

## Egress User Guide for External Users

- A. In order for non-State of Delaware users to send secure emails to State of Delaware users/employees they need to create an account with Egress. To create an Egress account go to <https://switch.egress.com/ui/registration/accountcreate.aspx>

Things to note:

1. You only need to create an account with Egress once and be able to email to anyone within the State of Delaware.
2. The email address you register with Egress will be the email address to which you will receive notifications from State of Delaware users.
3. The email address you register could be your Gmail, Yahoo, Outlook, private or corporate, etc. email account.

**Sign Up**

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

Email (Switch ID):\*

First name:\*

Last name:\*

Phone number:

We will not contact you unless you forget your password and security questions

Email me about product updates and services from Egress

2 Choose a strong password to protect your identity.

Password:\*

Confirm password:\*

Minimum 8 characters, with at least 1 lower case and either 1 upper case / number

Question #1:

Answer #1:\*

Question #2:

Answer #2:\*

I have read and agree with the [Privacy Statement](#)

**Join our Trusted Network**

Egress products and services are used by Governments and trusted brands around the world.

Sign up for your free account and discover how Egress Switch has changed the way we share confidential data.

**Account Benefits**

Your Switch ID is a secure identity. This allows you to read and reply to encrypted emails as well as access large files that have been sent to you securely.

- Select your own password & security questions.
- Read & reply to encrypted emails for free.
- Track in real-time when your secure emails or files are opened.

**Still not sure?**

- Don't worry we will never share your details with a 3rd party.
- We promise not to contact you unless requested to do so.

[Learn more about Switch](#)

- B. Once you've registered an account with Egress, you may begin creating and sending secure emails. To login to Egress go to <https://switch.egress.com/ui/SignIn.aspx>

Things to note:

1. Your Switch ID is the email address you've registered with Egress.
2. Never share your password to anyone.

Egress Switch | Authentication

Egress Software Technologies Ltd [GB] | <https://switch.egress.com/ui/SignIn.aspx>

**switch** | Authentication

**switch**  
secure data exchange

Soon to be **egress**

Please enter your Switch ID (user@domain.com) and password to sign in now.

If you do not have a Switch ID, [create it for free](#). This will only take a minute and will be required **once**.

Switch ID:

Password:

Remember my Switch ID

**Sign In**

**New User?**  
Create a Switch account. It's free.

**Forgot Your Password?**  
Reset your Switch password.

**What Is Switch?**  
Learn more about Switch.

**Why Change To Egress?**  
Find out what it means for you.

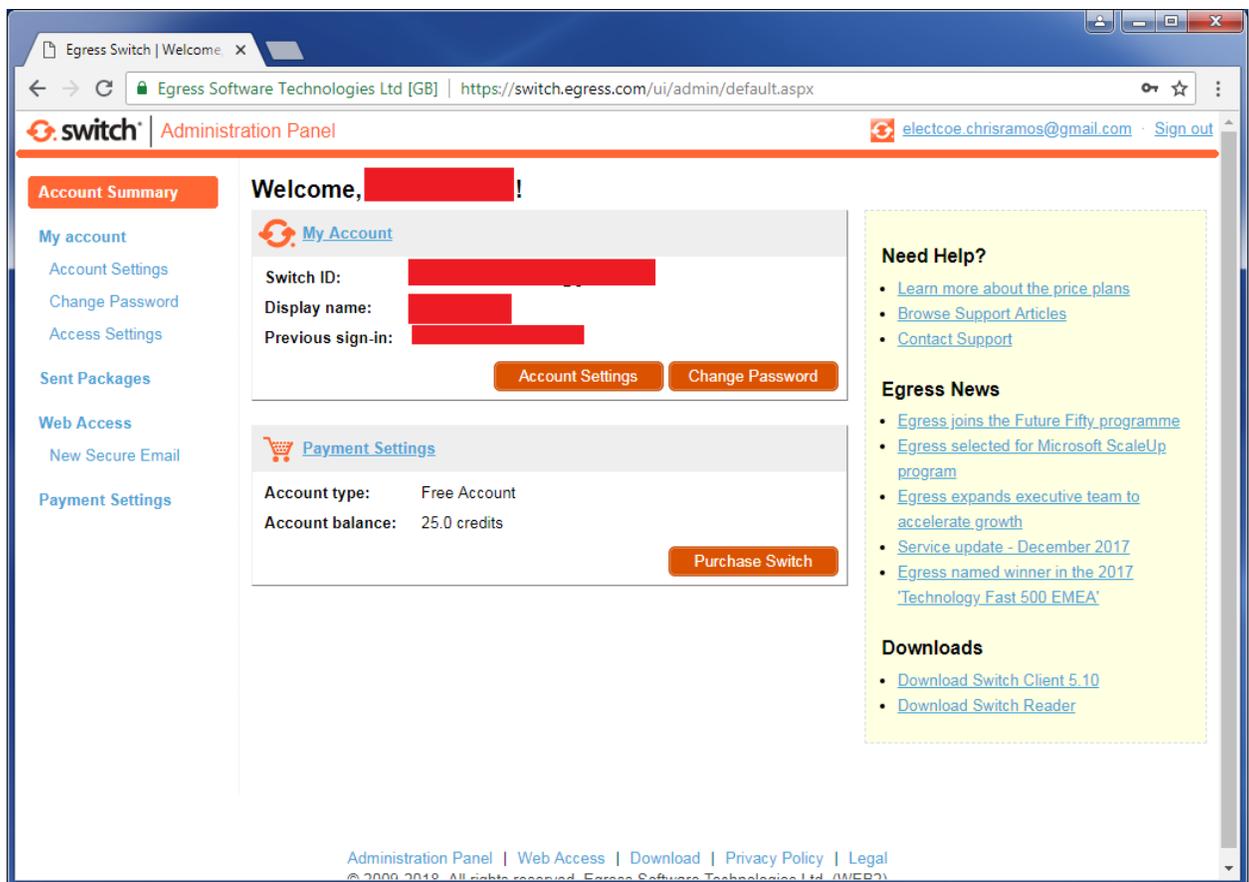
[Administration Panel](#) | [Web Access](#) | [Download](#) | [Privacy Policy](#) | [Legal](#)  
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### C. Switch Egress Portal

