

# Mimecast

Information about Mimecast.

- [Personal Portal](#)
- [Using Mimecast Secure Messaging](#)
- [Outlook Plugin Authentication](#)

# Personal Portal

## About

This document will describe how to log into the Mimecast Personal Portal and the basic menu options.

## Login

URL: <https://folience.login-us.mimecast.com/>

Short URL: <https://folnc.us/mimecast>

Username and password are same as email.



**Personal Portal**

Log In

shawn@folience.com

Domain

Password

Log In

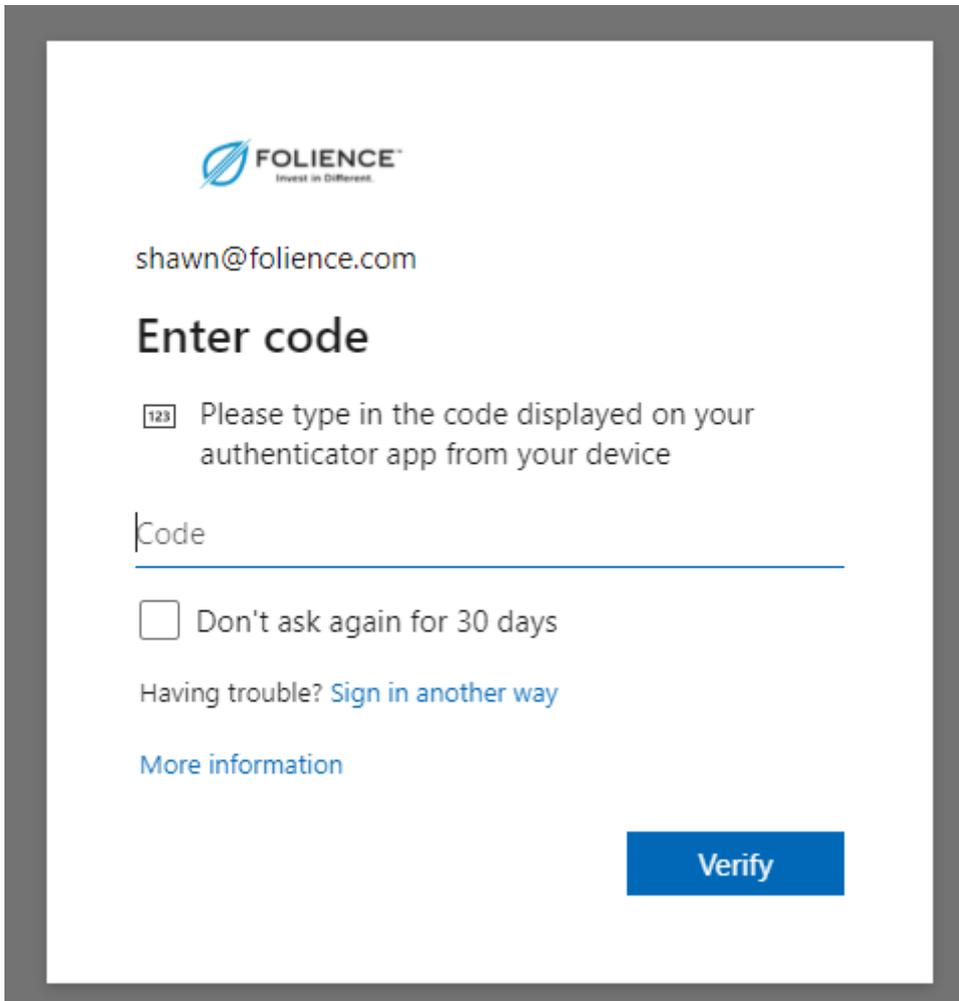
Log in as a different user.  
Reset Cloud Password

Home Login Issues? Knowledge Base Contact Support  
©2019 Mimecast v3.3.11-1-20190213\_1330  
Powered by **mimecast**

You will be prompted for two-factor unless you're already signed into O365 in the browser you're using.

# Two-Step Authentication

You will need to use whichever method you configured for O365 multi-factor authentication (call, text, app code, etc.). If using the app code you'll need to open the Microsoft "Authenticator" app.



