

Egress Switch Reader

User Guide 2.3

November 2015

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Introduction

Egress Switch is a simple to use data security solution that allows an information owner to package their sensitive information on any type of media (file attachment to email, CD/DVD, USB stick or drive, FTP site, cloud storage, etc.). Once the secured information is packaged, it can be sent to a recipient either electronically (email, web, FTP, etc.) or physically (in-person, mail, etc.). The owner can then set or change security policies independent of the package through a web-based system. Security policies can include authorising recipient users and limiting recipient access. The owner can easily track activity of their shared information through logs arranged by package or recipient.

Egress Switch Reader

Egress Switch Reader is a light-weight client application that enables you to access secure packages without installation. The Egress Switch Reader will allow you to open and extract secure package data without the requirement for elevated system privileges.

System requirements

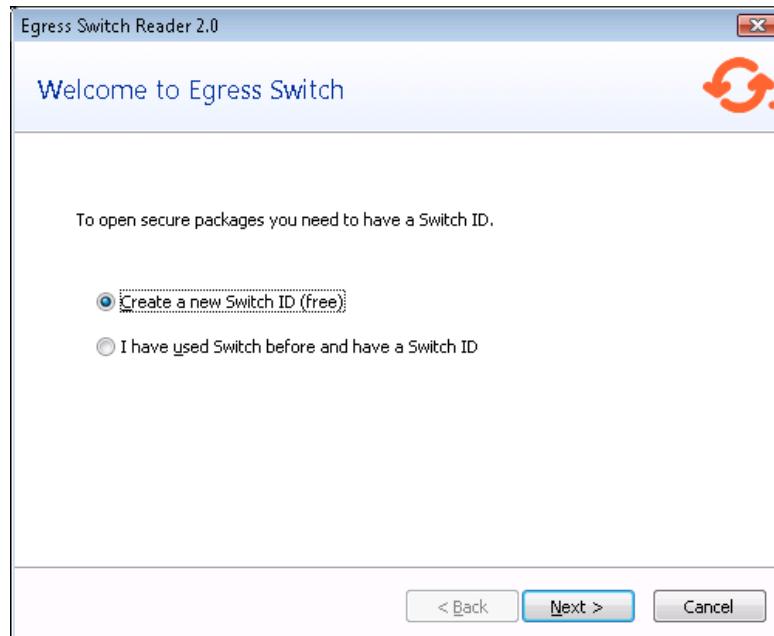
Egress Switch Reader requires the following:

- Microsoft Windows 2003, XP SP2+, Vista or 7 operating systems (32/64 bit)
- Latest OS Service Packs are recommended.
- Internet Connection

Running Egress Switch Reader

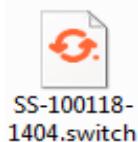
Installing and using Egress Switch Reader is simple.

1. Download the Switch Reader installer from the Egress website
<http://www.egress.com/switch-client-apps/>.
2. Run **Switch.exe** to display the following welcome screen:

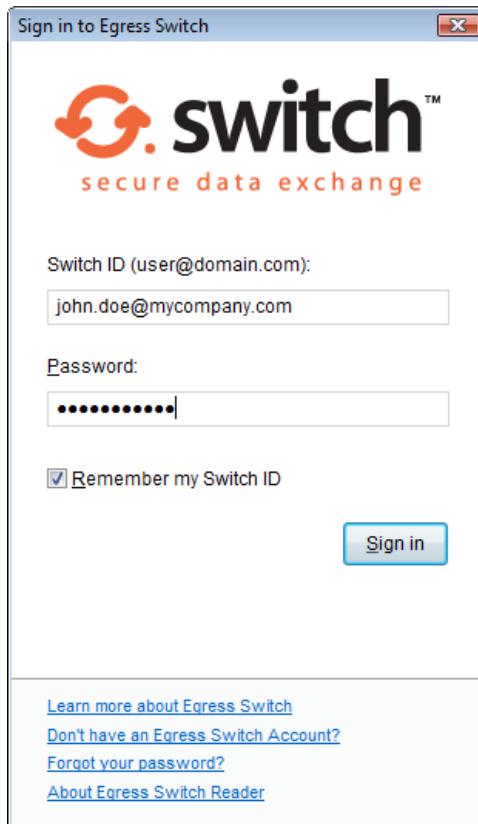


Note: if you have .NET installed and are using MS Internet Explorer as your web browser the execution process in step 2 above is fully automated.

