



Mimecast

End User Manual

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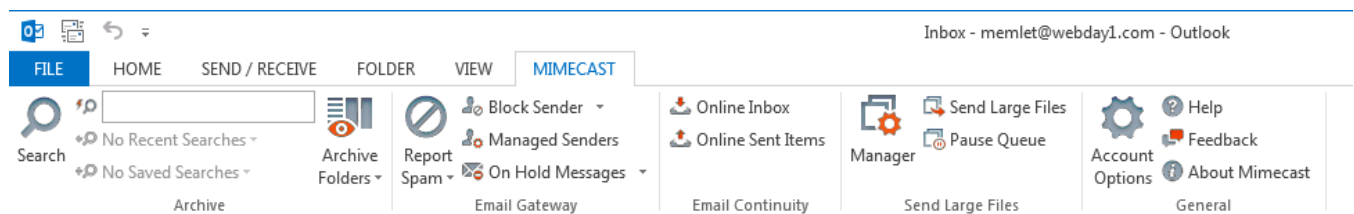
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Overview

Mimecast for Outlook extends access to the Mimecast email archive and allows users to gain real time access to their archive from within Outlook. This includes the ability to search for messages and files in their personal archive, even though these may no longer be available on your email server. During a planned or unplanned mail server outage, users are also able to continue to send and receive messages.

Using your Mimecast Plugin for Outlook

Mimecast for Outlook provides the following benefits:



- **Archiving**
 - Powerful archive search capability.
 - Export search results back into Outlook.
 - View and search for archived files and documents.
- **Security**
 - Report potential spam to the Mimecast security team.
 - Manage blocked and permitted senders.
 - Apply predefined stationery, send secure messages, apply document conversion policies and send large files.
 - Manage personal and moderated message hold queues.
- **Continuity**
 - Continue to send and receive email during a mail server outage
 - Archived folders provides a familiar view of the folder structure and email even if they have been removed from Exchange.

Held Messages

Depending on your administrators settings, you will receive emails on all of your held mail.

Domain postMaster address
 [Postmaster] Messages on hold for memlet@webday1.com 12:03 PM
 The following messages, addressed to you, are currently on

From these emails you are able to release, block, or permit each email by selecting the appropriate option next to the email

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

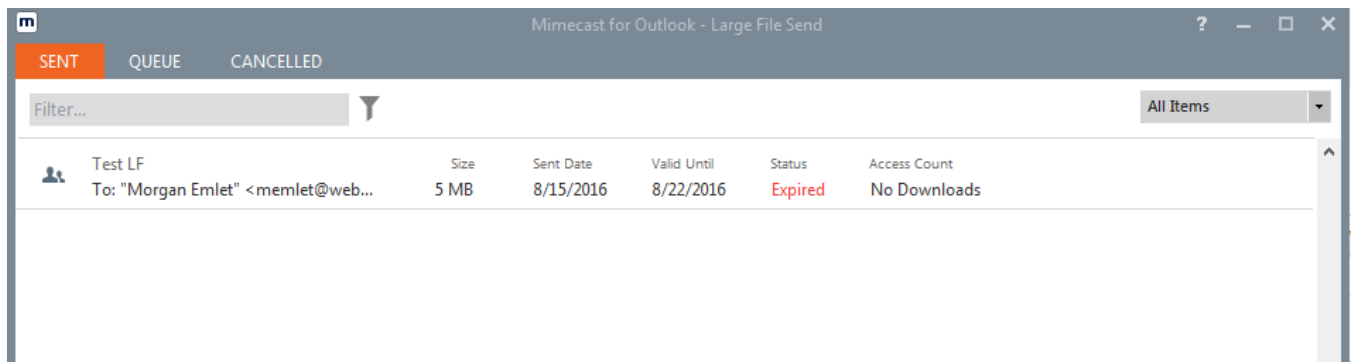
Permit: Delivers the email to your Inbox, and adds the sender's address to your personal Permit list, so future emails are not put On Hold (for SPAM management policies only)

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

From	Subject	Date	Reason	Release	Block	Permit
subscriptions@chabad.org	PARENTING: A Note to My Child's Teacher on the First Day of Kindergarten	2016-09-06 13:12	Spam Policy	Release	Block	Permit

