



# How to access content in Egress Secure Workspace

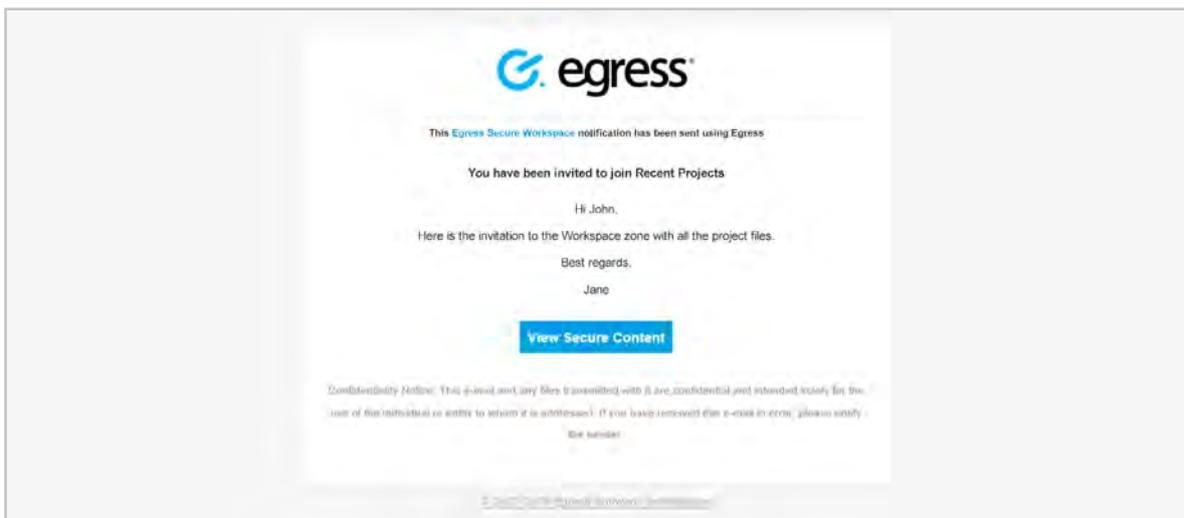
As a recipient of content shared via Egress Secure Workspace, you can access encrypted files quickly and easily, without needing to download or install any software.

Users can share individual files with you, but they can also share folders and access to whole secure file stores, known as zones. If someone shares a file, folder or zone with you, you will receive a notification email. This guide will help you get started with Egress Secure Workspace after receiving one of these notification emails.

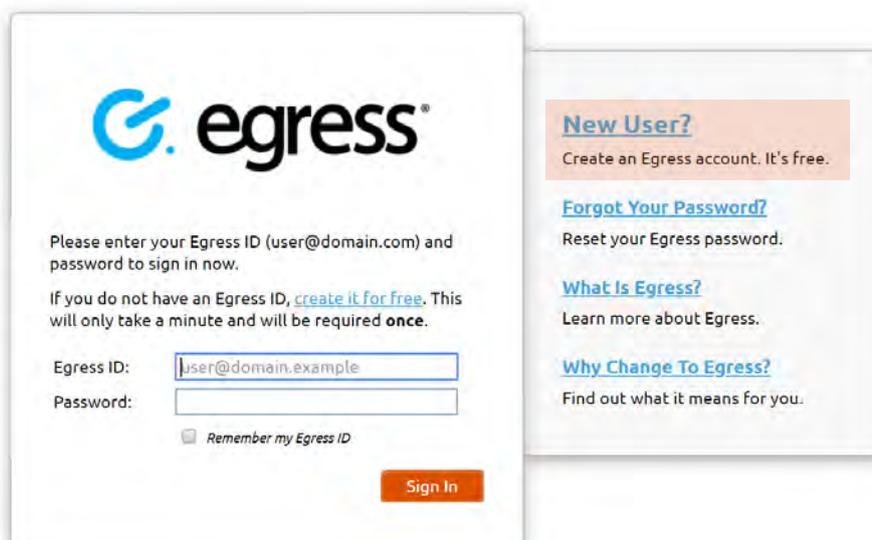
## Stage One: Signing up to Egress if you are a new user

As a first-time user, you will need to create an Egress Account. This is a one-time process that only takes a few minutes to complete. If you already have an Egress Account, you can progress to **Stage Two**.

