

How To Read & Reply To A Secure Email For Free

Exchanging confidential data doesn't need to be costly and difficult to use. As a Switch recipient you can not only access encrypted files quickly and easily, you can also reply securely completely **free of charge**.

Getting Started

1

Click on the link contained in the email.

Note: First time users will be prompted to create a Switch ID.



This email has been sent to you securely using Egress Switch



Click to [read this secure email](#) online.

To learn more about Cafcass' use of Egress click [here](#).

This **free** service is provided by Cafcass and enables you to communicate securely.

If you have Switch installed, simply open the attachment.

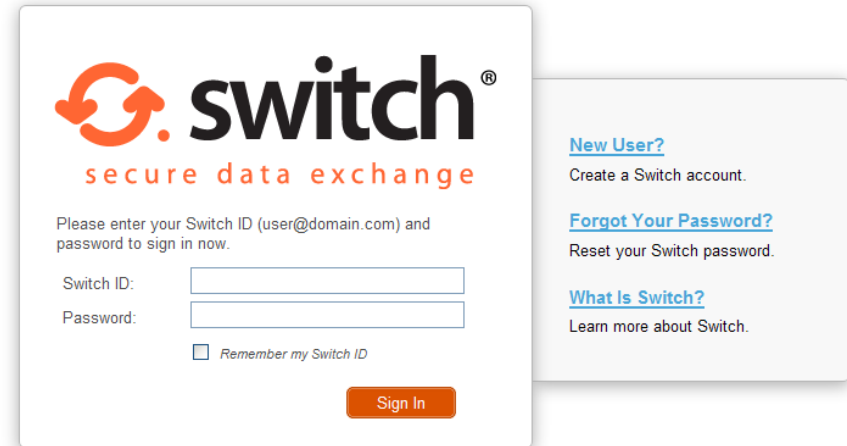
Regular user? [Download](#) our **free** desktop or mobile apps.

Having problems accessing the email? [Click Here](#)

2

Create your Switch ID by selecting New User.

Note: This is a one-time process.



The screenshot shows the Switch sign-in interface. At the top is the Switch logo with the tagline 'secure data exchange'. Below the logo, there is a prompt: 'Please enter your Switch ID (user@domain.com) and password to sign in now.' There are two input fields: 'Switch ID:' and 'Password:'. Below the password field is a checkbox labeled 'Remember my Switch ID'. A 'Sign In' button is at the bottom right. To the right of the main form is a sidebar with three links: 'New User?' (Create a Switch account), 'Forgot Your Password?' (Reset your Switch password), and 'What is Switch?' (Learn more about Switch).

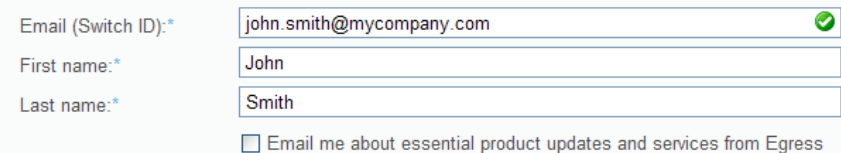
3

Enter your email address and select a password.

Note: If you have received a secure message, use this email address as your Switch ID.

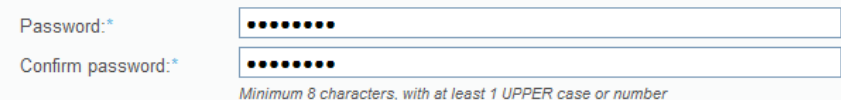
Sign Up

1 Please enter your details below to create a new Egress Switch user account.



The screenshot shows the first step of the sign-up form. It includes fields for 'Email (Switch ID):*' (john.smith@mycompany.com), 'First name:*' (John), and 'Last name:*' (Smith). There is a checkbox for 'Email me about essential product updates and services from Egress' which is currently unchecked. A green checkmark is visible in the top right corner of the form area.

2 Choose a strong password to protect your identity:



The screenshot shows the second step of the sign-up form, which is the password creation step. It includes fields for 'Password:*' and 'Confirm password:*', both containing masked characters. Below the confirm password field is a note: 'Minimum 8 characters, with at least 1 UPPER case or number'.

4

Check your mail-box for an activation code.

Note: Don't forget to check your Spam folder.

Almost Done

A new Egress Switch account with Switch ID **john.smith@mycompany.com** has been created but is not active yet. A message with an activation code was sent to your address.

To activate your Switch account please click on the link contained in the email, or copy the activation code into the box below.

Note: If you don't get the email within 3-5 minutes, please check your Spam folder.

Activation code:*

Submit Activation Code

5

Access your secure email by selecting Read your message now.

Note: Don't forget that you can reply securely free of charge!

All Done

You can now access Switch secure messages using your new Switch account:

john.smith@mycompany.com

Thank you for signing up with Egress Switch.

Read your message now

Important Note: Egress Switch is a security product. While every precaution is made to ensure the highest level of security and integrity of data at all times you should be extra vigilant for suspicious activity and never write down or share your Switch ID credentials with anyone.

Learn More About Egress Switch

Visit <http://www.egress.com/online-tutorials/> to view informative video tutorials on how to: -

- Access a secure package
- Manage your packages and control access to them in real-time
- Send large files securely
- Grant or decline access requests to secure packages
- And many more.....

Activating Advanced Features

Egress Switch offers many more features which are not currently activated with free accounts. To activate the following features please visit us here: <http://www.egress.com/contact-us-form/>

- Full email message body encryption
- Automatic email content inspection
- Customisable security policies
- Centralised auditing & user management
- Integration into existing FTP(s) / HTTP(s) / Cloud servers
- Hosted cloud storage
- Customisable email headers

Technical Support

Should you encounter any problems with Egress Switch or have any technical questions please contact your Egress representative or contact the Egress support department at <http://www.egress.com/support>