

Mimecast Web Portal

05/21/2024 12:51 pm EDT

Basics about how to login and make use of the Mimecast Web Portal

You can either select the link to access the Mimecast Web Portal in the Daily Spam Report that you receive in your Inbox twice per day, or simply bookmark this website to access the portal directly:

<https://login.mimecast.com/>

The first screen will ask you to enter your e-mail address:

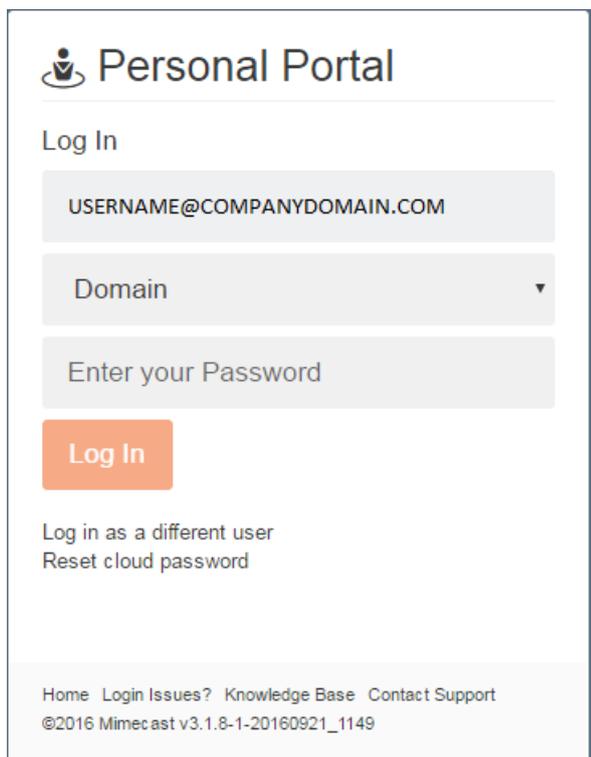
Login to Mimecast



The screenshot shows a light gray rectangular box. Inside, on the left, is a white input field with the placeholder text "Enter email address". To the right of the input field is an orange button with the word "Next" written in white text.

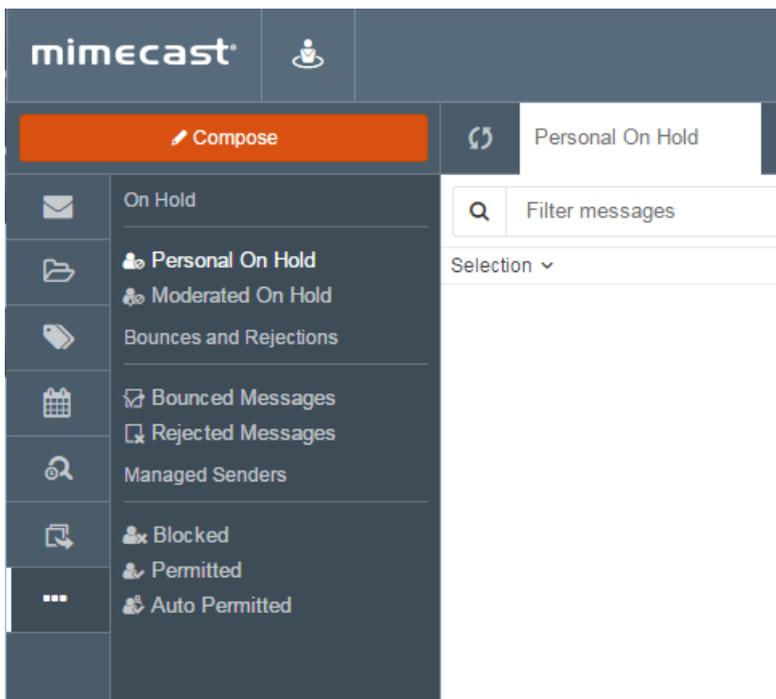
The next screen will ask you to enter your password (same as the password for your computer).

NOTE: leave "Domain" selected



The screenshot shows a white rectangular box with a dark border. At the top left is a user icon and the text "Personal Portal". Below this is a "Log In" section. It contains three input fields: the first is a text field with "USERNAME@COMPANYDOMAIN.COM", the second is a dropdown menu with "Domain" and a downward arrow, and the third is a text field with "Enter your Password". Below these fields is an orange "Log In" button. At the bottom of the "Log In" section are two links: "Log in as a different user" and "Reset cloud password". At the very bottom of the box is a footer with links: "Home", "Login Issues?", "Knowledge Base", and "Contact Support", followed by the copyright notice "©2016 Mimecast v3.1.8-1-20160921_1149".

Once logged in, you will see several options. By default, you will be on the "Personal On Hold" option. If not, you will find this option by clicking on Advanced (three dots icon) on the bottom left-hand side.

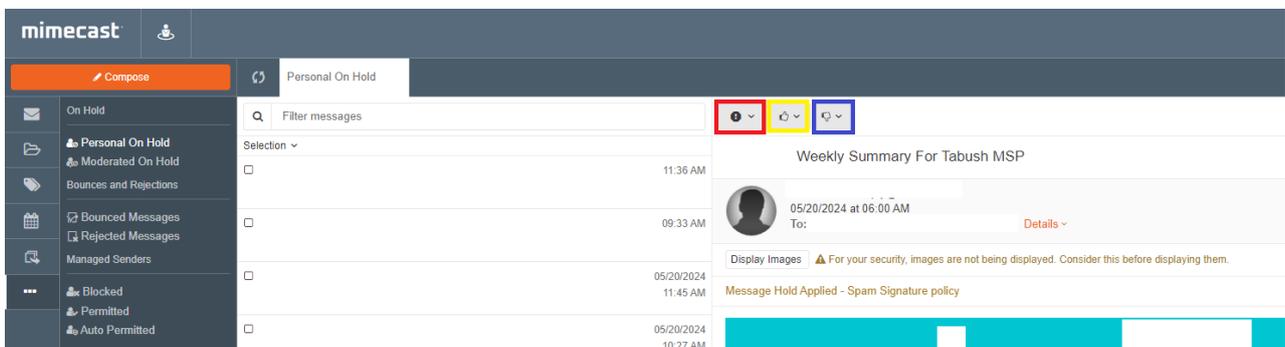


Your options are:

- **Personal On Hold:** Emails that have been flagged as potential SPAM that you'll have to review
- **Blocked:** Email addresses you've blocked from sending emails to you
- **Permitted:** Email addresses you've permitted to send email to you
- **Auto Permitted:** Email addresses that you've emailed

NOTE: You can ignore the tabs labeled "Moderated On Hold," "Bounced Messages," and "Rejected Messages."

When you select any email in the "Personal On Hold" section, you will see the below three options above the email.



SPAM Options (Red):

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

Release Options (Yellow):

- **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 (Blue):

- **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.

Need More Help? [Click Here](#)