1. Click on the link within the notification email you received.



2. In the web browser window that opens, select the **New User?** link.



3. Enter your details in the short form. You must use the email address that the notification was sent to in order to access the shared content.

### Sign Up

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

Email (Egress 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

**If you have received a secure message, use the email address where you received it as your ID.**

4. Choose a strong password and set two security questions. The answers to your security questions will be used in the event that you need to reset your password.

An activation code will be sent to the email address you used to register for your Egress Account. If you do not receive your activation code within five minutes, please check your Junk or Spam folder.

2 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.

5. Copy the code into the **Activation Code** field and select **Submit Activation Code** to complete the Egress ID setup.

Activation code:\*

**Submit Activation Code**

**Important note:** Egress Secure Workspace is an information security product. While every precaution has been taken to ensure the highest level of security and integrity of data at all times, you should be extra vigilant for suspicious activity and never write down or share your Egress Account credentials with anyone.

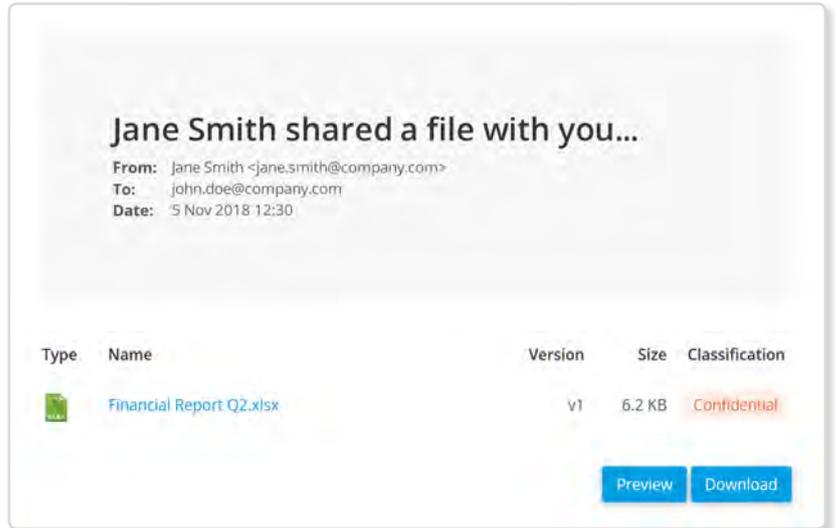
## Stage Two: Accessing files, folders and zones

Once you have registered for an Egress Account, you can access the content that's been shared with you. After signing up, you will be redirected to Egress Secure Workspace. Alternatively, press the link in the notification email and sign in.

When a file, folder or zone is shared, you will be able to perform various actions, depending on the user permissions you have been assigned by the content owner.

