



WESTBURY GROUP PRACTICE

# SENDING SECURE EMAILS FROM THE RECIPIENT'S PERSPECTIVE

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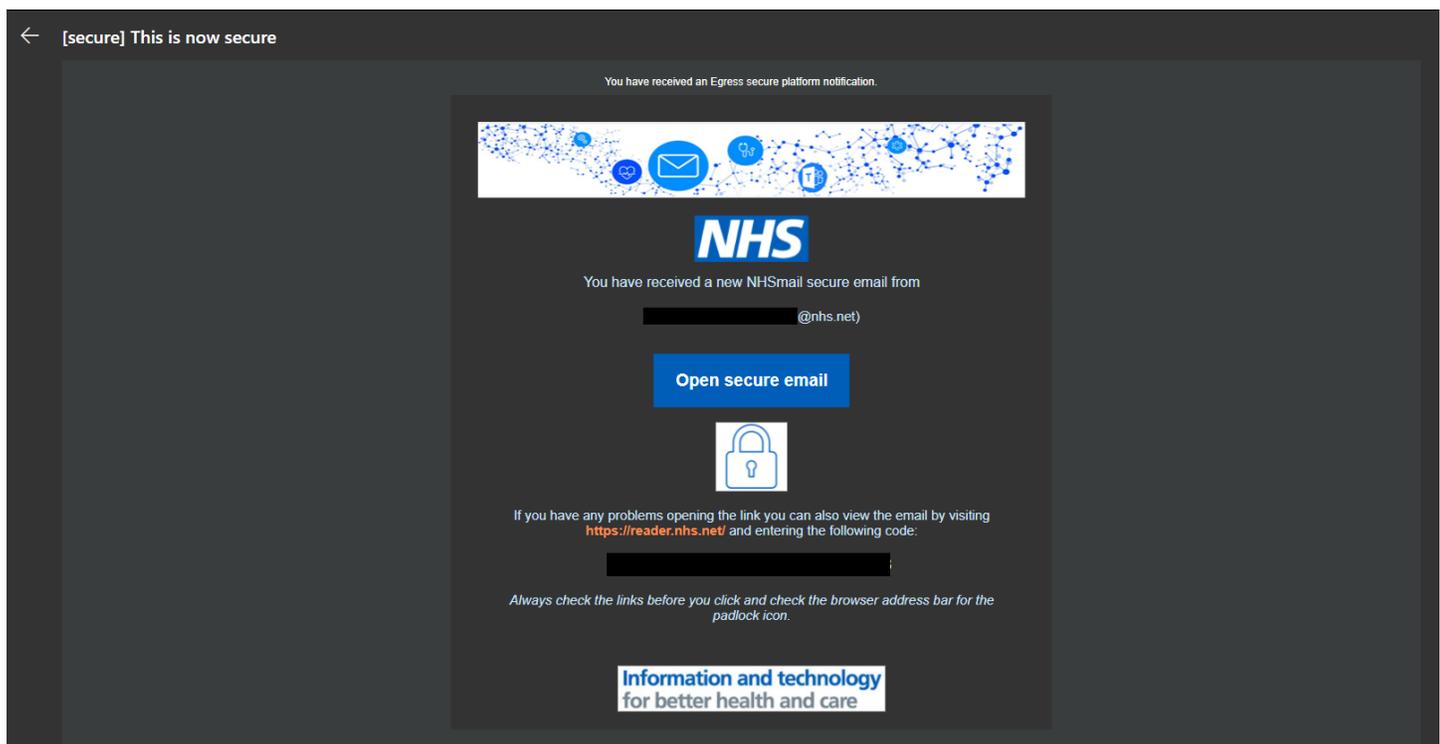


## Introduction

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?"





To access the secure message [redacted] please sign in with your Egress ID.

If you do not have an Egress ID, [create it for free](#). This will only take a minute and will be required **once**.

Egress ID:

Password:

Remember my Egress ID

[Sign In](#)

[New User?](#)  
Create an Egress account. It's free.

[Forgot Your Password?](#)  
Reset your Egress password.

[What Is Egress?](#)  
Learn more about Egress.





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

**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:

Country:

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 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.

I accept the [free user terms](#) and have read the [Privacy Statement](#)

**The Service**

Egress products and services enable millions of users (both paying and free) to protect the sensitive data they need to share. For more information on our customers, visit [case studies](#).

**Service Benefits**

- Your Switch ID/Egress ID is a secure identity. This allows you to read and reply to encrypted emails as well as access large files that have been sent to you securely.
- Free users can send and reply to paying subscribers an unlimited amount, totally free of charge.
- Free users are automatically provided with 25 credits to communicate with non-registered users.
- Enhance the service experience by downloading our desktop, Outlook and mobile apps, totally free of charge: <https://www.egress.com/downloads>.
- Track in real-time when your secure emails or files are opened.
- Revoke access to a sent email or file in real-time.

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 accidentally 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.

Amazon Music Unlimited | reader.nhs.net | Egress for NHSmail

NHS Egress for NHSmail Sign out

Home  
Compose  
Drafts  
Recently Received 1  
Recently Sent  
Settings  
Help  
High contrast

## Welcome to Egress for NHSmail

Egress for NHSmail is an online service from Egress Software Technologies Ltd. for reading and composing secure emails in the browser.

[Learn more](#)

### Open a Secure Email

If you have already received a link or a code, paste it below:

[Open](#)

### Compose a Secure Email

To compose a secure email without installing any software, please click on the link below.

[Compose a Secure Email](#)

### Upload a .switch File

Upload a **.switch** file to view the content online.  
Maximum file size 60 MB.

[Upload a .switch File](#)

By continuing to use this site, you consent to the use of cookies. [Got it](#)

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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.

The screenshot shows the NHS Egress for NHSmail interface. The browser address bar shows 'reader.nhs.net/p'. The interface includes a navigation menu on the left with options like Home, Compose, Drafts, Recently Received, Recently Sent, Settings, Help, and High contrast. The main content area displays an email from Scott Clark, Systems and Information Governance Officer, dated Wednesday, December 1, 2021 11:50 AM. The email subject is '[secure] This is now secure'. The email body contains a greeting, contact information for Scott Clark (White Horse Health Centre, Mane Way, Westbury, Wiltshire, BA13 3FQ), social media icons, and accreditation logos for Care Quality Commission and Armed Forces veteran friendly accredited GP practice. A disclaimer at the bottom states: 'This message may contain confidential information. If you are not the intended recipient please: 1) inform the sender that you have received the message in error before deleting it; and 2) do not disclose, copy or distribute. By continuing to use this site, you consent to the use of cookies.' A 'Got it' button is visible at the bottom right of the disclaimer.

## 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.