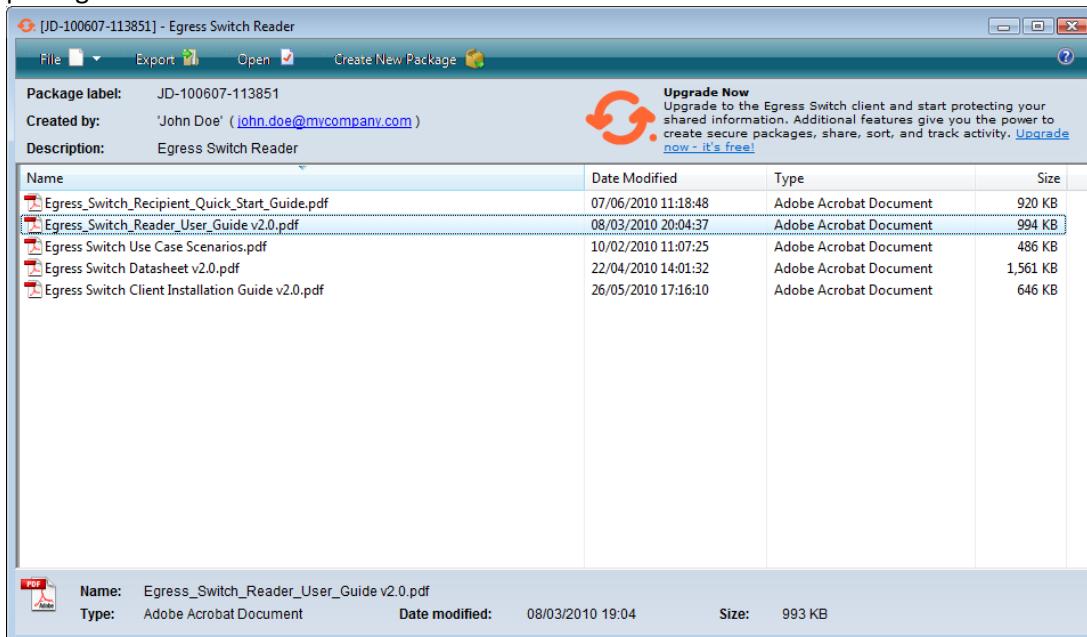
3. If you are new to Switch and do not already have a Switch ID, select **Create a new Switch ID (free)** to go through the account sign in process, which is a quick process that requires filling in email address, name, password and password reminder fields. Your Switch ID constitutes the email address and password used to sign up.
4. If you already have a Switch ID, select **I have used Switch before and have a Switch ID**.
5. The Switch Reader is now configured to automatically open .switch secure packages. To open a secure package simply double-click on the file or email attachment.



6. You will be asked to sign in to your Switch account to access the contents of the secure package. Enter your Switch ID and password to authenticate with the Switch server.



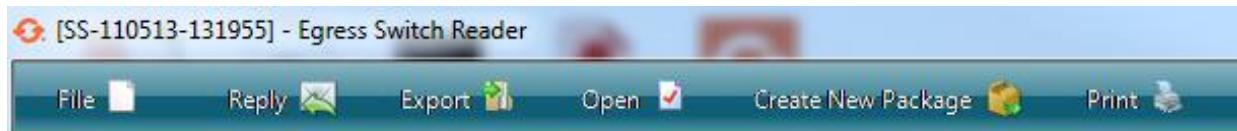
7. After signing in successfully, Switch Reader opens, displaying the contents of the secure package:



- Open files and folders using the standard Windows actions (double-click, drag and drop, copy/paste).
- Follow the instructions in the next section to learn how to use the Switch Reader interface.