 FOLIENCE™  
Invest in Different.

shawn@folience.com

## Enter code

Please type in the code displayed on your authenticator app from your device

Code

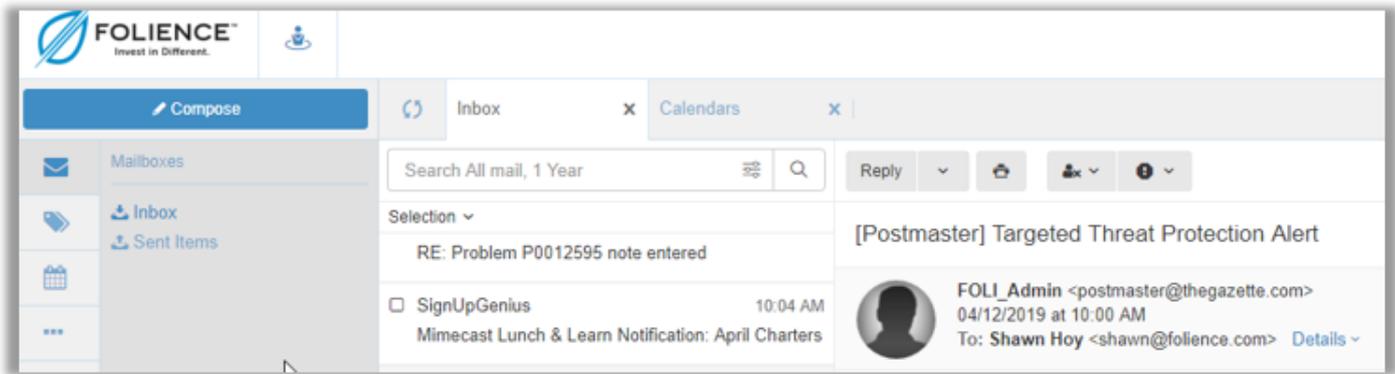
Don't ask again for 30 days

Having trouble? [Sign in another way](#)

[More information](#)

## Menu Options

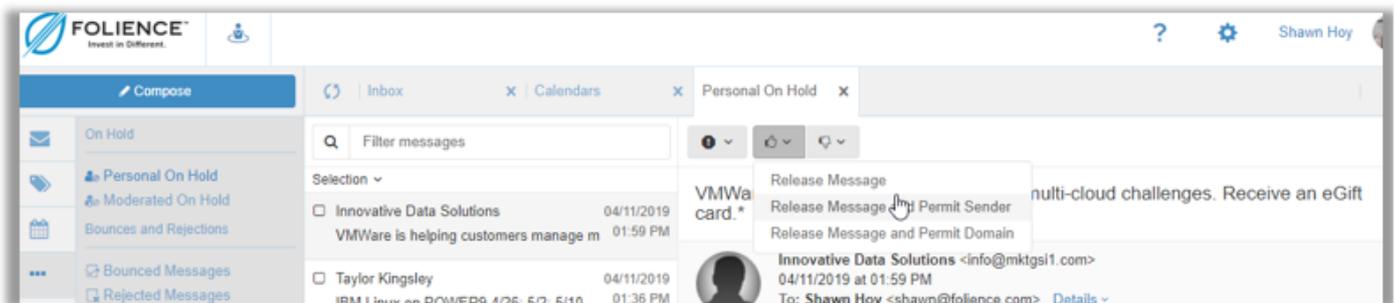
- Mailboxes
  - All sent and received mail



No folder or inbox rules exist on the Mimecast mailbox. The intent is to use Mimecast as a search and administrative tool only and a mailbox only in dire situations.

