

## How to open an encrypted email from One Education

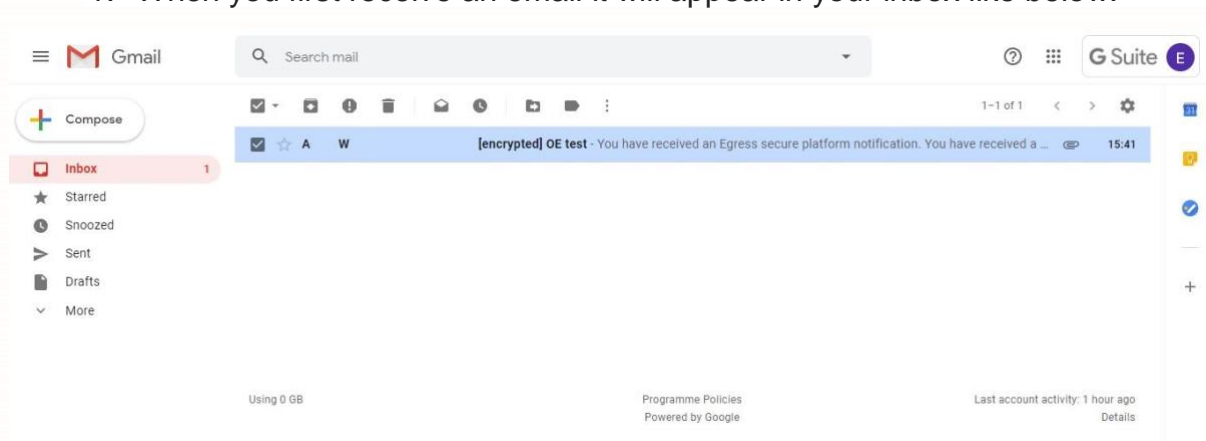
One Education are now using Egress to send sensitive information. Egress is an encrypted email service that allows us to send data securely. Egress is free for recipients to view emails and to reply.

If you already have an Egress account that is associated with the receiving email address, please continue with **section 1**. *If you do not have an Egress account associated with the receiving email address, please skip to **section 2**.*

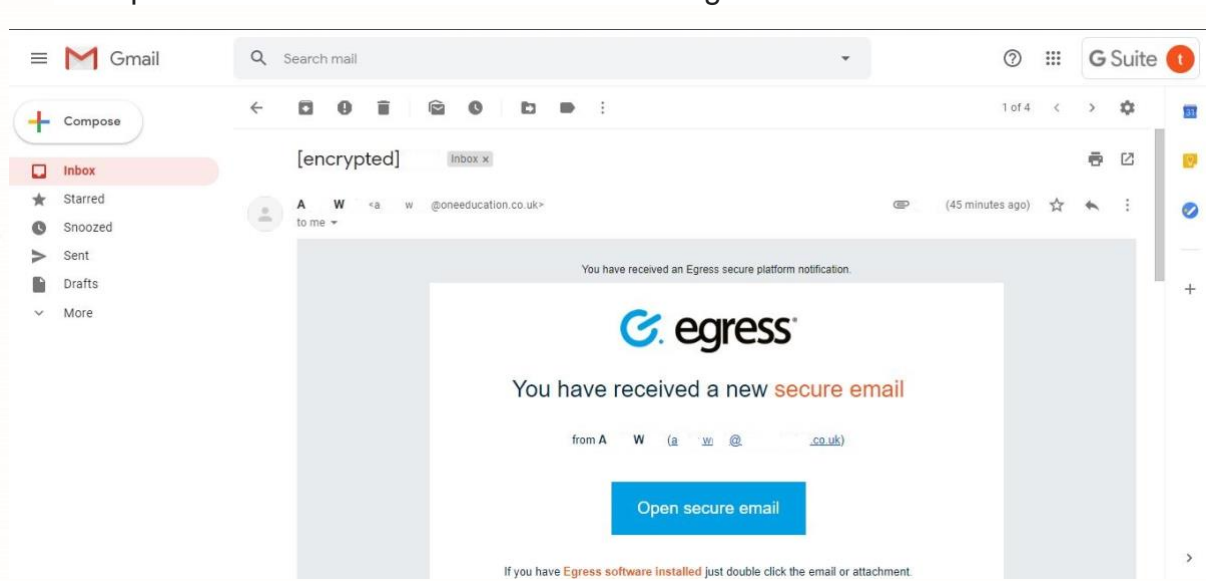
### Section 1

If you already have an Egress account that is associated with the email address receiving an encrypted email, please follow the steps below.

