



Egress Secure Web Form recipient guide

What is Egress Secure Web Form?

Egress Secure Web Form provides an effective mechanism for sharing sensitive information and large file attachments between external users and organisations.

Using Secure Web Form, customers, partners and other third parties can securely submit confidential information and large files from any computer or mobile device. As a result organisations benefit from ensuring the flow of sensitive information into their network is kept secure and tracked at all times for compliancy and auditing purposes.

This guide describes how to access files that have been submitted to you via Secure Web Form. If your organisation uses Egress Secure Workspace to manage and access submissions, please refer to our "Secure Workspace quick start guide" for more information.

Stage one: Download the Egress Client

1. Go to www.egress.com/downloads/ to download the installation files for the Egress Client for Microsoft Outlook.
2. Run the Egress installer file as an administrator. Accept the licence agreement and then follow the installation instructions to complete the installation.
3. After the installation completes, press **Close**. The Egress icon should now appear in your system tray.



Stage two: Create an Egress Account

Before you can use Egress you also need to register an Egress Account. If you do not already have an account, you can:

- Visit www.egress.com/register/ and sign up.
- Open the Egress Client for Microsoft Outlook and select **Create account** from the welcome screen or system tray.
- Alternatively, you may have received an invitation to create an Egress Account from the Egress administrator in your organisation. Follow the instructions in this invitation to sign up.

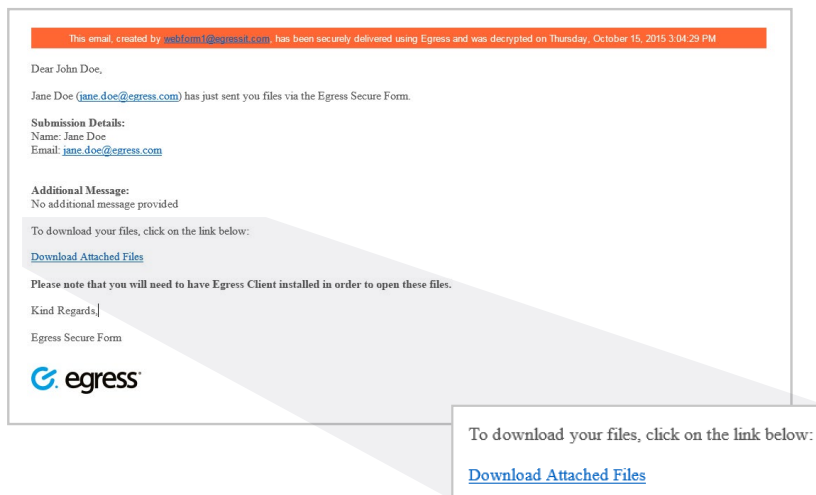
1. Each of these options lead you to the sign up page. Fill in the **email address**, **name** and **telephone number** fields.
2. Choose a strong password and set the security questions. These questions are used to reset your password if required.
3. Select **Create account**.
4. You will be sent an activation code to verify your email address. Enter the code manually or click on the link contained within the email to activate your Egress Account.

Your Egress ID is the email address that you used to register.

Stage three: Receiving a Secure Web Form email notification

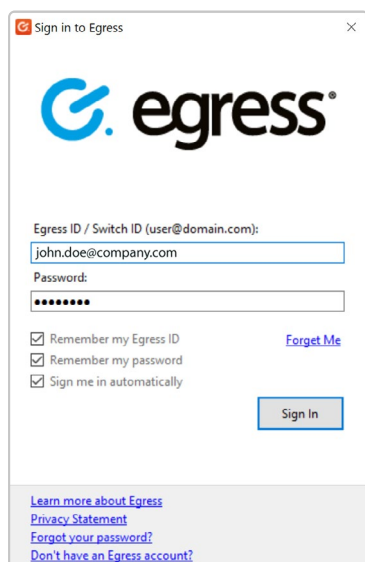
When someone submits files and information to you through Secure Web Form, you will receive an email notification.

The email will contain the sender's name and email address, an additional message and a link to download the files attached to the submission. The files will have been encrypted in an Egress package and uploaded.



1. Click on the link in the email notification to download the .switch package.

2. After it finishes downloading, click on the .switch file to open it.



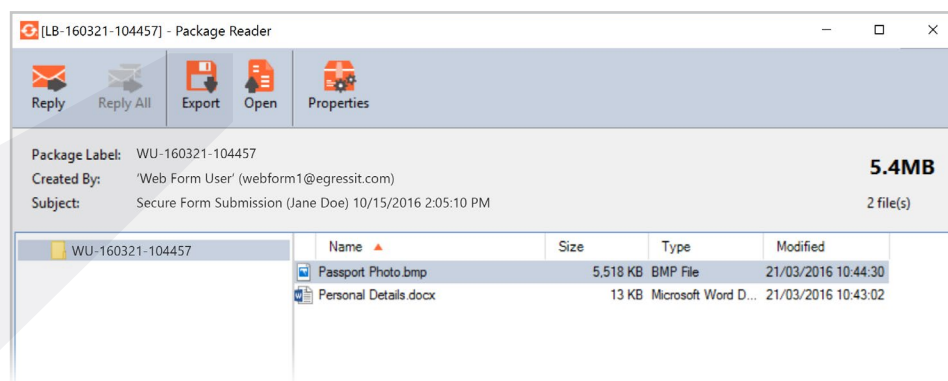
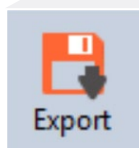
Stage four: Sign in with your Egress ID

You will be prompted to sign in with your Egress ID to access the contents of the .switch package and view submitted files.

Stage five: Access the submitted files

After signing in with your Egress ID, Egress Reader will open to display the files submitted to you via your Secure Web Form.

- Double-click on the files to open them.
- Click Export to export the files and save them to another location.



Learn more about the Egress platform

Visit www.egress.com/online-tutorials for video tutorials on using Egress, 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 with Egress 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)