

Managing Your Mimecast Personal Portal

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Mimecast helps keep your inbox secure by holding suspicious emails in quarantine. The **Personal Portal** is where you can review, release, permit, or block these emails to control what makes it into your inbox.

You can manage this easily using Outlook, your daily email digest, the mobile app, or the web portal.

1. Using the Outlook Plugin (Mimecast for Outlook)

If you have the Mimecast Outlook plugin installed, you can manage your quarantine directly from Outlook.

- Open Outlook and look for the Mimecast toolbar.
- Click “**Search**” or “**On Hold**” to see any quarantined emails.
- From there, you can release, permit, or block senders as needed.

→ [See our full guide on managing quarantine in Outlook.](#)

2. Managing Through the Daily Email Digest

Mimecast sends you a **daily email digest** listing any emails held in quarantine.

- Open the digest email.
- Use the quick-action buttons next to each message to **Release**, **Permit**, or **Block** right from the email.

→ [See our full guide on using the Mimecast email digest.](#)

3. Using the Mimecast Mobile App

Mimecast also has a mobile app so you can manage your quarantine on the go.

- Download **Mimecast Mobile** from the App Store or Google Play.
- Sign in with your work credentials.
- Tap “**Held**” to see quarantined emails and take action.

→ [See our full guide on the Mimecast Mobile App.](#)

4. Using the Web Personal Portal

You can also log into the Mimecast Personal Portal from any browser.

- Go to your Mimecast login page (usually <https://login.mimecast.com>).
- Sign in with your email credentials.

🔗 Click **“Held”** on the left menu to view and manage quarantined emails.

➔ [See our full guide on the Mimecast Web Portal.](#)

🔗 **Best Practices**

- ✓ Check your quarantine daily so you don't miss important emails.
- ✓ Only release or permit emails you recognize.
- ✓ When in doubt, it's safer to leave a suspicious message in quarantine.

Need More Help? [Contact Support](#)