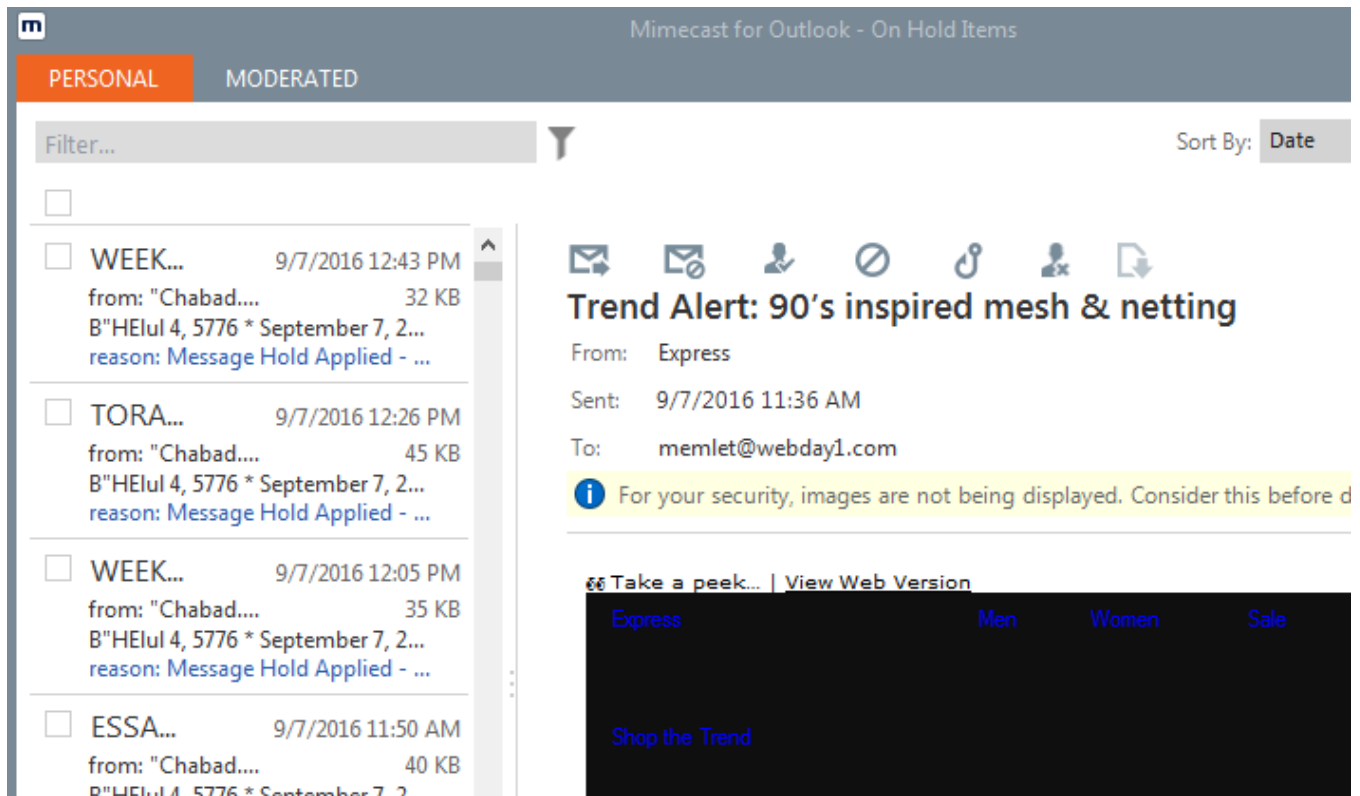
Manager

From the Mimecast panel, selecting "Manager" will allow you to manage your sent mail, what's in your que, along with cancelled messages for LFS