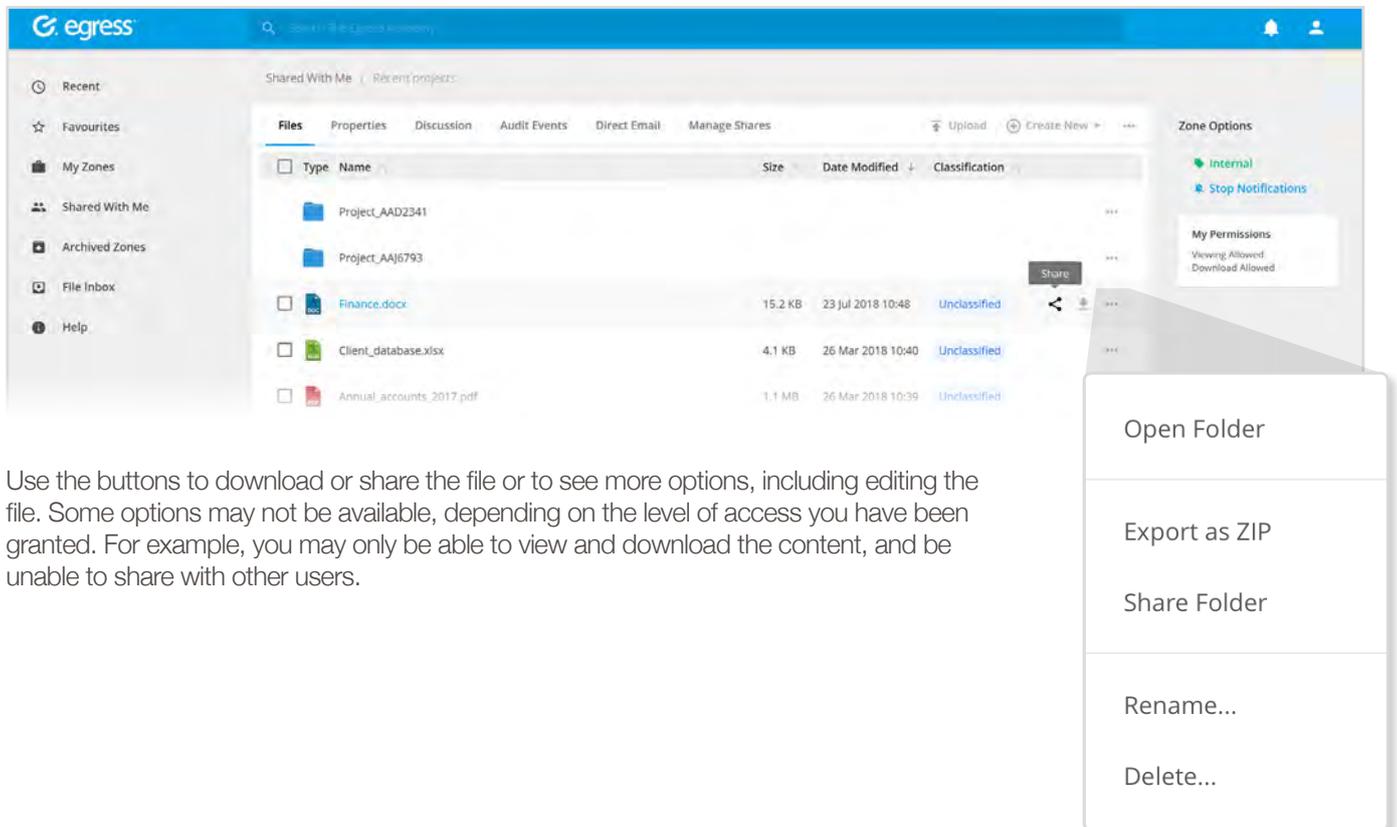
### If they have shared a file:

1. The Secure Workspace screen shows details of the file, as well as a message from the sender and one or two buttons: **View** or **View and Download**, depending on the level of access granted
2. Press **Preview** to view the content securely online, and press **Download** to download the content, if this action is available to you and is required.



### If they have shared a folder or a zone:

1. In the Secure Workspace zone or folder, you will see the content that has been shared with you. If you hover over a file with your mouse, you will see various buttons next to each file.



