

Purpose:

The purpose of this article is to provide instruction on how to setup an Egress Switch account to read encrypted messages sent to non-State users. Procedure:

1. When a Non-State user receives an Egress secure (encrypted) message for the first time they will need to create an account. When the user receives the secure message they will see a screen like below. They will need to click on “read this secure email”



This email has been sent to you securely using Egress Switch.



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

This **free** service is provided by the State of Delaware and enables you to communicate securely.

If you have Switch installed, simply open the attachment.

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

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

2. The user will be brought to a screen like shown below. They will need to click on “Register for free”
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Welcome to Switch Web Access

'Chris McGonigle' (chris.mcgonigle@state.de.us) sent you a secure message CM-150623-170000 using Egress Switch. To access the message, please either register for free as a new user or sign in to your account:



[Sign in](#)

What's this?

Egress Switch provides a secure way to share confidential information. [Learn more about Switch.](#)

Having trouble? Contact [Egress support](#) for help.

[Egress Home](#) | [Administration Panel](#) | [Download](#) | [Privacy Policy](#) | [Legal](#)
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- The user will see the screen shown below. They will need to enter in all required fields and check off “I have read and agree with the Egress Privacy Statement”. Then the user clicks on “Create 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 UPPER case or number

Question #1:

Answer #1:*

Question #2:

Answer #2:*

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

- After clicking “Create Account” the user will be brought to a page like shown below. They will be required to enter the activation code that was emailed to them. (Screenshot shown below of email)

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:

Dear Chris McGeorge,
Welcome to Egress Switch.
Please enter the following code to activate your account:
C015-181X-ADM-2842-4210
Or click on the link below:
<https://enactob.egress.com/us/registration/activation.aspx?code=C013-181X-ADM-2842-4210>
* Please note that this code is only valid for 24 hours. If you do not activate your account within 24 hours of receiving this email then you will need to complete the sign up process again.
Regards,
Egress Switch

- Once the user has entered the activation code and hits “Submit Activation Code” their account is successfully setup and they will be able to receive secure messages using the Egress switch.