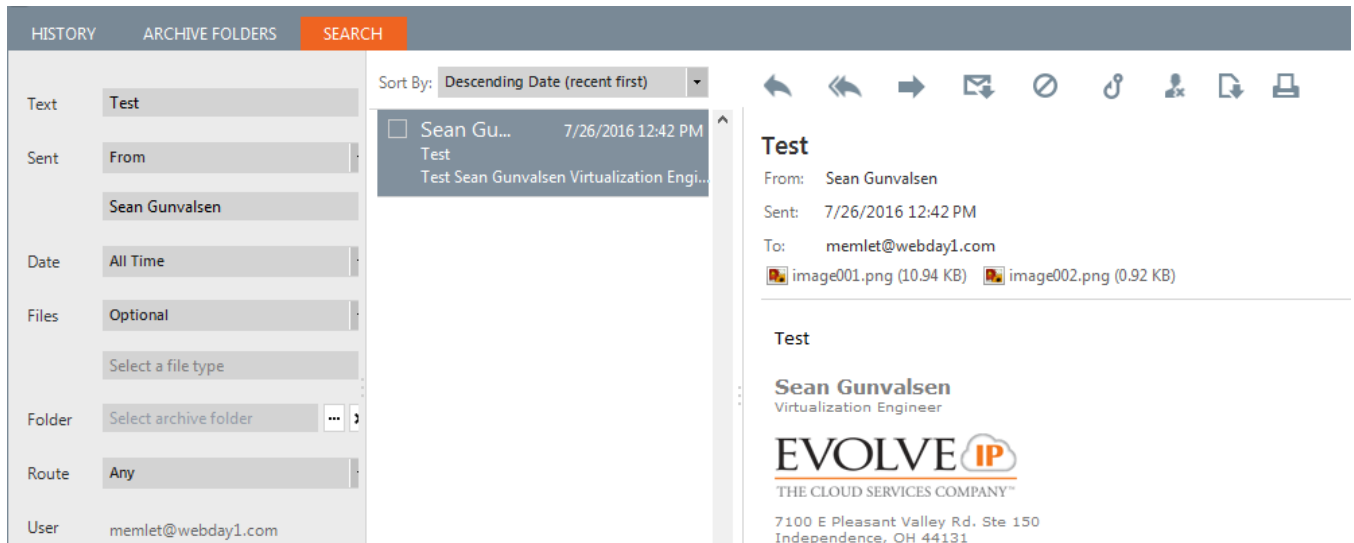
On Hold Items View

Selecting On Hold Items from the Mimecast panel will give you another view aside from an email to manage held mail

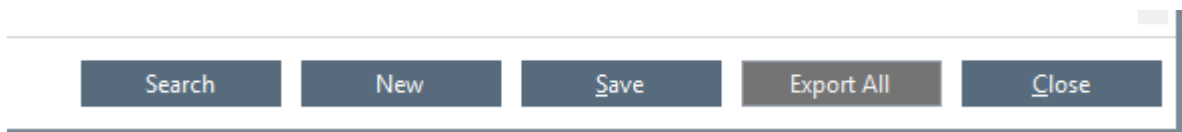


Archive

From the Archive option, you are able to search your own archive by entering in the appropriate parameters

