WESTBURY GROUP PRACTICE

SENDING SECURE EMAILS
FROM THE RECEPIENT'S PERSPECTIVE

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Introduction

This guide is designed to give step by step instructions to those who receive a **[secure]** email outside of the @nhs.net domain (or any other domain not certified by NHS Digital as meeting requirements). This guide can be freely shared with users outside of the surgery as it does not contain any confidential data, or Patient Identifiable Data (PID)

Setting up an Egress account

You've received an email from a @nhs.net account and in the subject line it says [secure], the email will look like the one below.
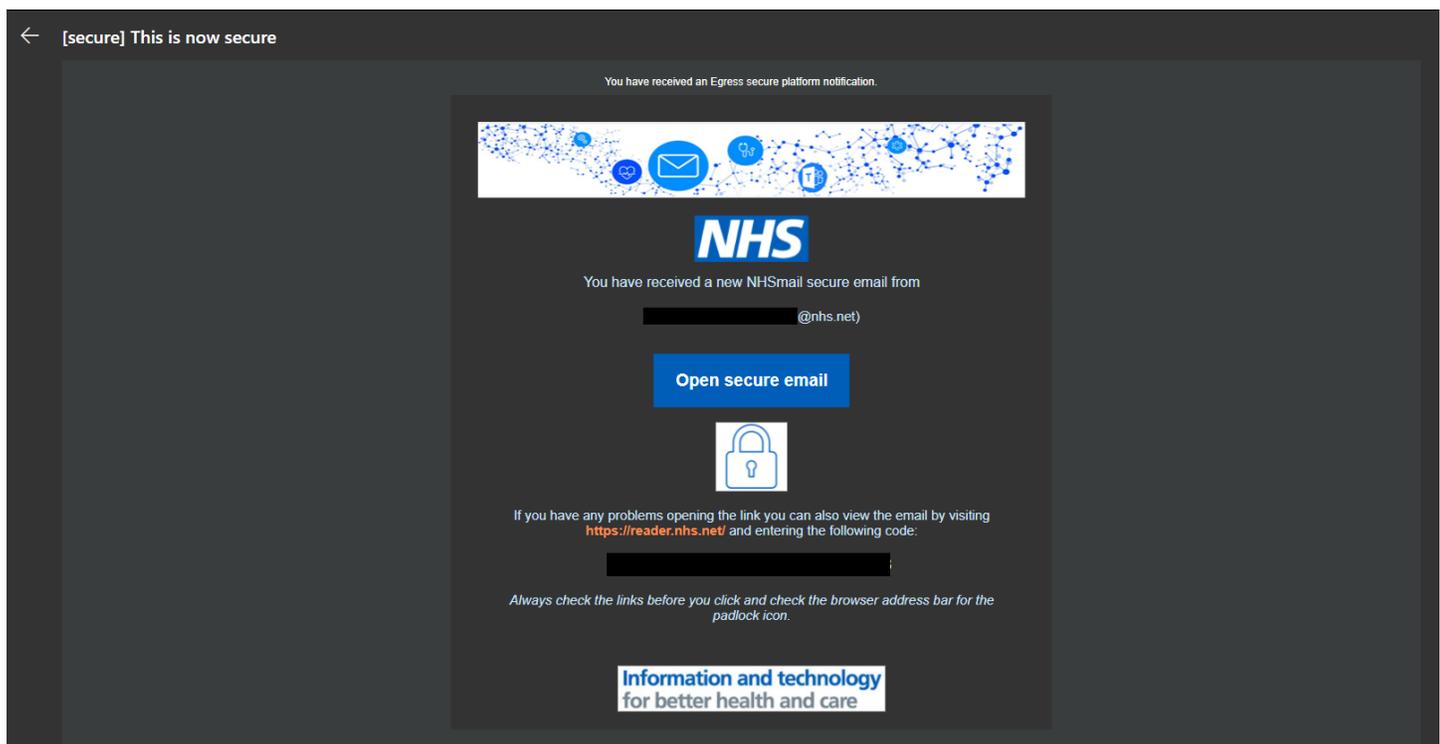
To be able to read this email you will need to make (if you don't have one already) and sign into an Egress account. To start, you will need to click "Open secure email", before you do please keep this email open as you will need to come back to it.

You will then be taken to the Egress website and asked to log in, if this is the first time you've received a secure email via Egress you will need to create a free account. On the right of the log in box click "New User?"

You will then be presented with a quick and easy to fill out form like below:

Once the form has been completed, if it hasn't automatically signed you in, click "sign in to Egress" top right of the screen. Once signed in go back to the email with the link and highlight the code given then right click and click copy. If you've accidently closed the page with Egress on, don't worry you can simply click on "Open Secure Email" again, or the link in the email: https://reader.nhs.net/.

The link will then take you to the following page where you can enter in the code in the box labelled "Open a secure email" right click in the box and click paste to enter in the code, click the blue "Open" button, and the email will be opened.

From this screen you can read the email and reply if need be. If you need to access this email later, you can simply log back into your Egress account.

Keeping your data secure

Westbury Group Practice take patient confidentiality and data security seriously, we take these steps to ensure that when data leaves our systems it is encrypted in transit.