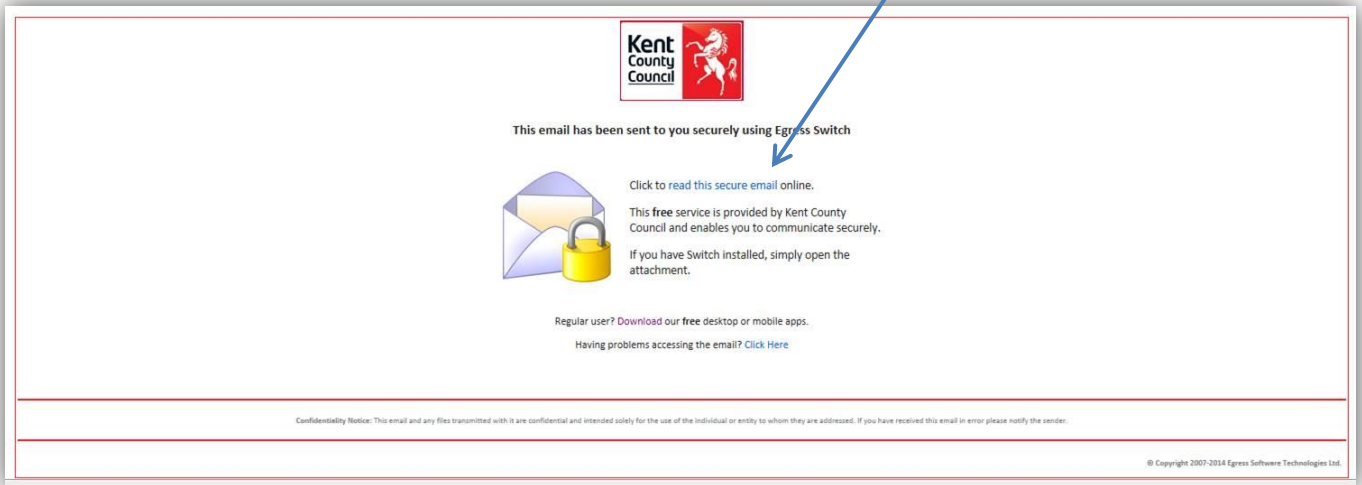
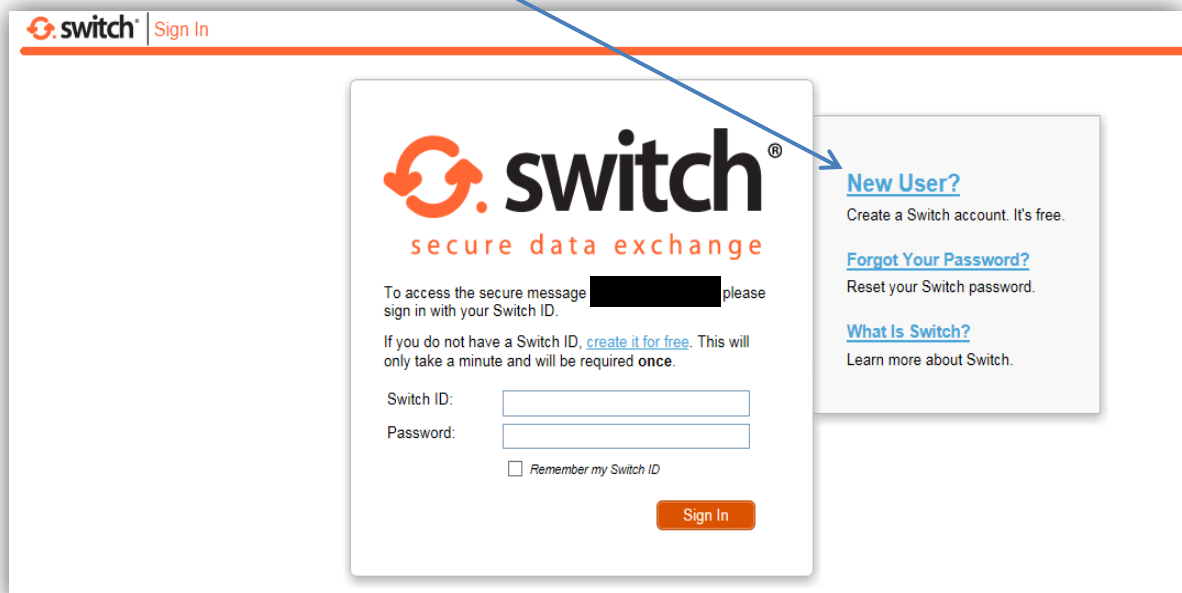


