



How to set up Egress Secure Workspace and Microsoft Office integration

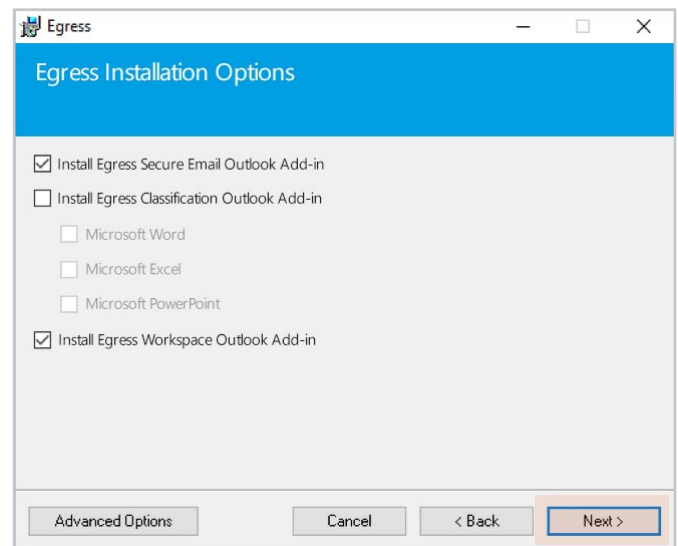
Egress Secure Workspace provides secure online file sharing, storage and collaboration for organisations looking to find easy ways to work together while protecting sensitive data.

It also integrates with Microsoft Office desktop apps, enabling users to work on documents at the desktop and save them to a Secure Workspace zone, as well as open Secure Workspace documents directly within Office. Documents can be added to emails from Secure Workspace, and received attachments can be saved into a specific zone. Desktop documents can be sent to a Secure Workspace zone as well as shared with recipients.

To start using the integration features of Egress Secure Workspace, follow this short guide to install the Egress Client for Microsoft Outlook and connect Office to your Secure Workspace.

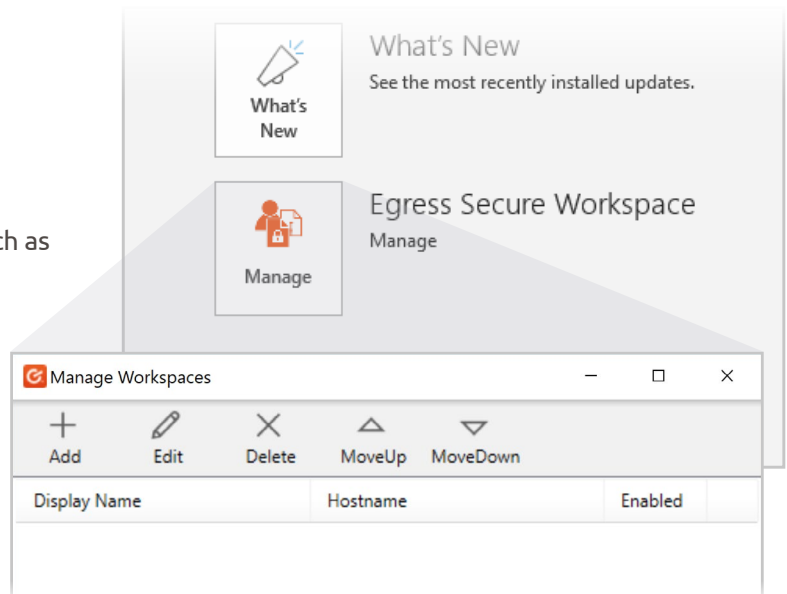
Installing the Egress Client for Microsoft Outlook

1. To download the latest version of the **Egress Client for Microsoft Outlook**, visit <https://www.egress.com/downloads/desktop>
2. Press the **Download** button corresponding to the latest version.
3. Run the .exe file and follow the simple installation instructions.
4. When you reach the **Egress Installation Options** screen, make sure to tick the box next to Install Egress Workspace Office Add-ins.
5. Press **Next** to continue, and then finish the installation process.

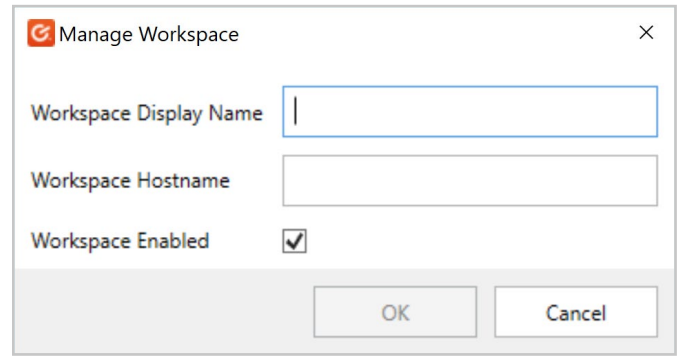


Configure the connections to your Secure Workspace

1. Once the Egress Client for Microsoft Outlook is installed, go to a Microsoft Office application such as Word, Excel, PowerPoint or Outlook.
2. Go to **File** >> **Account** >> **Manage** >> **Egress Secure Workspace**
3. Press **Add** in the Manage Workspaces window.