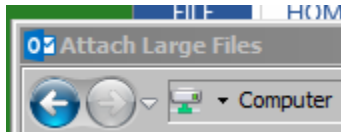


After you preform your archive search, you can save or export that search



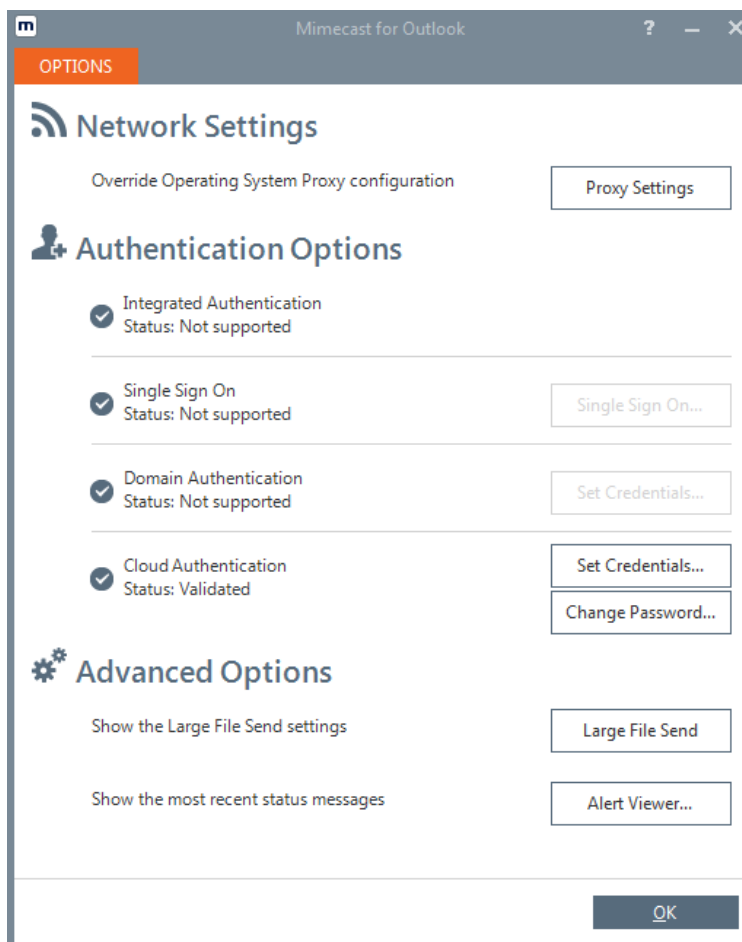
Attach Large Files

End users are able to use the LFS option to securely send files up to 2GB. By selecting this option it will automatically bring you to your computer to select your files.



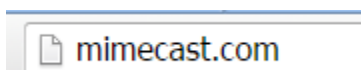
Change your Password

Change your own password by going into your options setting and selecting “change password”



Accessing Email from Mimecast

In the event you are unable to access Outlook, or getting to your mail from your browser (Mimecast Outlook Plugin is not supported with OWA) you can access your mail by going to Mimecast.com



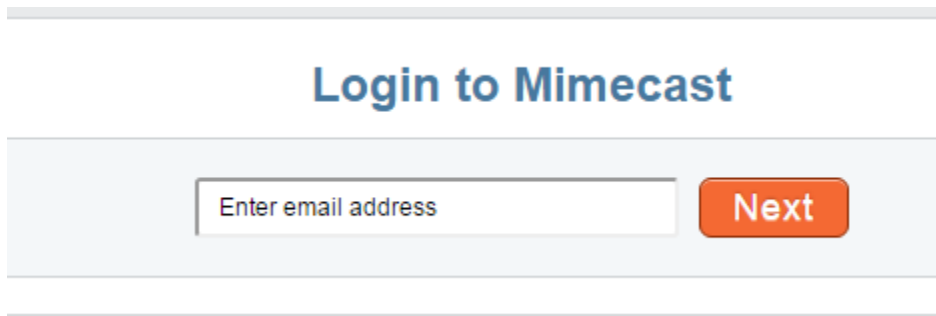
When you arrive at Mimecast.com select “login” from the top right hand corner



This will open up another page, from there click “access to my email”

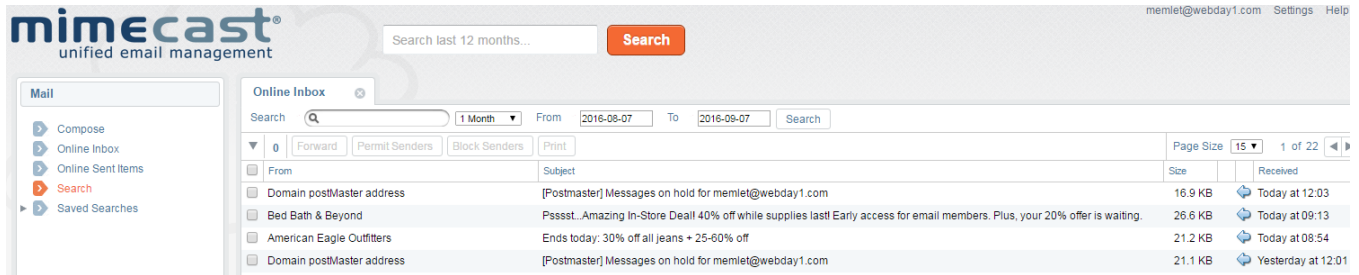


Enter in your email access credentials, you will then be prompted to enter in your *domain or cloud* credentials, if you are unsure what to choose, select the *domain* option

A screenshot of a login form titled "Login to Mimecast". It features a text input field with the placeholder text "Enter email address" and an orange "Next" button to its right.