This is how the portal looks like. This portal allows you to manage your account and get to your secure emails.

Things to note:

1. On the left panel,
  - a. Use “Web Access” to view emails you’ve sent and received.
  - b. Use “New Secure Email” to quickly compose and send a secure email.
2. When someone from the State of Delaware sends you an email, you will receive a notification in the email address that you’ve registered with Egress.

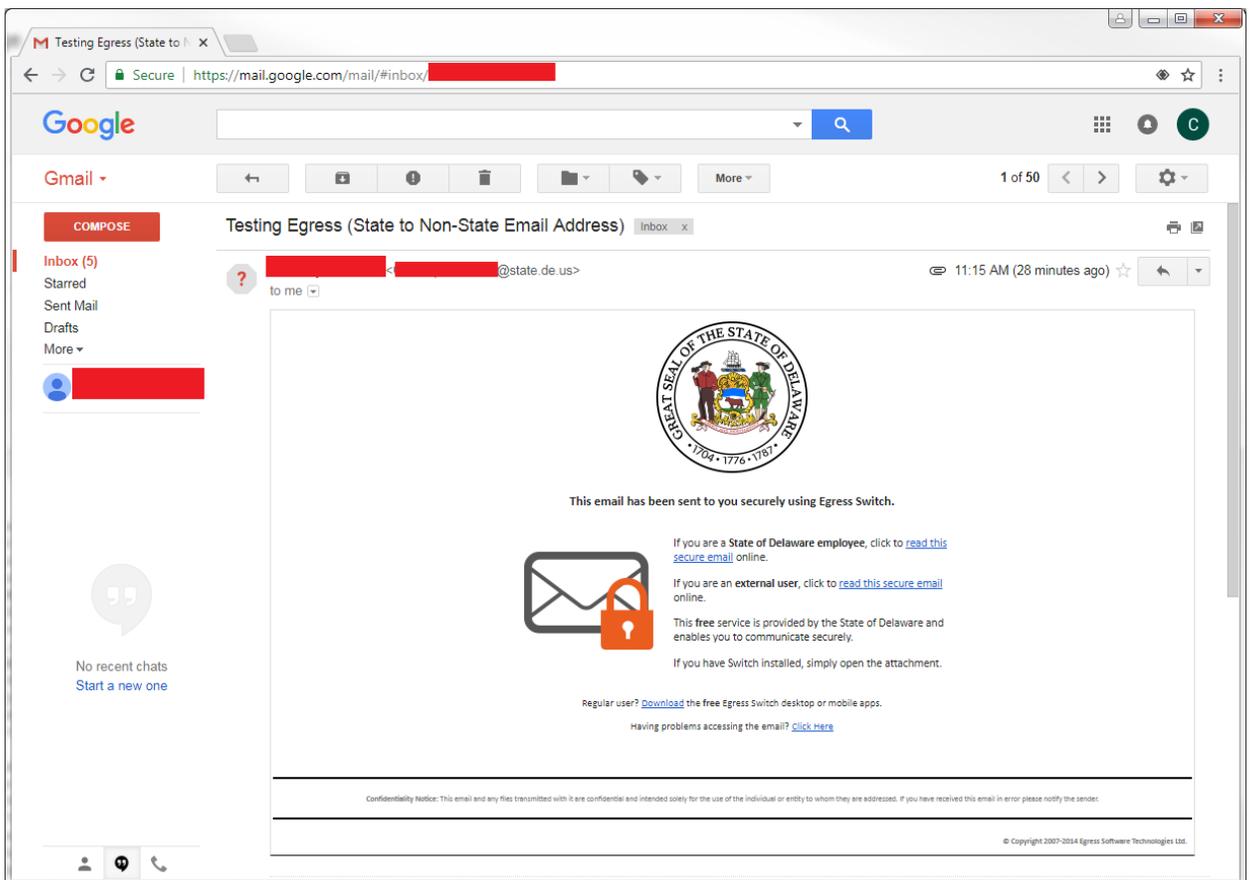


D. Email Notification (You've got mail!)

A State of Delaware employee may respond to your email. Below is an example of an email notification you can expect to receive in your inbox.

Things to note:

1. In this example, the non-State of Delaware user registered his/her personal Gmail account with Egress. Hence, the notification is in his/her Gmail mailbox.
2. To open the secure email, follow the directions for "If you are an external user..."
3. Alternatively, simply go to <https://switch.egress.com> to login and access your secure emails.



E. End.