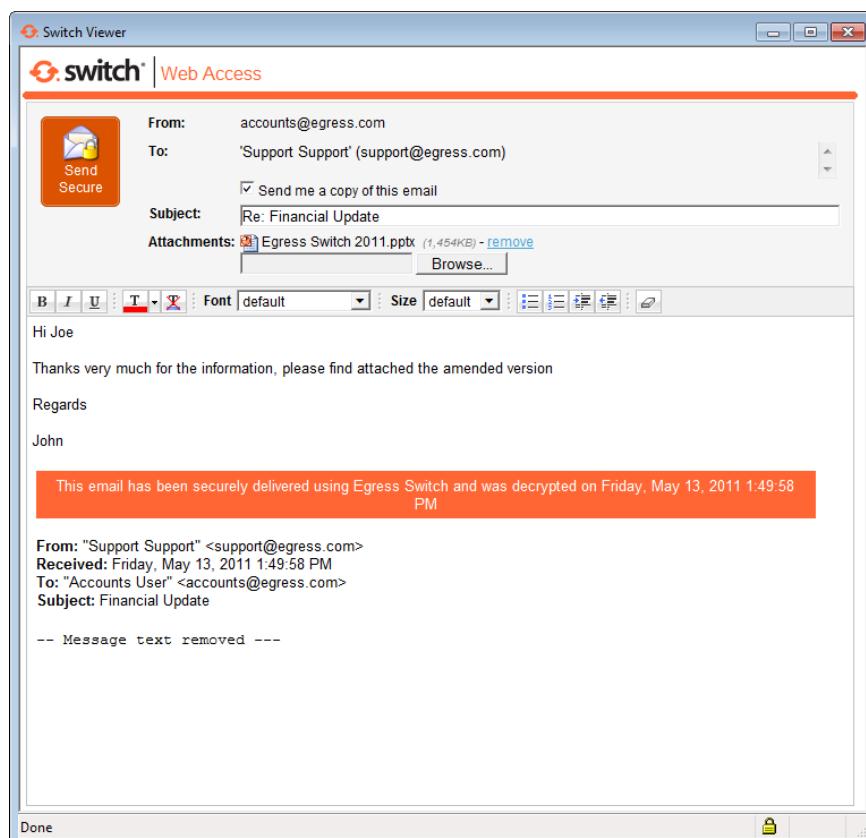
Using Egress Switch Reader

The Switch Reader ribbon contains the following options:



File – provides options to **open**, **copy**, **export**, and **view properties** of selected attachment(s) in the Switch package. The file menu option also enables you to **create a new package** provided you have the full Switch Client software installed. **Note:** the author of a secure email may restrict the ability to copy and paste information.

Reply – If you are permitted by policy to create new messages you will see the reply option. Click Reply to create a secure message reply. Enter any information you wish to add including attachments and click **Send Secure** to send the encrypted email.



Export – enables exporting of attachment(s) stored in the Switch package to a specific location e.g. a local network drive or removable media. **Note:** the creator of the secure package can restrict the ability to export files.

