



EGRESS SWITCH: IS USED TO SECURE TRANSFER OF EMAILS AND DOCUMENTS TO NON-SECURE EMAIL ADDRESSES

WHEN WILL THE IMI ENCRYPT EMAILS TO YOU...

- MEMBERSHIP/STUDENT DETAILS
- LOG IN DETAILS/PASSWORDS
- SPREADSHEETS CONTAINING PERSONAL DATA
- EMAILING CENTRES REQUESTING DETAILS OF STUDENTS
- SUBMISSION FORMS
- COMMERCIALLY SENSITIVE DATA (NDA'S, CONFIDENTIAL)
- REGISTRATIONS AND CERTIFICATES



WHEN WILL THE IMI NOT ENCRYPT EMAILS TO YOU...

- GENERIC EMAILS (IE; WHAT TIME ARE YOU ARRIVING TOMORROW)
- THANK YOU FOR YOUR EMAIL
- ANSWERING A QUESTION WHICH DOESN'T INCLUDE SOMEONES PERSONAL DATA



WHAT IS PERSONAL DATA?

Personal data is any information or a combination of data that can identify a natural person. This includes: address, email, full name.



GUIDELINES ON HOW TO USE EGRESS SWITCH

1. INITIAL ENCRYPTED EMAIL FROM THE IMI

To view the email from this screen, click on 'read this secure email' and begin creating a new egress account.



INSTITUTE OF THE MOTOR INDUSTRY

This email has been sent to you securely using Egress Switch



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

This free service is provided by Institute of the Motor Industry 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](#)

2. CREATING AN ACCOUNT

You will then see this screen. Please fill in your details. Add in the email address that you will be corresponding with the IMI.

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 other 1 upper case / number

Question #1:

Answer #1:*

Question #2:

Answer #2:*

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

Create Account

3. ACTIVATION CODE

You'll then be sent an email with an Activation Code. Please add this in and click submit.

Almost done

A new Egress Switch account with Switch ID [redacted] 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

4. CONFIRM PASSWORD

Then confirm the account by adding your newly created account password in and click submit.

Almost done

Please confirm the password you entered when registering Switch account

Confirm password:*

Activate Switch Account

5. WELCOME TO YOUR SWITCH ACCOUNT

Then you're DONE!
You will then receive this welcome email.

Welcome to your Switch account

Dear [redacted]

Welcome to Egress Switch, the leading provider of on-demand email and file encryption services, enabling organisations and individuals to share confidential information with third parties.

Now that your account has been activated, you will be able to send and receive encrypted emails and information using a single global identity.

Your Switch Account

By signing up to Egress Switch you have just joined our global Trust Network. This entitles you to:

- Send and receive encrypted information with paying subscribers as many times as you want
- Share large files securely completely free of charge
- Free use of all desktop and mobile applications - giving you a fully integrated experience
- Free credits to send encrypted information to anyone outside the existing Trust Network

Egress Trust Network



you are now connected to thousands of other users
who's using Switch? >

6. COMPLETE

The next time you receive an encrypted email from the IMI it will look like this. Simply click 'read this secure email' to open up the email securely.



INSTITUTE OF THE MOTOR INDUSTRY

This email has been sent to you securely using Egress Switch



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

This free service is provided by Institute of the Motor Industry and enables you to communicate securely.

If you have Switch installed, simply open the attachment.

Regular user? [Download](#) our free desktop or mobile apps.

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