

Mimecast Personal Portal Instructions

Contents

Quarantine Spam Digest	Error! Bookmark not defined.	2
Link to access Mimecast Personal Portal.....		3
How to Manage Senders (permit or block).....		3
How to release or block messages on hold	Error! Bookmark not defined.	4

Quarantine Spam Digests

Email Digests are email notifications that give you direct control over your personal Hold for Review Queue, by presenting you with a summary of emails that have been quarantined by Mimecast Security Policies. If there are emails, you wish to receive; you are able to release these from the Hold queue to your Inbox. If there are none that you would like, you can simply delete or ignore the digest. This digest is sent to you twice daily if new messages are received.

From: postmaster [postmaster@mimecast.com]
To: Alison O'Hare
Cc:
Subject: [Postmaster] Messages on hold for aohare@mimecast.com

The following messages, addressed to you, are currently on hold within the Mimecast service awaiting further action.

For further instructions on how to use the links associated with each email, please review the following points:

Release: This will release the current email On Hold to your Inbox, but future emails from this sender will still be placed On Hold
Block: Rejects the email, and adds the sender's address to your personal Block list to block future emails from this sender
Permit: Delivers the email to your Inbox, and adds the sender's address to your personal Permit list, so future emails are not put On Hold (for SPAM management policies only)

For more information on the Mimecast digest, please refer to this [article](#)

From	Subject	Date	Reason	Release	Block	Allow
denise@aimconstructiongroup.com	View your Up-to-date Credit-Score for \$0!	2011-05-02 01:38	Spam Policy	Release	Block	Permit

The links in the digest should be used as follows:

Release Releases the email from the Hold queue in Mimecast, and delivers it your Inbox

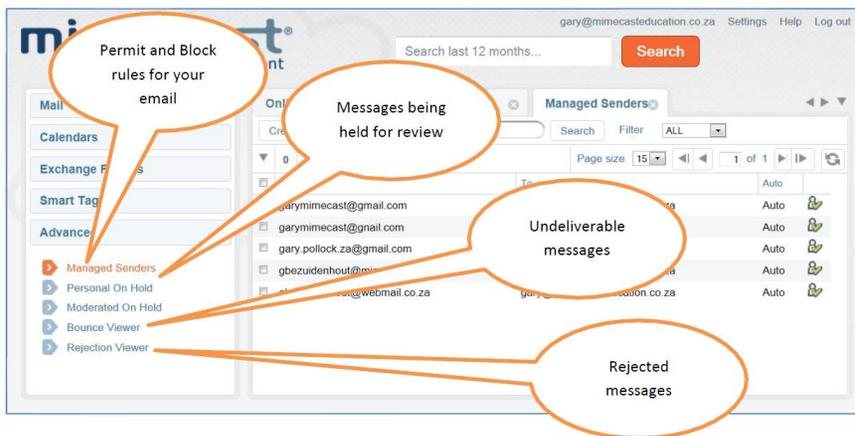
- Block** Adds a Block Policy so that future emails from this sender are no longer accepted by Mimecast
- Permit** Releases the email to your Inbox, and adds the email to your Permit list. All future emails from this sender will bypass spam checks.

Link to Mimecast Site: <https://webmail-us.mimecast.com/>

User ID: Your Company Email address

Password: Your Network password

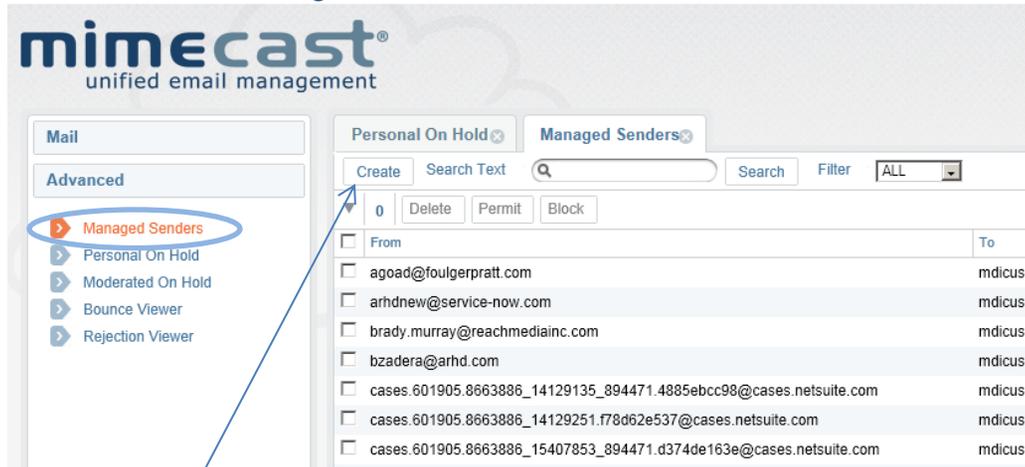
Advanced Menu options allow you control and reiew the mailbox:



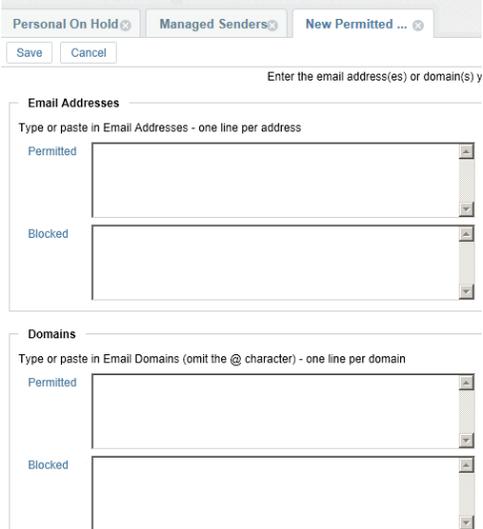
How to Manage Senders (permit or block)

1. Record the email addresses that you would like to block or accept
Example: globalkb@aol.com

2. Click on Advanced> Managed Senders

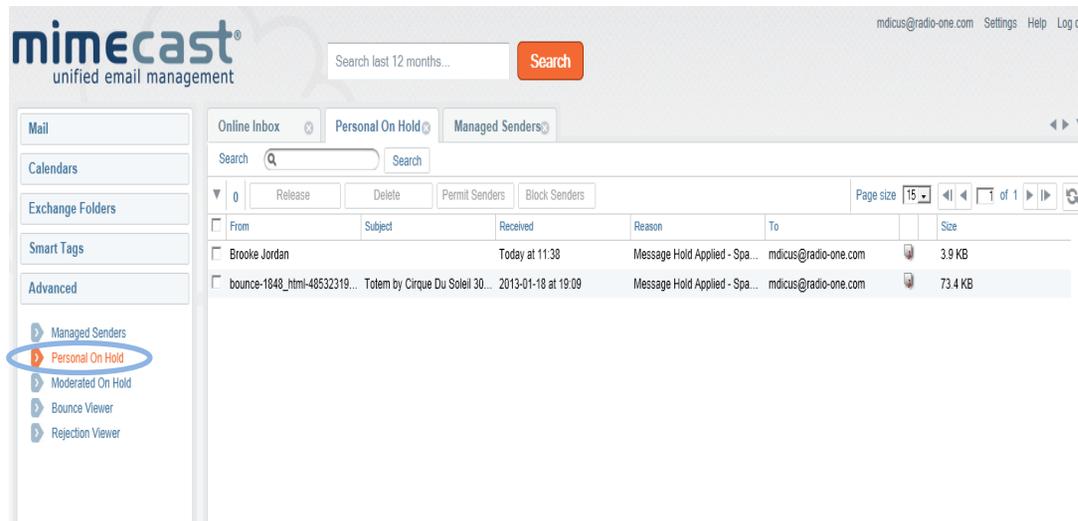


3. Click on Create and add the email addresses or domains to the block or permit fields and select Save (see diagram below)



How to release or block messages on hold using the Mimecast Portal

Select Personal on Hold under the Advanced Tab on the left panel



The screenshot displays the Mimecast unified email management interface. The top navigation bar includes the Mimecast logo, a search bar with the text "Search last 12 months...", and a "Search" button. The user's email address "mdicus@radio-one.com" and links for "Settings", "Help", and "Log out" are visible in the top right corner. The left sidebar contains a navigation menu with the following items: Mail, Calendars, Exchange Folders, Smart Tags, and Advanced. Under the "Advanced" section, the "Personal On Hold" option is highlighted with a red circle. The main content area shows a list of messages under the "Personal On Hold" tab. The list has columns for "From", "Subject", "Received", "Reason", "To", and "Size". Two messages are listed:

From	Subject	Received	Reason	To	Size
Brooke Jordan		Today at 11:30	Message Hold Applied - Spa...	mdicus@radio-one.com	3.9 KB
bounce-1848_html-48532319...	Totem by Cirque Du Soleil 30...	2013-01-18 at 19:09	Message Hold Applied - Spa...	mdicus@radio-one.com	73.4 KB

Select the check box next to the emails that you want to receive and select Release

mimecast
unified email management

Search last 12 months... **Search**

Online Inbox Personal On Hold Managed Senders

Search Search

2 Release Delete Permit Senders Block Senders

<input type="checkbox"/>	From	Subject	Received	Reason
<input checked="" type="checkbox"/>	Brooke Jordan		Today at 11:38	Message Hold Applied - Spa
<input checked="" type="checkbox"/>	bounce-1848_html-48532319...	Totem by Cirque Du Soleil 30...	2013-01-18 at 19:09	Message Hold Applied - Spa

Managed Senders
Personal On Hold
Moderated On Hold
Bounce Viewer
Rejection Viewer

Note: If there are messages on hold that you want to Delete, Permit always or Block always select the email(s) and then the action right above.