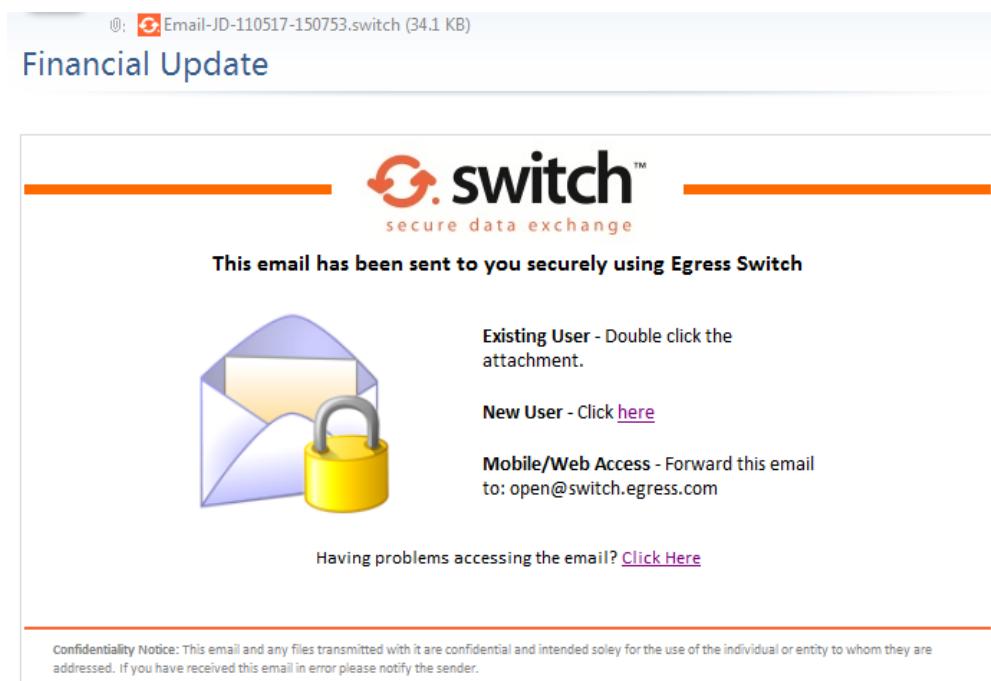
Open – Allows you to select a specified attachment in the Switch package to open.

Create New Package – To create a new package, you need to download and install the full Egress Switch Client software from www.egress.com. Additional features of the Egress Switch Client allow you to **create secure packages, share, sort and track** where your information is accessed from, at

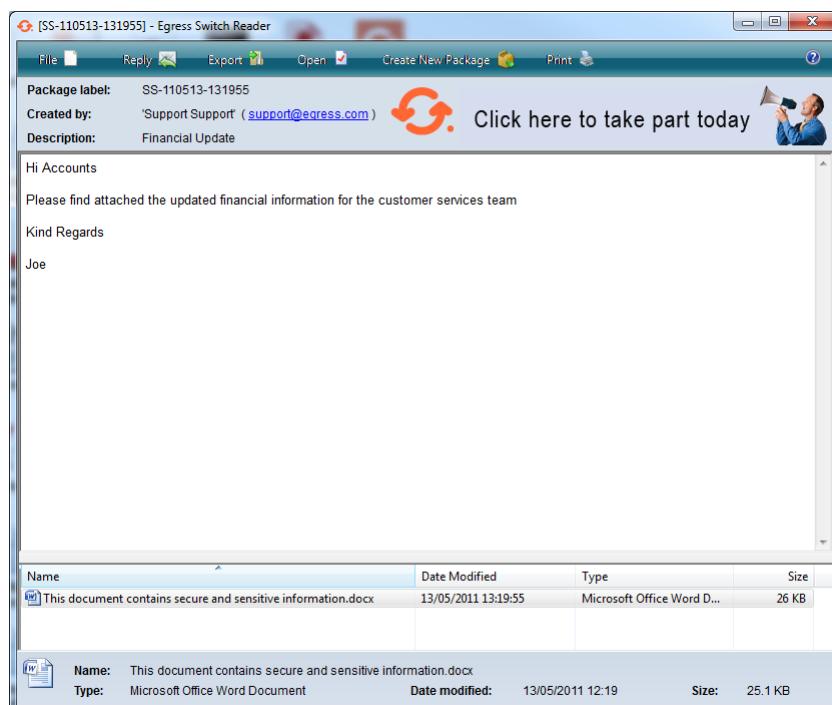
what time and by whom, including unauthorised access attempts. **Note:** Using the Switch Client you can send secure emails and packages to paying subscribers for free and without a license.