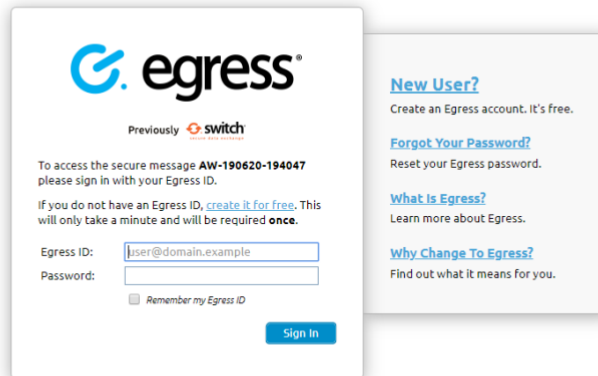
1. When you first receive an email it will appear in your inbox like below.




2. Open the email and it will show the message below.



3. You will then need to click on 'Open secure email', this will then take you to this web page (see below). Sign in using your Egress ID (your email address) and your Egress password and click 'sign in'. If you have forgotten your password, please click the 'forgot your password' option and follow the steps given.



**egress**  
Previously  switch

To access the secure message **AW-190620-194047** please sign in with your Egress ID.

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

Egress ID:

Password:

Remember my Egress ID

[Sign In](#)

**New User?**  
Create an Egress account. It's free.

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

**What is Egress?**  
Learn more about Egress.

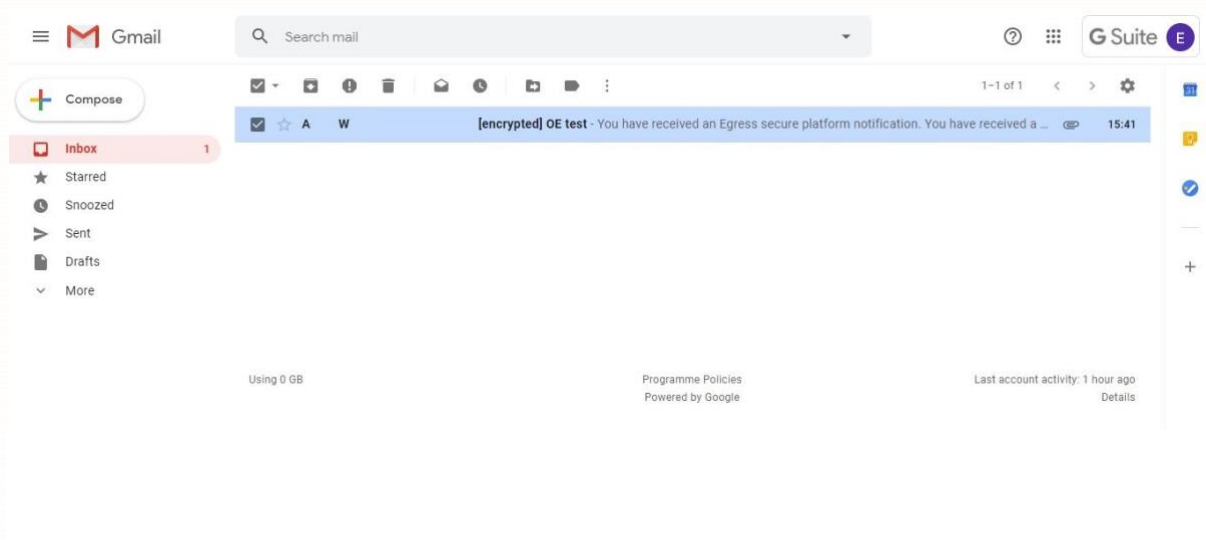
**Why Change To Egress?**  
Find out what it means for you.

