

Mimecast Outlook Plugin

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Basic information about how to use the Outlook Plugin for Mimecast.

Within Outlook, you'll see a tab labeled "Mimecast" in the menu:



Options:

- **Block Sender:** You can highlight the email that you'd like to block from a sender or the sender's domain and select YES in the dialog box that appears.
- **On Hold Messages:** Quarantined emails being held for review. Click to view these emails. You can then reject, release, etc. from the pop-up window.

 Compose

 Release  Reject  Spam  Download 

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Highlight any of the quarantined emails you want to "release" or "reject."

Release Options:

- **Release Message:** Highlighted email will be released to your inbox.
- **Release Message and Permit Address:** Highlighted email will be released to your inbox and sender will be added to your auto-permitted list. This means emails from the sender's email address will flow through to your inbox normally.
- **Release Message and Permit Domain:** Highlighted email will be released to your inbox and entire domain will be added to your auto-permitted list. This means emails from the sender's domain will flow through to your inbox normally.

Reject Options:

- **Reject Message:** Highlighted email in quarantine will be deleted.
- **Reject Message and Block Address:** Highlighted email in quarantine will be deleted and future emails from the email sender will be blocked.
- **Reject Message and Block Domain:** Highlighted email in quarantine will be deleted and future emails from the domain will be blocked.

SPAM Options:

- **SPAM:** Report SPAM emails
- **Phishing:** Report email Phishing attempts

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