Opening and replying to a Secure Email

Easily access securely encrypted email within MS Outlook 2003/2007/2010, MS Mail, Lotus Notes, Hotmail or any other email client using Switch Reader.



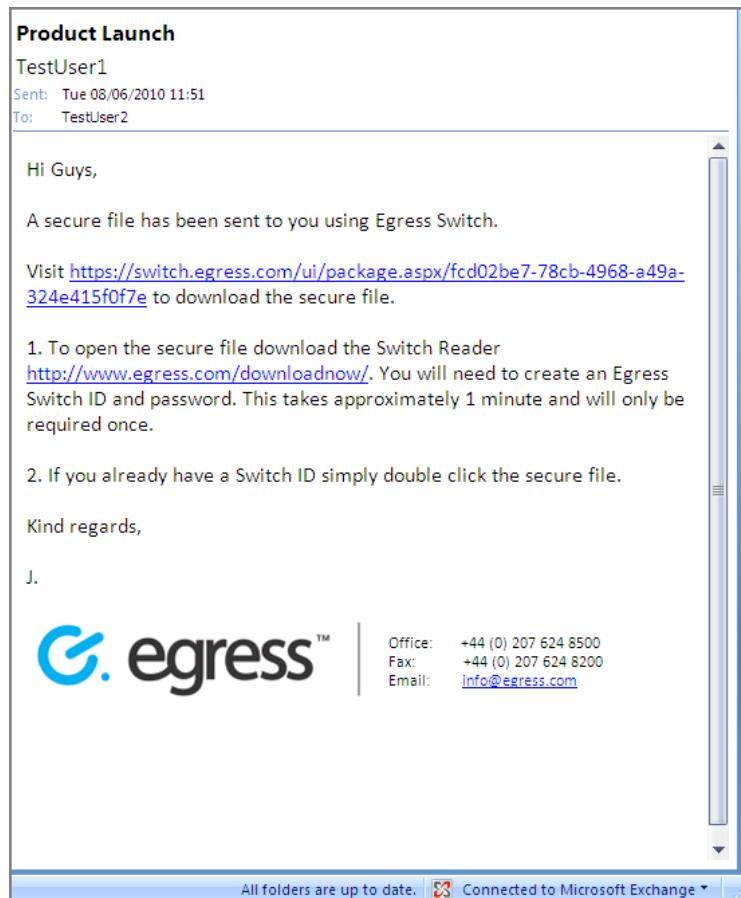
- To access the secure email, double-click on the Switch package attachment and sign in to the Egress Switch Reader with your Switch ID. Once authentication completes successfully, the secure email will open automatically. The email body and attachments have been encrypted using AES-256 bit encryption.



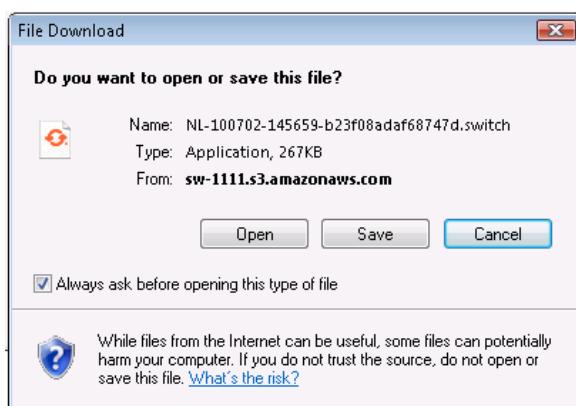
Opening a large file

Egress Switch lets authors upload large amounts of information to the cloud servers in order to streamline large file transfer. If a secure file transfer mechanism was used to upload the data to the Cloud/FTP/HTTP/Sharepoint an email notification is automatically sent to the recipient with a download link for accessing the large file (a .switch package).