4. Once you have signed in, the web page will automatically open, showing your original encrypted email. You can then view this like a normal email and open any attachments included by clicking them as you usually would.
5. If you wish to reply, you can do so by clicking the 'reply' button and typing out your message, sending as you usually would. Your reply will also be encrypted but this is free of charge and is fully accessible to your recipient.
6. Once you have finished, don't forget to sign out of your account by clicking 'sign out' in the top right-hand corner. Your email will remain in the 'recently received' inbox of your new Egress account, should you wish to access it at a later date.

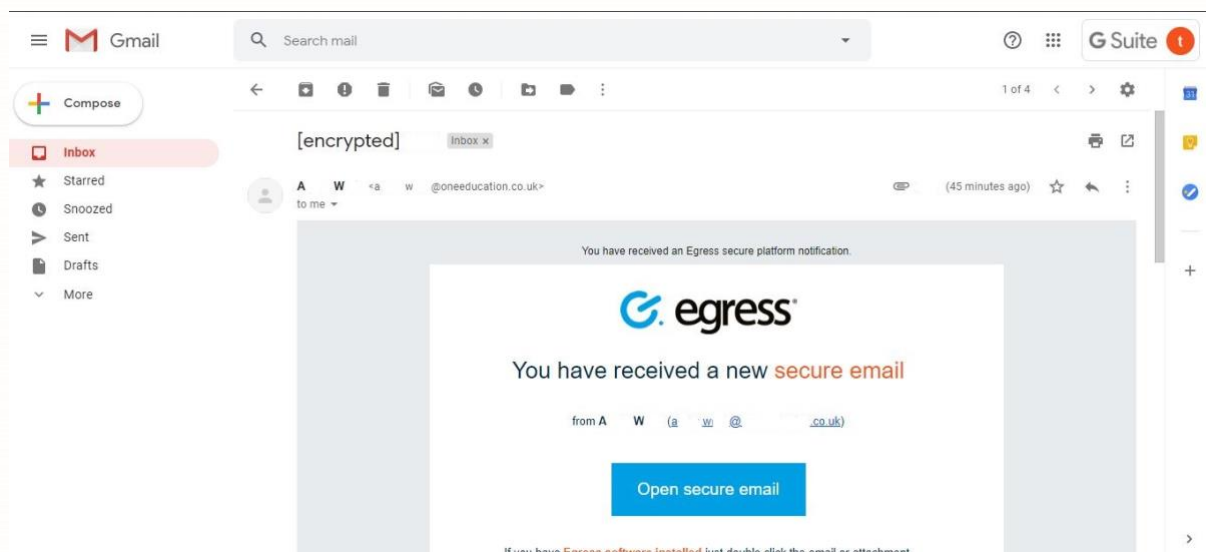
## Section 2

If you don't have an Egress account, then you will need to follow the steps below.

1. When you first receive an email it will appear in your inbox like below.



2. Open the email and it will show the message below.



- You will then need to click on 'Open secure email', this will then take you to this web page (see below).

### Welcome to Egress Web Access

Egress Web Access is an online service from Egress Software Technologies that provides a secure way to share confidential information.



- ✔ Trusted by thousands of businesses worldwide
- ✔ Send and receive encrypted emails
- ✔ Access secure emails on the go via Egress App

#### ✔ You have received a secure message

This secure message (**AW-190619-144055**) was sent to you using Egress Web Access.

To access the message, please either register for free as a new user or sign in to your account.

Already have Egress account?

Sign In

OR

Register To Continue

[Why am I seeing this?](#)

- Next you will need to click on 'register to continue'; this will take you to the below page where you need to fill in the required fields. Please note: the 'Email field' needs to be the email address that received the secure email). Once you have filled in the sign up form you will need to click on 'create account'.

#### Sign Up

- To sign up for a free user account, please complete each part below:
 

Email (Egress ID):\*

First name:\*  *if you have received a secure message, use the email address where you received it as your ID.*

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
- 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:\*

We'll store the information you give us in accordance with [Privacy Statement](#). Please read it before clicking "Create Account" below.

If the email address you use is owned or controlled by an organisation (like your employer) we may share the existence of your account registration with them.

#### The Service

Egress products and services enable millions of users (both paying and free) to protect the sensitive data they need to share. For more information on our customers, visit [case studies](#).