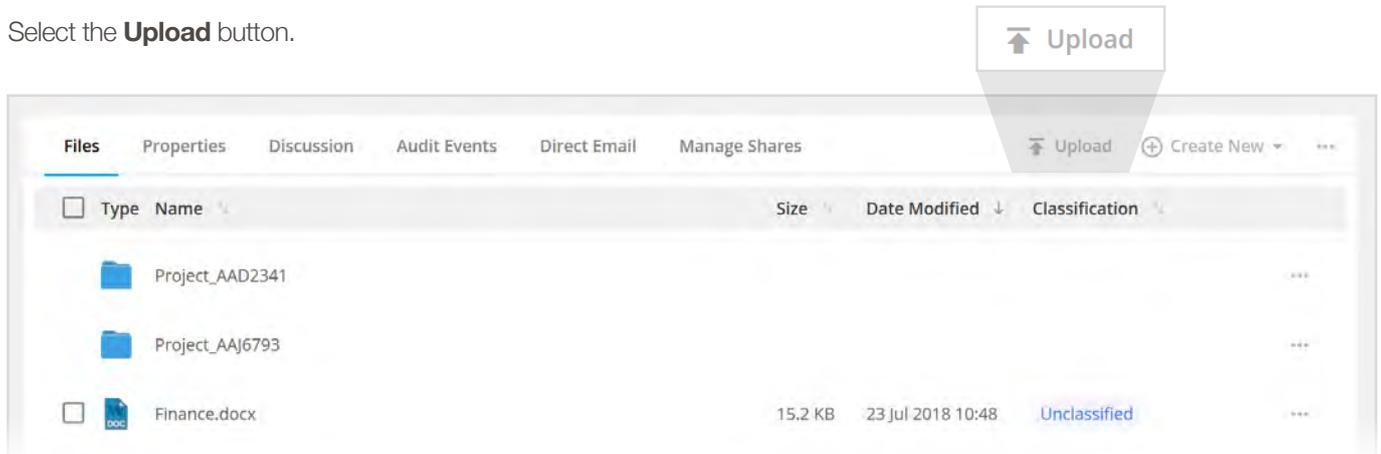
2. Use the buttons to download or share the file or to see more options, including editing the file. Some options may not be available, depending on the level of access you have been granted. For example, you may only be able to view and download the content, and be unable to share with other users.

## Stage Three: Uploading documents

You may be required to upload documents to a specific folder or zone.

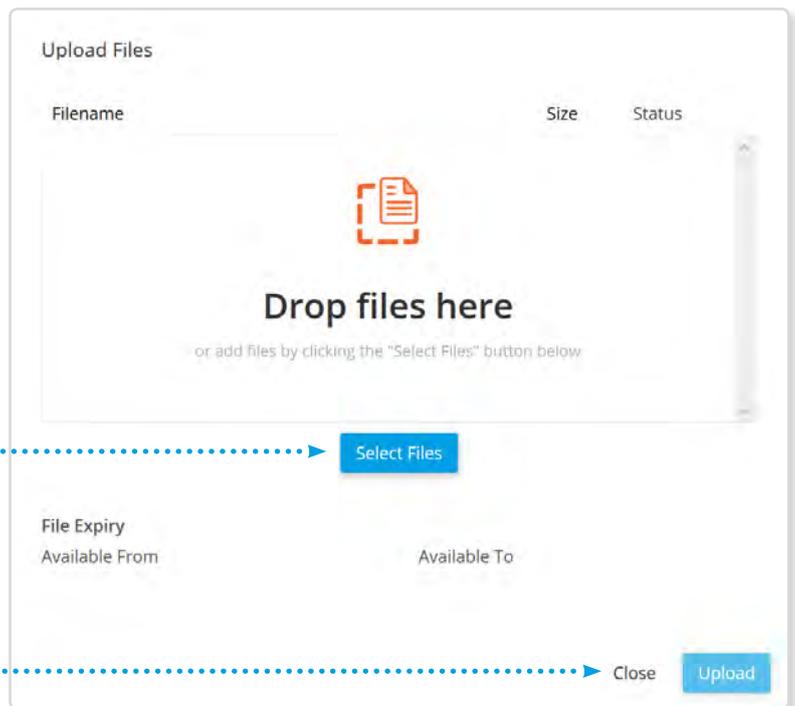
1. In Secure Workspace, go to the folder or zone in which you need to upload content.

2. Select the **Upload** button.



3. Choose **Select Files** and then select the files to upload, or drag and drop them into the window.

4. Press **Upload** and the files will be uploaded into the folder or zone location. Other users who have access to the folder or zone will receive a notification email if this option has been selected.



### Learn more about Egress

Visit [www.egress.com/online-tutorials](http://www.egress.com/online-tutorials) for video tutorials on using Egress Secure Workspace, including how to:

- Access content
- Share files and folders
- Edit documents and annotate PDFs
- Manage user and group permissions

### Technical support

Should you encounter any problems using Egress Secure Workspace or have any technical questions, please contact Egress Support at [www.egress.com/support](http://www.egress.com/support).



© Egress Software Technologies Ltd 2018. 531-1018