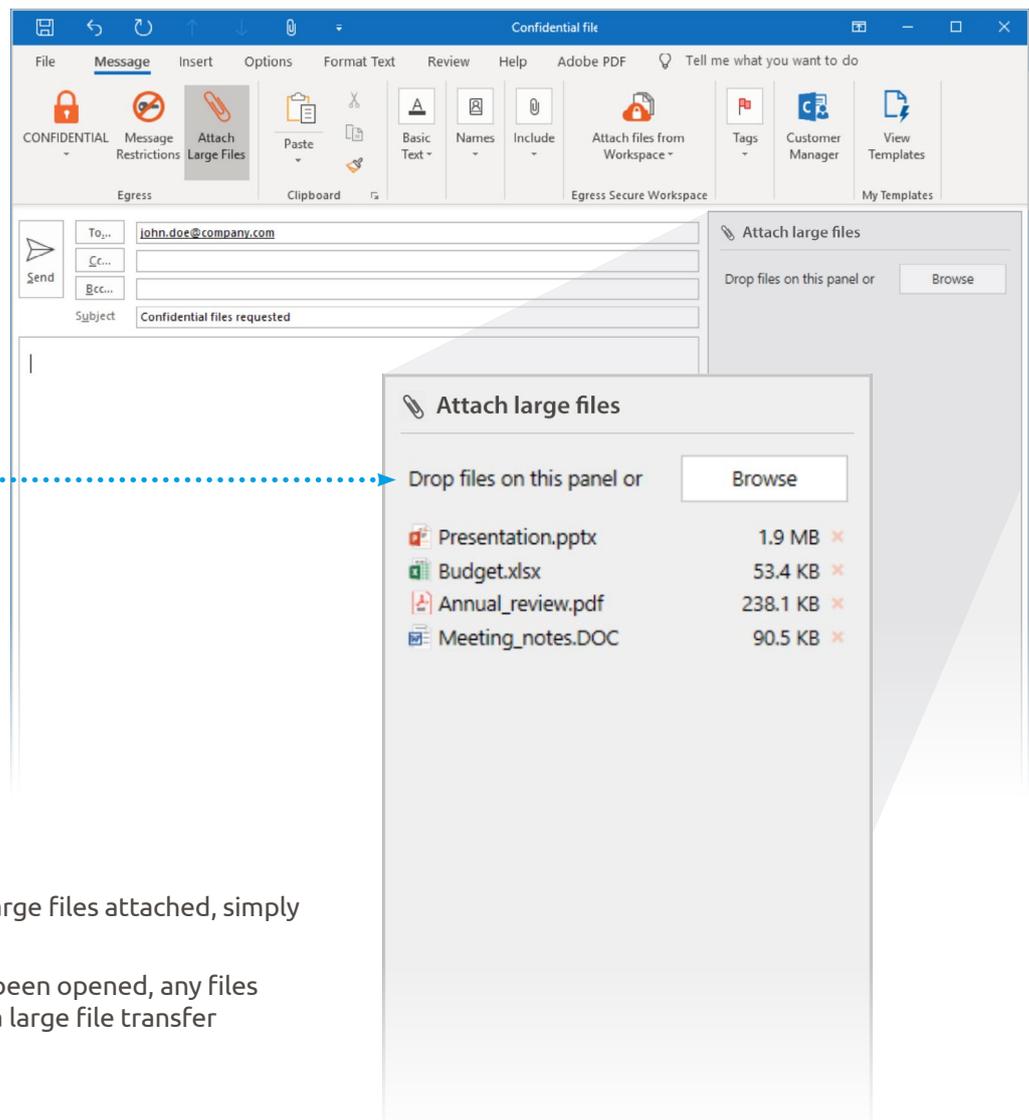
Stage one: Using the Sidebar in Outlook to send large files

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.

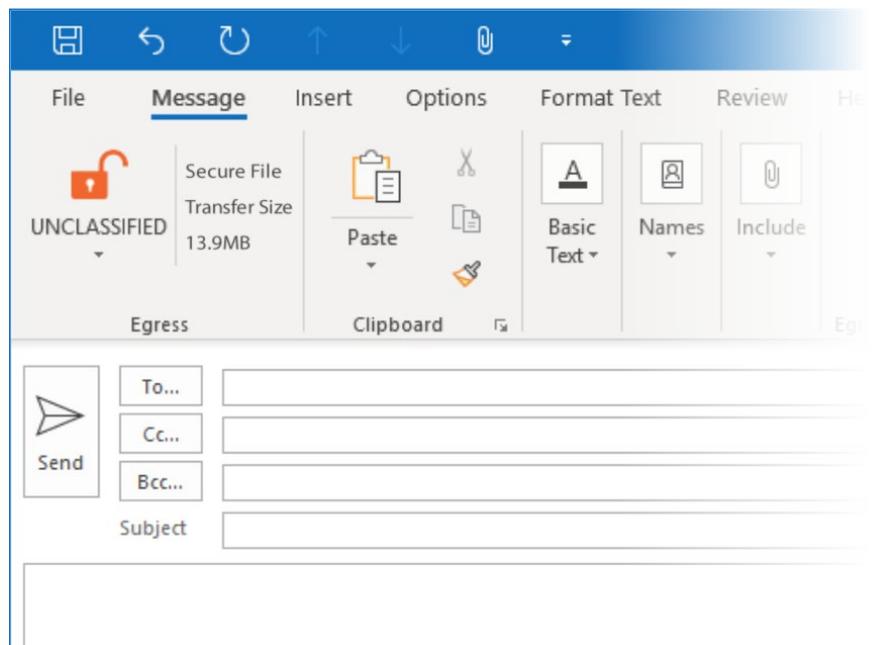
Note: Once the sidebar has been opened, any files attached to it will be sent via large file transfer regardless of size.

Stage two: Sending large files without the Outlook sidebar

Egress Protect 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.



Learn more about Egress Protect

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