#### Service Benefits

- Your Switch ID/Egress 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.
- Free users can send and reply to paying subscribers an unlimited amount, totally free of charge.
- Free users are automatically provided with 25 credits to communicate with non-registered users.
- Enhance the service experience by downloading our desktop, Outlook and mobile apps, totally free of charge: <http://www.egress.com/downloads>.
- Track in real-time when your secure emails or files are opened.
- Revoke access to a sent email or file

- The next page will ask for an 'activation code' (see figure 1). This will be emailed to the email address you provided and should appear in your inbox (see figure 2). Within this email you will be given a unique activation code (see figure 3).

Figure 1:

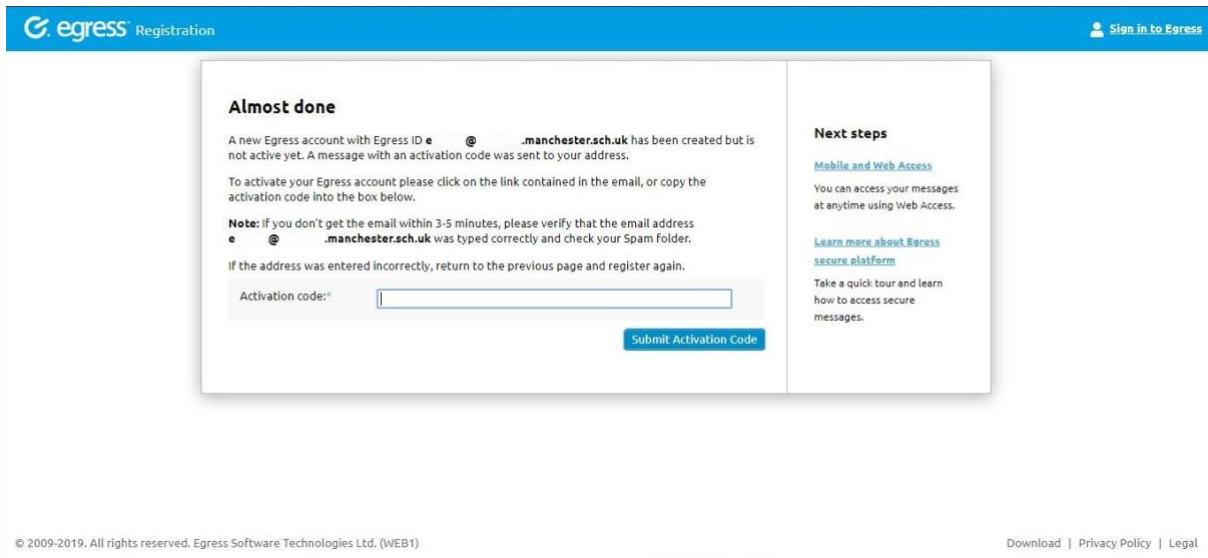


Figure 2:

