Egress Instruction Guide

Accessing Files sent by the UKCA

- 1. Email received from the UKCA casework database containing a shareable link.
- 2. This link will take you through to the UKCA Egress platform and prompt you to create an account when initially used. The account used will be the account which received the email. If additional access/users are required to gain access, please contact the UKCA by responding to the email:

| | Correlation Correlation | New User? Create an Egress account. It's free. Forgot Your Password? Reset your Egress password. What Is Egress? Learn more about Egress. |
|--|--|---|
| C C C C C C C C C C C C C C C C C C C | e user account, please complete each part below: user@domain.example First.name Last.name 444 55 5555 5555 United Kingdom We will not context you unless you forget your password and security ounselform We will not context you unless you forget your password and security ourselform Denail me about product updates and services from Egress | 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 <u>case studies</u> . Service Benefits • Your Switch It/Stress ID is a secure identity. This allows you to read and reply to encrypted emails as well as |
| Choose a strong part Password:* | ssword to protect your identity: Password Passwo | 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. |
| Confirm password:* Question #1: Answer #1:* | Password Minimum & characters, with at least 1 lower case and either 1 upper case /number What make was your first car? Answer #1 | Free users are automatically provided with 25 credics to communicate with non-registered users. Enhance the service experience by |
| Question #2: Answer #2:* We'll store the informati | What was your worst subject at school? | downloading our desktop, Outlook and mobile apps, totally free of charge: <u>http://www.egress.com/slownloads</u> . • Track in real-time when your secure |
| Cicking "Create Account ticking "Create Account If the email address you share the existence of yo laccept the <u>free uss</u> | below. use is owned or controlled by an organisation (like your employer) we may ur account registration with them. er terms and have read the <u>Privacy Statement</u> | emails or files are opened. Revoke access to a sent email or file in real-time. |

3. You will then be able to view all files/folders you have been granted access to and will download directly from the platform:

Folder Shared View:

| 🛱 Home Office | | Ф ± ^ |
|------------------|------------------------------------|--|
| 🚉 Shared With Me | Shared With Me / Belgium / 6731904 | |
| 🕕 Help | 🕼 Files | ··· Zone Options |
| | Type 5. Name 5. | Size 🖒 Date Modified 4 Classification 5 |
| | serverlog.json | © 912.0 B Tuesday 09:18 Unclassified ± ··· |
| | | Rows per page: 25 / 1-1 of 1 1 Vestige Advance Dewnoord Allowed |

File Shared View:

| 🖏 Home Office | | | | | |
|---------------|------|---|---------|---------|----------------|
| | | From: d@homeoffice.gov.uk> To: mlapolicy@homeoffice.gov.uk> Date: 30 Sep 2021 08:18 | | | |
| | Туре | Name | Version | Size | Classification |
| | POF | blank test.pdf | v1 | 28.6 KB | Unclassified |
| | | | | Preview | Download |

Uploading Files requested by the UKCA

- 1. Email received from the UKCA casework database requesting evidence; this will include a shareable link.
- This link will take you through to the UKCA Egress platform and prompt you to create an account when initially used. The account used will be the account which received the email. If additional access/users are required to gain access, please contact the UKCA by responding to the email (see above screenshot).
- You will then be granted access to a designated area for each specific MLA request. Files may then be uploaded by either drag and drop or using the "Select Files" button, and selecting Upload # files:



4. Once you have uploaded all relevant files please confirm via email by responding to the request email.