## Advanced Options

- Advanced (...)
  - On Hold
  - Rejected
  - Manage Senders



# Using Mimecast Secure Messaging

## About

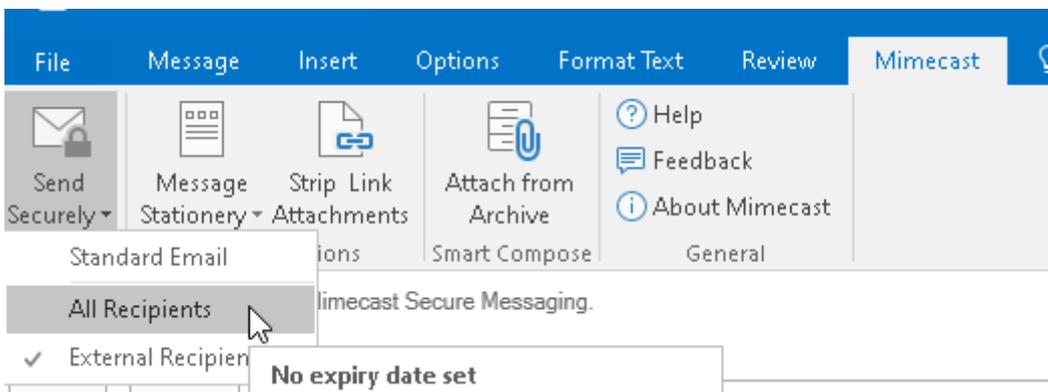
This will explain the process of sending and receiving mail using Mimecast Secure Messaging.

## Sending a Secure Message

To send a secure message from Mimecast, either use the **Outlook Mimecast Plugin** OR **Tag the Subject**.

### Outlook Mimecast Plugin:

With the outlook plugin, go to "send securely" and choose if you'd like to secure the message for ALL recipients, or only external recipients.



### Tag the Subject:

Put any of the following into the subject of your email along with the normal subject:

- (secure)
- {secure}
- [secure]

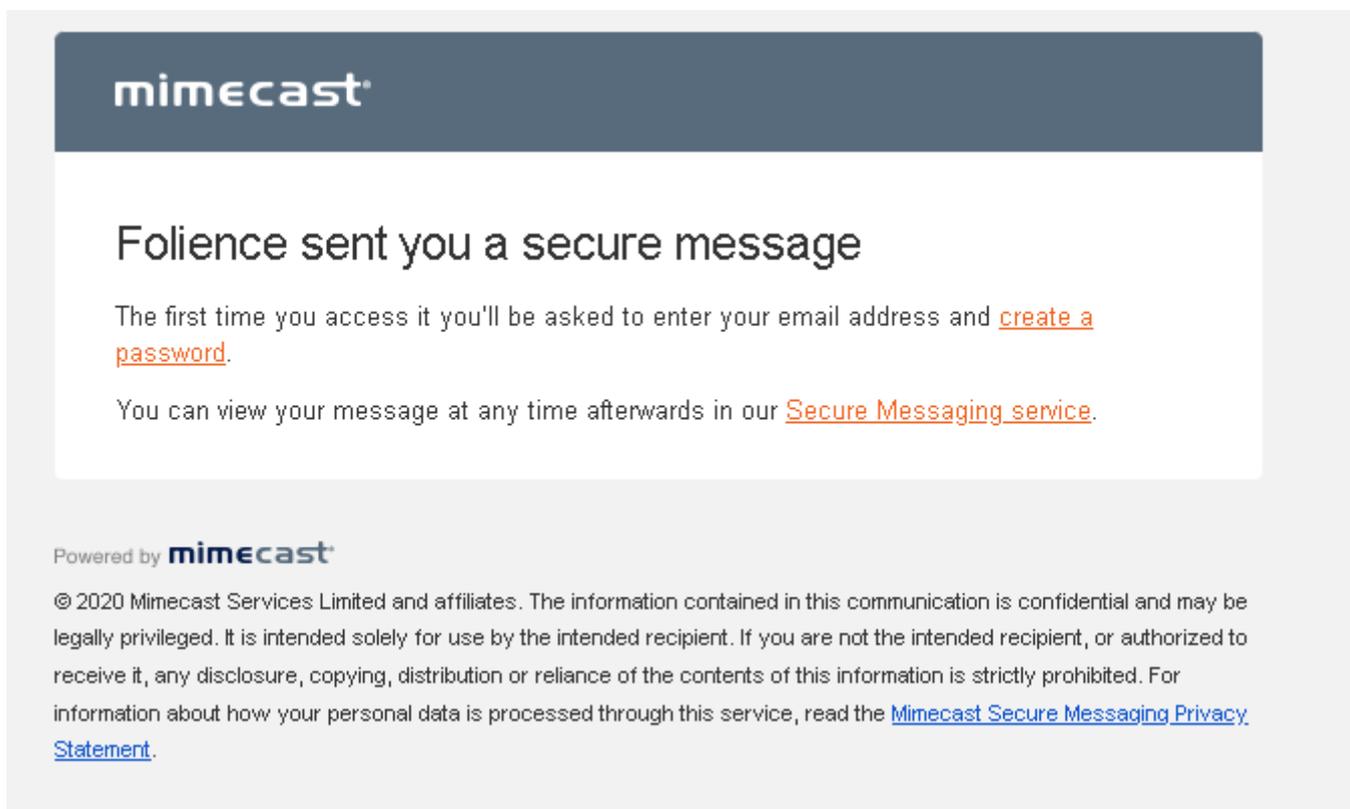
Example Subjects:

- (secure) ADP information
- Secrets [SECURE]
- Invoice #391273917 {Secure}

Your email will then be sent via Mimecast and will *never leave the Mimecast secure portal*. It will not be delivered to the recipients, but they will get a message as described in the "Receiving a Secure Message" portion below.

## Receiving a Secure Message

If an email was sent using any of the Secure Messaging methods above, the recipients will get an email stating that Folience has sent them a secure message. They will have to log into the Mimecast Secure Messaging portal to view the email.



The screenshot shows an email notification from Mimecast. At the top, there is a dark blue header with the 'mimecast' logo in white. Below the header, the main content is on a white background. The subject line reads 'Folience sent you a secure message'. The body text says: 'The first time you access it you'll be asked to enter your email address and [create a password](#).' Below that, it says: 'You can view your message at any time afterwards in our [Secure Messaging service](#).' At the bottom of the email content, it says 'Powered by **mimecast**'. Below the email content, there is a footer with a disclaimer: '© 2020 Mimecast Services Limited and affiliates. The information contained in this communication is confidential and may be legally privileged. It is intended solely for use by the intended recipient. If you are not the intended recipient, or authorized to receive it, any disclosure, copying, distribution or reliance of the contents of this information is strictly prohibited. For information about how your personal data is processed through this service, read the [Mimecast Secure Messaging Privacy Statement](#).'

The recipient will enter their email address to log in, followed by creating a password.

# mimecast

## Log In



Next

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[Privacy](#)

# mimecast

## Create Your Password



- ✓ Minimum 8 characters
- ✓ Include at least one lowercase character {a-z}
- ✓ Include at least one uppercase character {A-Z}
- ✓ Include at least one numeric character {0-9}
- ✓ New Password and Confirm Password must be the same

Confirm

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[Privacy](#)

After they log in using their new password the recipient will see an inbox with the secure messages they've been sent. They can then reply or "reply all" to the email. Forwarding isn't an option, and the "to" and "CC" fields are read-only.

The screenshot displays the Mimecast web interface. On the left is a navigation sidebar with 'Compose', 'Inbox', 'Sent Items', and 'Deleted Items'. The main area shows an email from 'shawn@folience.com' with the subject '(secure) oh boy' and a timestamp of '04:23 PM'. The email content includes a 'Display Images' warning, the text 'This one is a secret!', a broken image link 'https://images.folience.services/spacer.png', and contact information for Shawn Hoy, Server Administrator at Folience, including a phone number and website.

**mimecast** Folience

Compose

Inbox

Inbox

Sent Items

Deleted Items

Selection

shawn@folience.com (secure) oh boy 04:23 PM

Reply Mark

(secure) oh boy

Shawn Hoy <shawn@folience.com>  
10/05/2021 at 04:23 PM  
To: hoy2045@gmail.com Details

Display Images For your security, images are not being displayed. Consider this before displaying them.

This one is a secret!