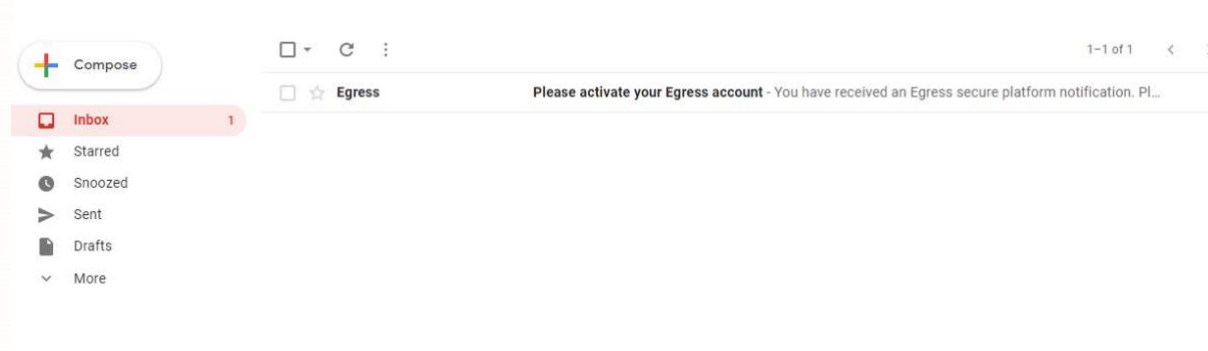
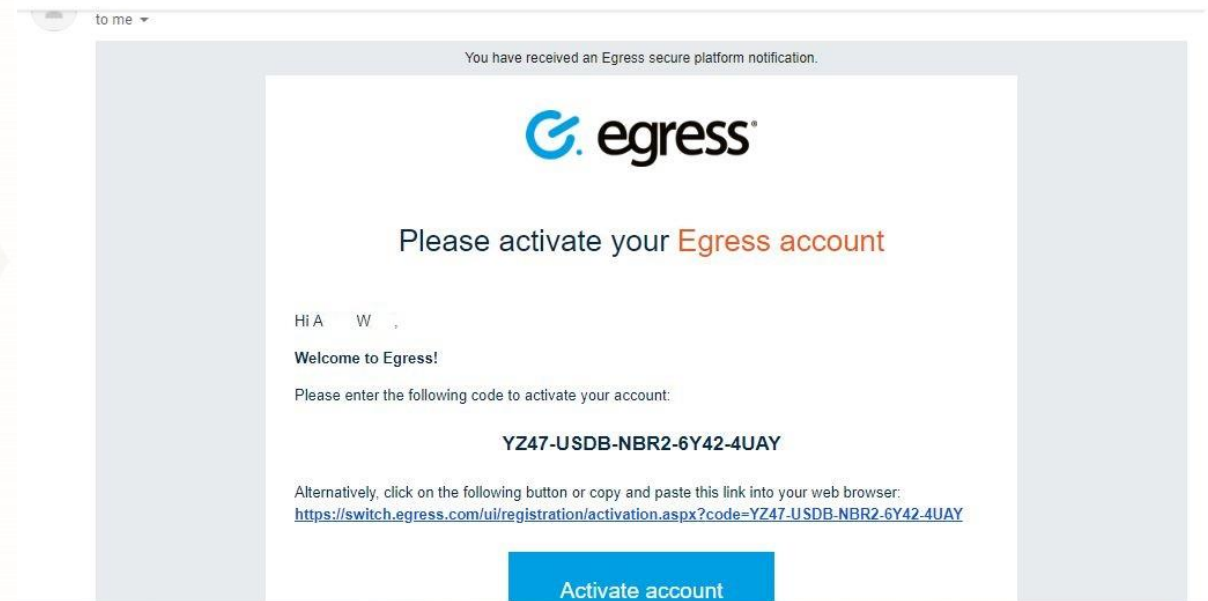


Figure 3:



6. Copy the unique activation code shown in your email in to the box provided on the webpage like below. Then click 'submit activation code'.

**Almost done**

A new Egress account with Egress ID **e @ .manchester.sch.uk** has been created but is not active yet. A message with an activation code was sent to your address.

To activate your Egress 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 verify that the email address **e @ .manchester.sch.uk** was typed correctly and check your Spam folder.

If the address was entered incorrectly, return to the previous page and register again.

Activation code:\*

[Submit Activation Code](#)

**Next steps**

[Mobile and Web Access](#)  
You can access your messages at anytime using Web Access.

[Learn more about Egress secure platform](#)  
Take a quick tour and learn how to access secure messages.

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7. You should now see a page that looks like the page below, explaining that your Egress account has been successfully set up. Click on 'read your message now'.

**All done**

You can now access secure messages using your new Egress account **e @ .manchester.sch.uk**.

Thank you for signing up with Egress secure platform.

[Read your message now](#)

**Next steps**

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8. Once you have clicked 'read your message now', the web page will automatically open, showing your original encrypted email. You can then view this like a normal email and open any attachments included by clicking them as you usually would.
9. If you wish to reply, you can do so by clicking the 'reply' button and typing out your message, sending as you usually would. Your reply will

also be encrypted but this is free of charge and is fully accessible to your recipient.

10. Once you have finished, don't forget to sign out of your account by clicking 'sign out' in the top right-hand corner. Your email will remain in the 'recently received' inbox of your new Egress account, should you wish to access it at a later date.
11. Remember to keep your Egress account login details safe as you can use the same login details for any further encrypted email messages sent using Egress.