

Sharing sensitive data electronically

How to send a secure email in Outlook using Egress Switch

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

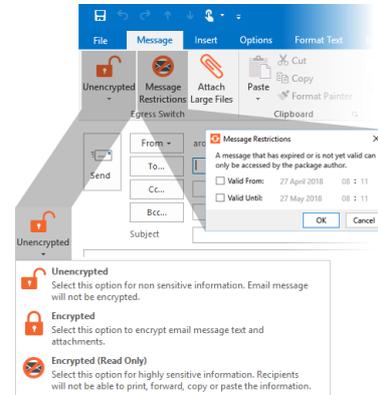
Sending a secure email

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

Outlook messages are **Unencrypted** as default. To send the email securely, click on the Switch dropdown menu and select **Encrypted** or **Encrypted (Read Only)**. Select **Send** as usual once your message is complete

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.



Sending secure email from offsite

To create a secure email, please follow the steps below:

1. Sign in to your Switch administration panel at <https://switch.egress.com/>
2. From the options on the left hand side, click 'Create Message'.
3. Compose your message as you would a normal email, when you are done, click 'Send Secure'.
4. You have now sent a secure email, by default a copy of the secure email will be sent to your own email inbox.

Selecting a relevant encryption type

When sending confidential, sensitive and personally identifiable information users must ensure the information has been sent using the correct encryption option.

Encryption Type		Examples of use (But not limited to)
 Unencrypted	Default option. Use when sending general correspondence.	<ul style="list-style-type: none"> • Sending data internally between employees • General data, not including confidential, sensitive and personally identifiable information • Highly sensitive information disseminated internally must be sent as "Encrypted (Read Only)"
 Encrypted	Select this option to send emails and attachments securely. Please be aware this option will allow the data to be duplicated by the recipient.	<ul style="list-style-type: none"> • Date of Birth • Name, Address & personal contact details, including: telephone, email, direct dial numbers • General Safeguarding data • Medial data • Financial data • Human Resources Data • Student Details
 Encrypted (Read Only)	Select this option for highly sensitive information. Recipients will not be able to print, forward, copy or paste the information.	<ul style="list-style-type: none"> • Highly Sensitive safeguarding data • Highly Sensitive personal data • Highly Sensitive medial data • Highly Sensitive Financial data, including bank details

Technical Support

Should you encounter any problems using Egress Switch Secure Email or have any technical questions, please contact the IT Services Team by logging a helpdesk request under the "Microsoft Office" category.

If you believe confidential information has been sent to an external recipient without encryption, please notify the schools Data Protection Officer or Director of IT Services immediately.

Further information and guidance of the use of email encryption can be found within the schools IT Acceptable Use Policy.