Mimecast Personal Portal User Guide

Logging in to Mimecast Personal Portal

Mimecast Personal Portal consists of a Navigation Menu on the left.

User Quick Start Guide

Quick Search, Basic and Advanced Archive Search.

Administrators will create folders within Outlook to effect reasonable data destruction policies, as is required by the user's role.

Mimecast Personal Portal is a web mail portal that allows you to search your personal Archive, manage your Permit/Block lists, and continue to send and receive.

Mimecast is pleased to announce a continuous deployment of improvements in Mimecast Personal Portal, containing the following enhancements and fixes.

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Mimecast Personal Portal displays your email Archive in two main folders:

Online Note: If enabled by your Administrator, Delegate Mailboxes may also be accessed within Mimecast Personal Portal. You are also able to perform a basic search across your Online Inbox.

Table of Contents. Web, Outlook, Mac, Mobile. Welcome to the User Guides! Click on a button below to learn more.

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Click on the expansion arrow next to Inbox to view your personal sub-folders. For more information on Archive.

To compose an email, select the Compose option from the Mail accordion.

Smart Tags are permission-based folders used to share email data that you.

Browser Compatibility, User Permissions, Authentication

Considerations, BCC

Before utilizing Mimecast Personal Portal, the following prerequisites and This would be a manual action performed by an Administrator, and would need to be.

The Mimecast Personal Portal user interface has been rebuilt with a new Look and Feel and the BETA release will be ready by mid-August 2015.

New features. The Online Inbox and Online Sent Items also provide access to user's emails that Mimecast Personal Portal is a great alternative during a continuity event. Use of the guide is governed by the terms contained in the user's agreement with Mimecast Personal Portal is a webmail portal that allows you to search your.

A folder called Shared Files Archive is created for User Folder


Are you a Mimecast user?
Sign in to access your email account. Access. In the case of Mimecast Personal Portal, provisioning is a manual task. You can use any other Mimecast Personal Portal user account creation tools or APIs.

Mimecast for Outlook extends access to the Mimecast email archive and allows This includes the ability to search for emails and files in their personal archive. Access Online Inbox and Online Sent Items. Compose, reply, reply to all, and forwarding of emails. Manage personal and moderated emails On Hold. Overview, How do I access my Exchange Folders? Exchange Folder Settings.

This guide will explain how to configure Mimecast to use SAML Two-Factor user logins to the Mimecast Administration Console and Mimecast Personal Portal. Enter the base address/hostname of Mimecast Personal Portal, and append. The Bounce Viewer provides information about messages that Mimecast was. Note: It may take up to 15 minutes before the user applications are affected by Permission for end users to log in to Mimecast Personal Portal using their AD. Mimecast Personal Portal Settings can be used to control certain settings. Note: Mimecast does not currently support archiving of Calendars.

Mimecast for Outlook User Guide Use the personal Permitted and Blocked sender lists to configure who can send you emails, or report spam that you think. The Secure Messaging Portal is the primary application that recipients of a a new Secure Message, reply to Secure Messages, set personal preferences. Managed Senders contains a list for each end user of those email addresses and domains which have been Using Mimecast Personal Portal to Block or Permit individual addresses and/or domain names Shows a manual Permit entry.