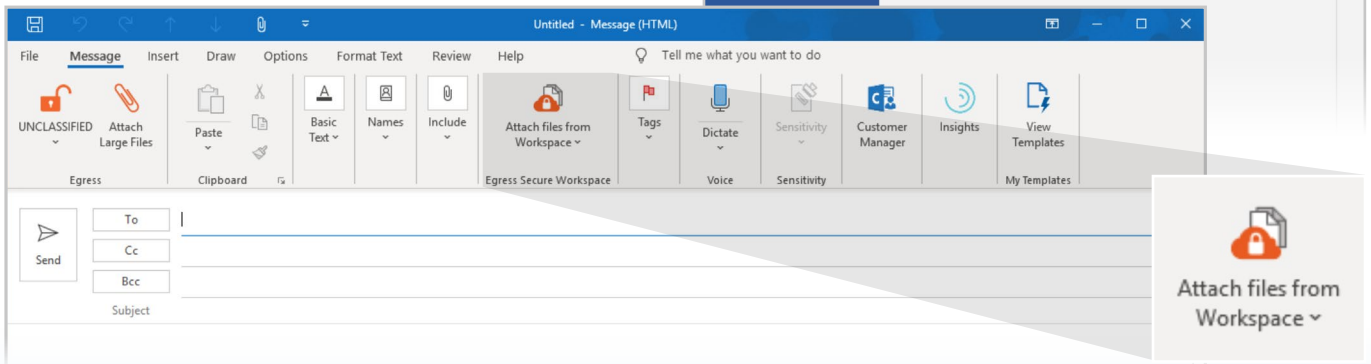
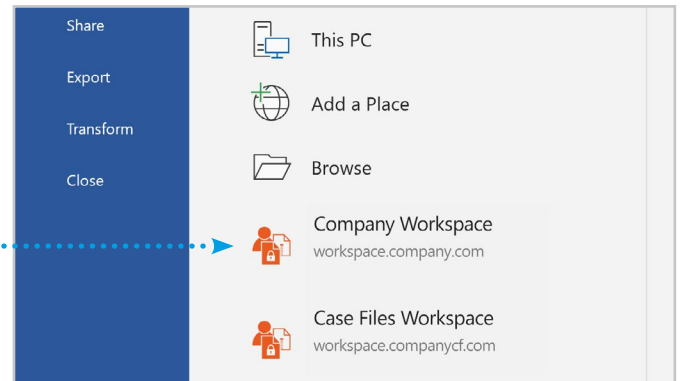


4. For **Workspace Display Name**, enter a useful name for the workspace. This is what the Secure Workspace will be called in the File menu in Office, and can be anything.
5. For **Workspace Hostname**, enter the full URL for the workspace (e.g. workspace.yourcompany.com). Don't include **http**, **https** or **www**.
6. Press OK.

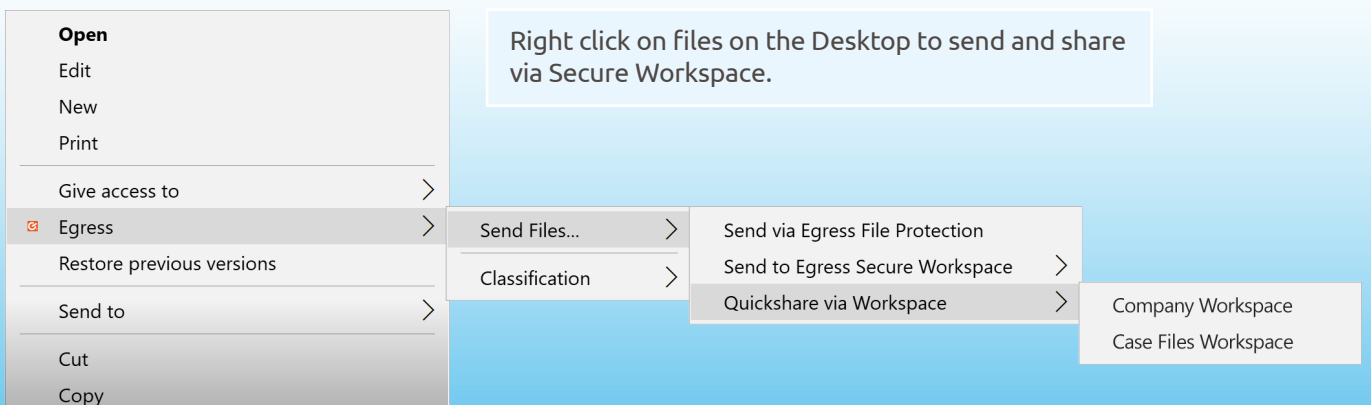


Your Secure Workspace will now be available as an option at the Open and Save as screens in Office.

It will also be available within Outlook emails.



Right click on files on the Desktop to send and share via Secure Workspace.



Learn more about Egress

Visit www.egress.com/online-tutorials for video tutorials on using Egress Secure Workspace, including how to:

- Access content
- Share files and folders
- Edit documents and annotate PDFs
- Manage user and group permissions

Technical support

Should you encounter any problems using Egress Secure Workspace or have any technical questions, please get in touch with your Egress Technical Engineer or contact Egress Support at www.egress.com/support.

www.egress.com | info@egress.com | 0844 800 0172 | [@EgressSoftware](https://twitter.com/EgressSoftware)