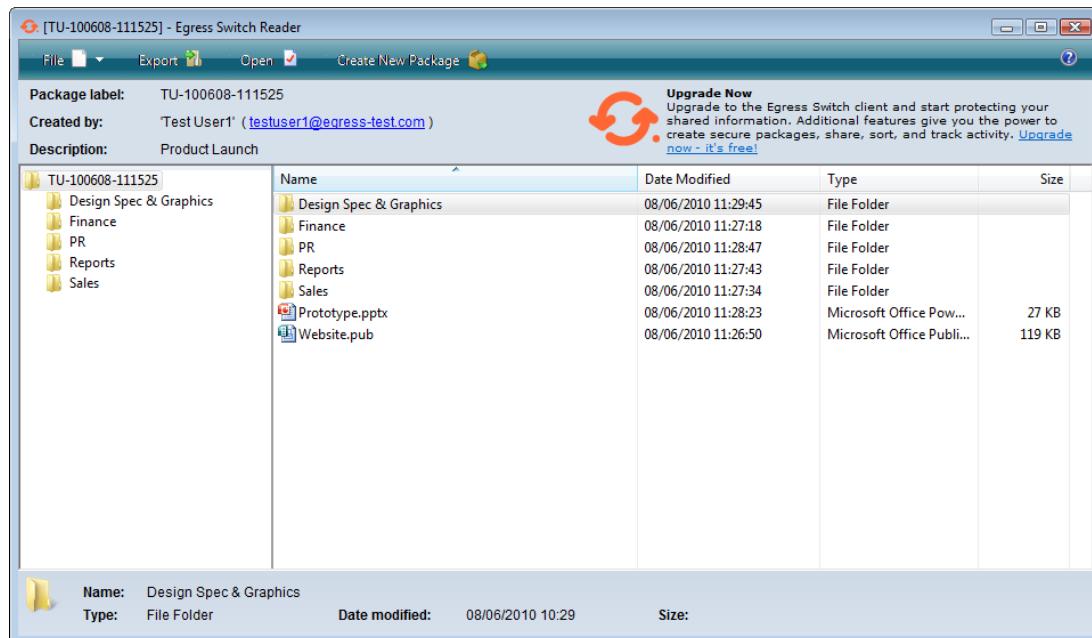
1. To open the .switch package, click on the download link displayed in the email notification and press **Open**.



2. Sign in to the Egress Switch Reader with your Switch ID when prompted.



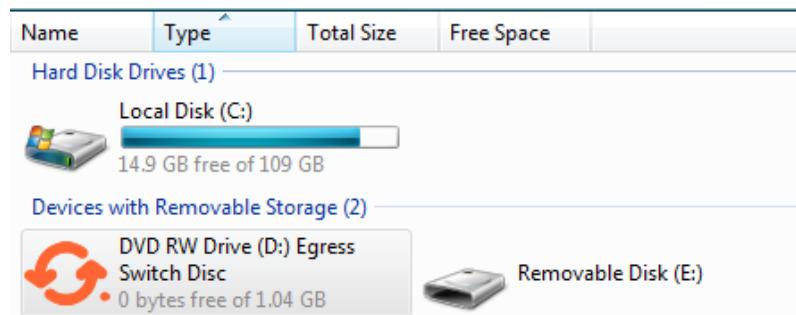
- Once authentication completes, the large file transfer (.switch package) will open automatically in Switch Reader.



Opening an encrypted CD/DVD/Blu-ray

Egress Switch deals with the complexity of burning and encrypting optical media packages. The Switch Reader allows the information recipient(s) to access encrypted optical media with ease and simplicity. The Switch Reader supports the following optical media: CD-R, CD+R, DVD-R, DVD+R, CD-RW, CD+RW, DVD-RW, DVD+RW, and Blue Ray. To open an encrypted CD/DVD/Blu-ray disc:

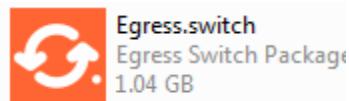
- Insert the optical media in to your CD/DVD drive. Go to **Start>My Computer** and browse to the CD/DVD Drive (D:).



