|  |  |
| --- | --- |
|  | **Department of Corporate Services**School Funding Team1st Floor, Britannia HouseHall IngsBradford BD1 1HXTel: (01274) 434914Fax: (01274) 435054Email: shirley.broadbent@bradford.gov.ukDate: 21 September 2017 |
| School Finance Staff |

Dear School Finance Staff

**RE: Galaxkey Email Encryption**

City of Bradford Metropolitan Council has a need to send and receive data in emails using a secure service with many of its external partners. The Council achieves this through the use of GalaxKey. As a third party you may have previously interacted with the Council using Egress, which has now been replaced by GalaxKey.

Before being able to receive and reply to the secure emails you receive, you will need to sign up to the new GalaxKey service.

There are two ways to sign up to the GalaxKey Service, either you can go to [www.galaxkey.com](http://www.galaxkey.com) to sign up for an account prior to receiving an email from the Council, or you follow the instructions contained in the first secure email you receive from the Council.

Following sign-up you can access your secure emails either through a browser at manager.galaxkey.com or by downloading and installing the relevant application for your operating system from [www.galaxkey.com](http://www.galaxkey.com)

Please see the ‘Galaxkey Instructions for External Partners’ document further guidance.

Yours sincerely

School Funding Team