 <https://images.folience.services/spacer.png>

**Shawn Hoy**, Server Administrator  
shawn@folience.com / W: 319.200.2883

**Growths | Compliance | Ownership**

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200 2nd Street SE #100  
Cedar Rapids, IA 52401  
[www.folience.com](http://www.folience.com)



Compose



Inbox



Re: (secure) oh ...



Inbox

Sent Items

Deleted Items

Cancel

To: Shawn Hoy <shawn@folience.com>

Cc: Internal domain recipients only

Subject: Re: (secure) oh boy

A
≡
≡
≡
13
T1
B
I
U
✎

Well how about that.

Thanks,

External Person

**From:** "Shawn Hoy" <shawn@folience.com>  
**Date:** Tue Oct 05 17:23:14 EDT 2021  
**To:** "hoy2045@gmail.com" <hoy2045@gmail.com>  
**Subject:** (secure) oh boy

This one is a secret!



**Shawn Hoy** / Server Administrator  
 shawn@folience.com / W: 319.200.2883

**Growth | Compliance | Ownership**

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 230 2nd Street SE #100  
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[www.folience.com](http://www.folience.com)

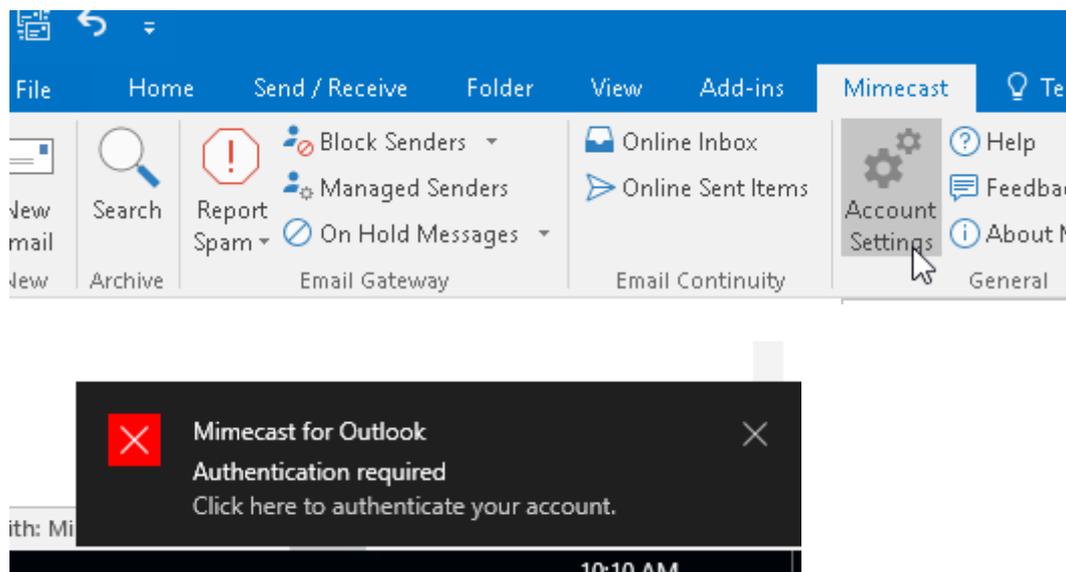
# Outlook Plugin Authentication

## About

This document describes logging into the Mimecast Outlook Plugin.

## Authentication

Once the plugin is installed, you should see the "Mimecast" tab in Outlook. You'll also get a prompt that the plugin requires authentication. Clicking on that window or going to the Mimecast > Account Settings button will get you to the authentication page.



Once at the authentication page, select **Authenticate** under "Single Sign-On." You'll then log in using your O365 email address, password, and whatever 2-factor method you have set up.

Mimecast for Outlook

Settings ×

Shawn Hoy

Authentication Settings

About Mimecast

Authentication Settings

Single Sign-On

⚠ Single Sign-On Required

Authenticate

Mimecast for Outlook

Settings ×

Shawn Hoy

Authentication Settings

About Mimecast

Authentication Settings > Single Sign-On

Status ⚠ Single Sign-On Required

Email Address shawn@folience.com

 FOLIENCE  
Invent in Different

### Sign in

shawn@folience.com ×

[Can't access your account?](#)

Next

Next Cancel