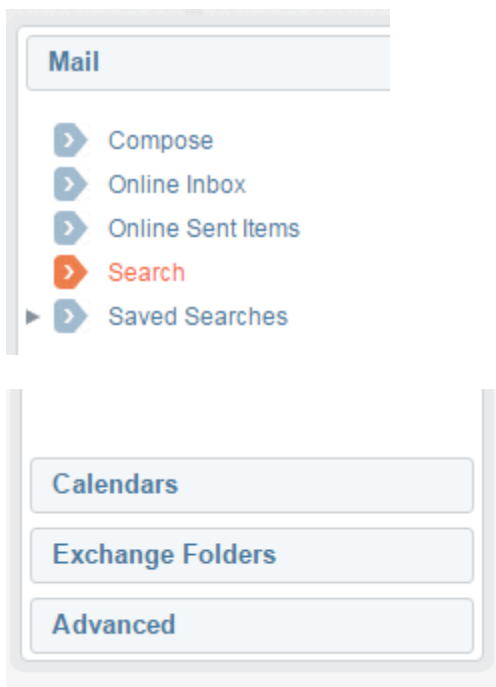
The Mimecast Personal Portal (MPP) is a webmail portal that allows you to:

- Search your personal archive.
- Manage your permit / block lists.
- Reviewing your personal on hold queue to determine if a message has been held.
- Add email addresses / domains to your personal Managed Senders list.
- Continue to send and receive email when you are unable to access your email. For example:
 - Your email server is down.
 - You are working remotely.
- Access messages in delegate mailboxes.
- Browse for messages in specific folders that have since been deleted from your Exchange environment. This is dependent on your organization’s Mimecast Service.

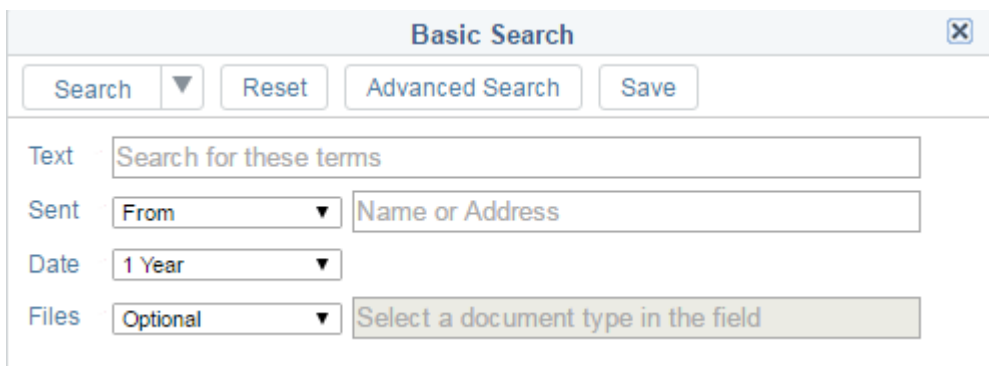


Basic Search

Perform a basic search of your email (including archived mail) by selecting the “search” option

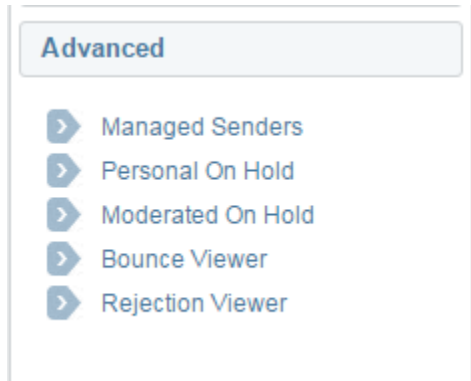


Type in appropriate parameters and select “search” – you can save your search parameters from here as well by selecting “save”



Manage your Mail

Using the “advanced” tab you are able to manage your held mail, manage senders, and from here release, block or permit those messages by clicking on each tab.



Conclusion

Support

- Access Mimecast knowledgebase by clicking [here](#)
- Sign up for Evolve IP bi-monthly trainings [here](#)
- Contact Evolve IP for support issues / requests [here](#)