

Switch Data Encryption

Access Settings

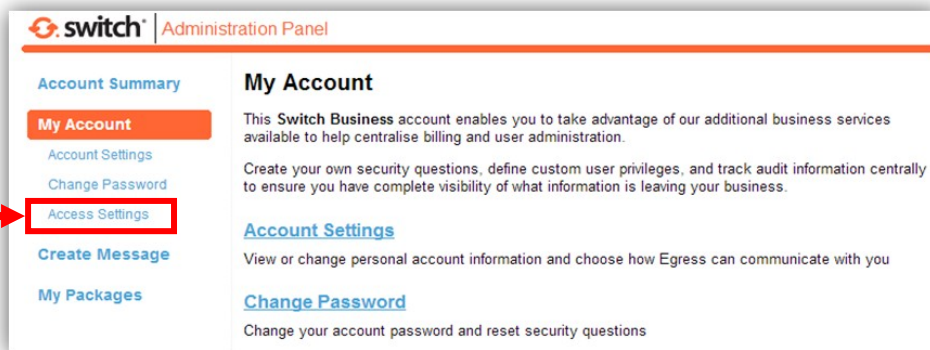
This article will explain why you might need to change the access settings for your Switch account and how to change them if you do.

You may need to change your account's access settings for one of the following reasons:

- You have a Switch ID set up under a group email address that a number of different people have access to. Using access settings you can authorise additional users to have access to packages sent to the group email.
- You are continually receiving an access denied message when trying to access a package.

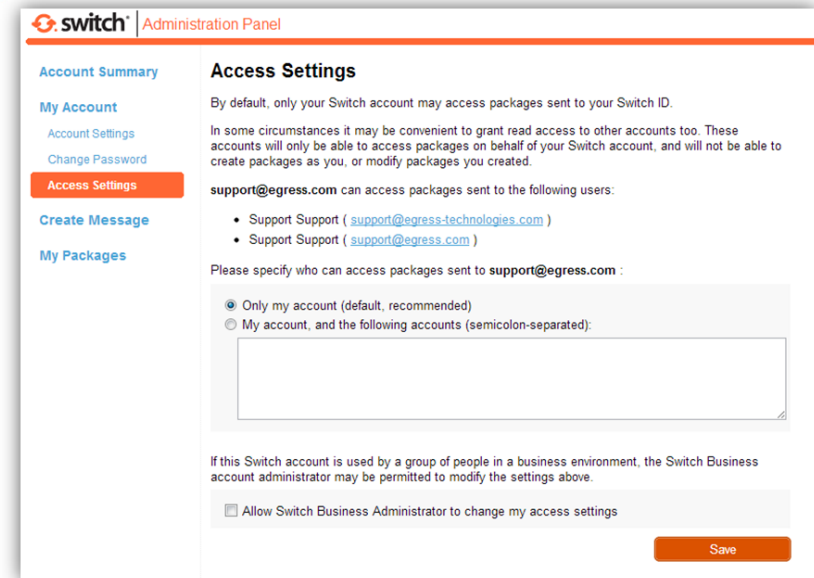
1

To navigate to 'Access Settings', go to <https://switch.egress.com> and sign in to the Switch Administration Panel using your Switch ID and password. 'Access Settings' is located on the left hand side under the 'My Account' heading.



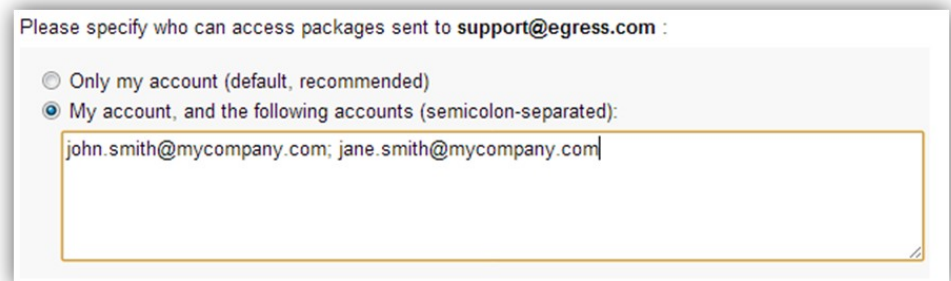
2

Once you have clicked 'Access Settings', you will see the following:



3

From this page you will be able to grant additional Switch accounts access to packages that have been sent to your email address. To do this, firstly select the option that says 'My account, and the following accounts' and then in the box enter the email addresses of the users you wish to grant access to, separated by a semicolon.



When you have entered all the email address that you would like to authorise click 'Save' and you will be notified at the top of the page that the access settings have been changed successfully.