# GUIDE TO USING EGRESS/SWITCH

You should receive an email that looks like this. Follow the link to Sign Up to Egress/Switch.



1. a. This is the first screen you will encounter. You will only need to register once.  
b. Click on to **New User?**



2.
  - a. Email (Switch ID). Please use the email address to which this secure message was sent
  - b. Tick when you have read and agreed with [Egress Privacy Statement](#)

The screenshot shows the 'switch Registration' page with a 'Sign Up' section. The form is divided into two main steps:

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

- Email (Switch ID):\*** A text input field. A blue arrow points to this field from the instruction 'Please use the email address to which this secure message was sent'.
- First name:\*** A text input field.
- Last name:\*** A text input field. A red callout box with a white border points to this field, containing the text: 'If you have received a secure message, use the email address where you received it as your ID.'
- Phone number:** A text input field with the placeholder '+44 55 5555 5555'. Below it is the text: 'We will not contact you unless you forget your password and security questions'.
- A checkbox labeled 'Email me about product updates and services from Egress' is checked.

**Step 2: Choose a strong password to protect your identity.**

- Password:\*** A password input field.
- Confirm password:\*** A confirm password input field. Below it is the text: 'Minimum 8 characters, with at least 1 lower case and either 1 upper case / number'.
- Question #1:** A dropdown menu with the selected option 'What was the name of your first friend?'.
- Answer #1:\*** A text input field.
- Question #2:** A dropdown menu with the selected option 'What was the surname of your first boss?'.
- Answer #2:\*** A text input field.

At the bottom of the form, there is a checkbox labeled 'I have read and agree with the [Egress Privacy Statement](#)'. A blue arrow points to this checkbox from the instruction 'Tick when you have read and agreed with Egress Privacy Statement'. To the right of the checkbox is a 'Create Account' button.

3. The completed form should look like the one below
  - a. Upon completion, click "Create Account".

**switch** | Registration

## Sign Up

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

Email (Switch ID):\* [redacted]@gmail.com ✓

First name:\* Jane

Last name:\* Doe

Phone number: +44 55 5555 5555

*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:\* [redacted]

Confirm password:\* [redacted]

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

Question #1: What was the name of your first friend? ▾

Answer #1:\* [redacted]

Question #2: What was the surname of your first boss? ▾

Answer #2:\* [redacted]

3 To complete the sign up process please enter the security code shown below.

Security code:\* CE2D75

*The code contains 6 characters and may contain digits and letters A-F*

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

**Create Account**

- 4 An email will be sent to your nominated email account.
  - a. Contained within it will be an “activation code”. Enter it here:
  - b. Click on “Submit Activation Code”

**switch** | Registration

### Almost Done

A new Egress Switch account with Switch ID [REDACTED]@gmail.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. A successful registration looks like this. You can click here to read your first message:

**switch** | Registration

### All Done

You can now access secure content using your new Switch account:  
[REDACTED]@gmail.com


Thank you for signing up with Egress Switch.

[Read your message now](#)


6. Your future Egress/Switch messages will look like this when they appear in your email Inbox

Click here to read your messages





This email has been sent to you securely using Egress Switch



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

This free service is provided by Kent County Council 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](#)

---

Confidentiality Notice: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender.

---

© Copyright 2007-2014 Egress Software Technologies Ltd.