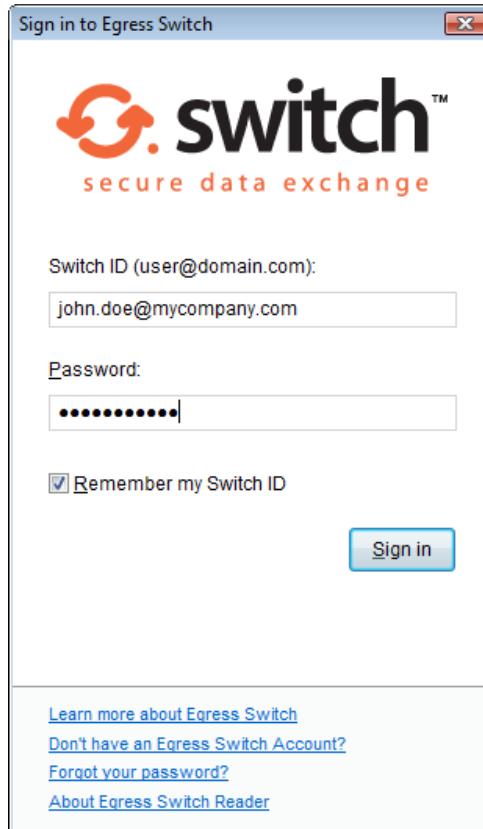
- Double-click on the CD/DVD Drive **Egress Switch Disc**.

Name	Size	Type	Date modified	Location
Files Currently on the Disc (3)				
Switch		File Folder	08/06/2010 13:34	Files Currently on the Disc
autorun.inf	1 KB	Setup Information	23/04/2010 15:20	Files Currently on the Disc
switch.exe	589 KB	Application	03/06/2010 15:45	Files Currently on the Disc

- Double-click on the **Switch** folder (containing securely encrypted data). The Egress.switch package will be displayed.



4. Double-click on the Egress.switch package and sign in with your Switch ID when prompted. The package will open in Switch Reader, giving you access to the files encrypted on the drive.



Policy Disclaimers

When creating a secure email/package, the author can add a policy disclaimer. To access the secure information you must accept a legal disclaimer agreeing to the terms of the information owner:



Accept – The recipient has accepted the terms of the disclaimer and is allowed to access the restricted email.

Deny – The recipient has not accepted the terms of the disclaimer and this means they will not be allowed to access the restricted email until accepting the disclaimer. Once the disclaimer has been accepted, the email/package will open automatically.

Switch Reader Command Line Options

For system administrators looking to simplify the end user experience the Switch Reader can also be deployed and transparently configured across a network using the following command lines:

- /autorun - will launch Switch Reader if it is found. This command line option is usually used from a CD
- /register - will associate .switch file extensions to Switch.exe for the launching user only [HKEY_CURRENT_USER] (also see /copy)
- /registerall - will associate .switch file extensions to Switch.exe for all users [HKEY_LOCAL_MACHINE] (also see /copy). **The launching account needs administration rights to use this command line option.**
- /copy <path> will copy itself to the specified path and use the <path> in /register or /registerall parameters. The directory structure will be created if it does not already exist.

Switch support centre

Should you encounter any problems with Egress Switch please visit the Egress Software Technologies Support Centre www.egress.com/support.

Useful contact information:

Egress Europe: +44-844-8000-172

Egress North America: 1-888-505-8318

Egress Australia: 1-800-768-043

Egress Singapore: 800-130-2208

Egress Website Address: <http://www.egress.com>

Egress Sales: sales@egress.com

Account Services: accountservices@egress.com

Support: support@egress.com

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