**switch®**
secure data exchange

Changing access settings in Egress Switch

You may need to change your 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 access packages sent to the group email

- You are repeatedly receiving an **Access Denied** message when trying to access a package

1. Viewing your access settings

Go to 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.
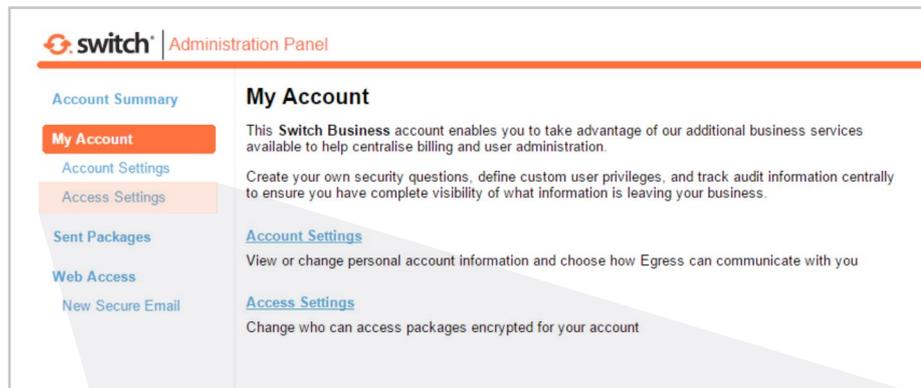
2. Granting access to secure packages

In the **Access Settings** window, select the second option (**My account, and the following accounts**) and in the box provided, enter the email addresses of the user(s) you want to grant access to, separated by a semicolon. Click **Save**.
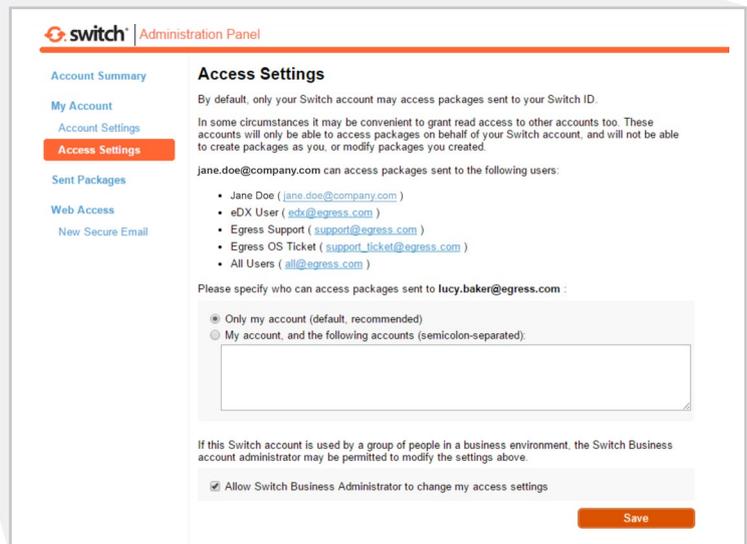
Learn more about Switch Secure Email

Visit www.egress.com/online-tutorials for video tutorials on using Switch Secure Email, including how to:

- Access a secure message

- Manage your messages and control access to them in real time

- Send large files securely

- Approve or deny access requests to secure messages

Technical support

Should you encounter any problems using Switch Secure Email or have any technical questions, please get in touch with your Egress Technical Engineer or contact Egress Support at www.egress.com/support.

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