Mimecast Personal Portal Instructions

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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.

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/](https://webmail-us.mimecast.com/)

**User ID:** Your Company Email address

**Password:** Your Network password

Advanced Menu options allow you control and reivew the mailbox:

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**How to Manage Senders (permit or block)**

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

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