

Egress File Transfer Guide

Information for patients

This leaflet aims to guide you through the process of downloading your files from Egress, this includes creating an Egress account if you haven't used the online based software before.

We have received your email confirming your details and have sent your images to you using the secure large file transfer program Egress.

Please download your files onto a personal device such as a computer or phone. Please keep these safe in a device that is password protected.



Please make sure you download your images to your personal device within two weeks of accessing them, as Egress will not store them or allow you access them after 90 days of your initial access.

Please scan the QR code or click the link below to be taken to the leaflet on the LTH website, where the content can be altered for accessibility and translated in to alternative languages.

www.leedsth.nhs.uk/patients/resources/egress-file-transfer-guide/



An example of the email you will have received from **misimage.transfer@nhs.net** is shown below.

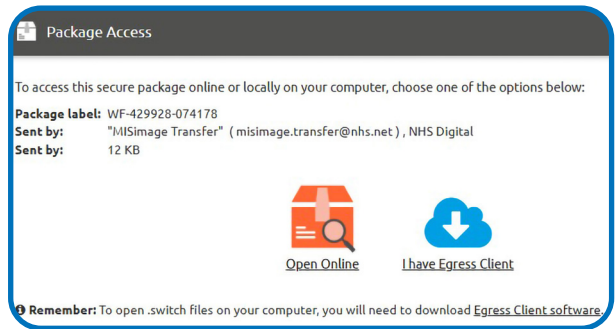


Opening the Egress email and making an account

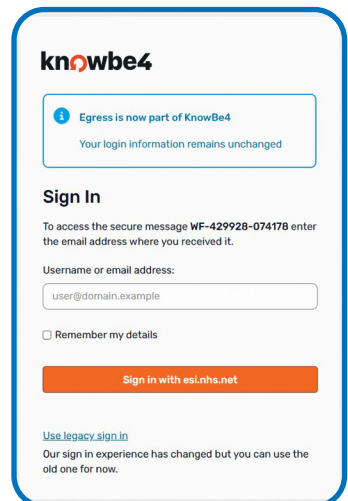
1. Click on the **'Open secure files'** button on the main email.



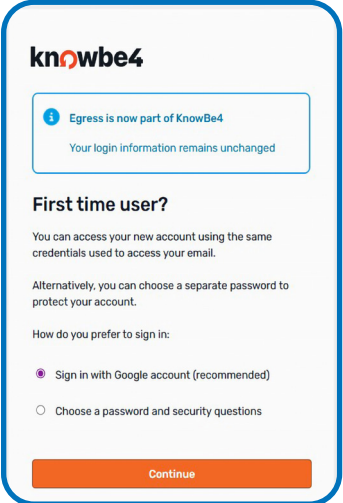
2. Click on the **'Open Online'** orange link on the **'Package Access'** page.



3. On the **'Sign In'** page enter your email address.



4. If you already have an account, you will then need to enter your password. If you don't have an account you can select to sign in with your Google account or create an independent account.



knowbe4

i Egress is now part of KnowBe4
Your login information remains unchanged

First time user?

You can access your new account using the same credentials used to access your email.

Alternatively, you can choose a separate password to protect your account.

How do you prefer to sign in:

☒ Sign in with Google account (recommended)

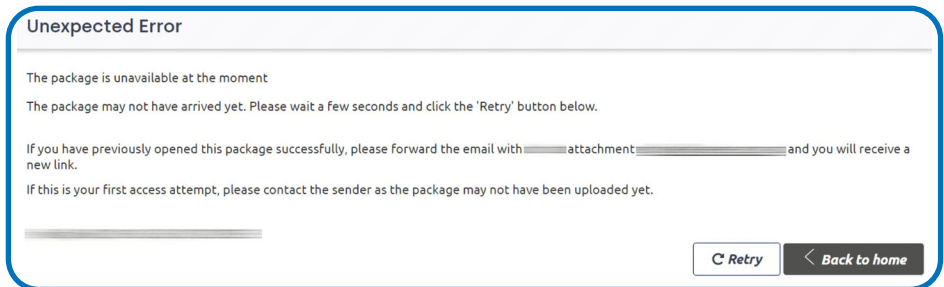
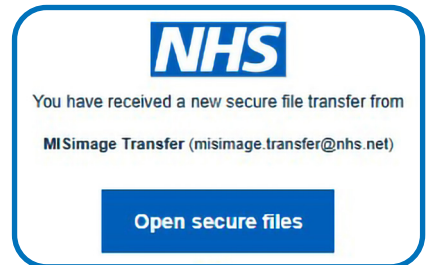
☐ Choose a password and security questions

Continue

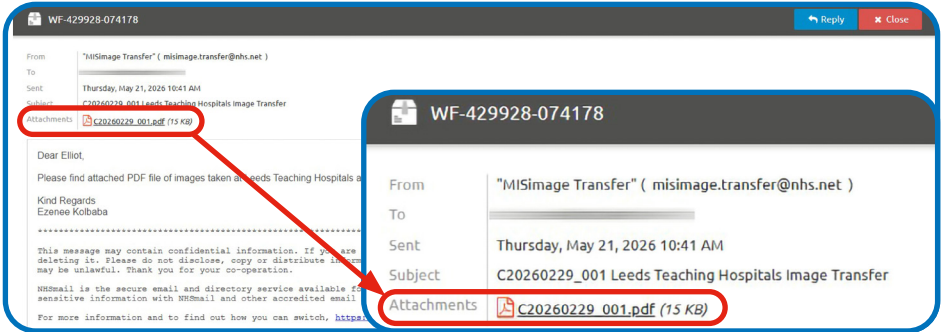
5. Once you have set up your account you will be greeted with an **'Almost done'** page, this will have a box for an activation code. The code will have been sent to your email.
6. Copy and paste the activation code from the activation email into the empty box and click **'Submit Activation Code'**. Your sign-up process is now complete.

Downloading your files

1. If you have just created or signed in to your account you should be taken to the **'Package Access'** page.
2. If you aren't, you can click the **'Open secure files'** button on the main email to be directed to your files.
3. If the error message below appears refresh the screen and start again. If this does not work, please sign out of your account and then sign back in.



4. Click on the attachment section of the email to open your PDF containing your images.



5. A '**Download**' button will be at the top right of your page, please use this to download the files to your personal device.



6. The PDF should now appear on your device in the chosen saved location.

If you have any issues accessing your files or need any help, please reply to the misimage.transfer@nhs.net email address or speak to a member of Medical Illustration on: **(0113) 392 8115**



What did you think of your care?

Visit: www.leedsth.nhs.uk/patients/support/feedback-complaints/friends-family-test/

Scan or click the QR code - Your views matter



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