

Mimecast

Information about Mimecast.

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- [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

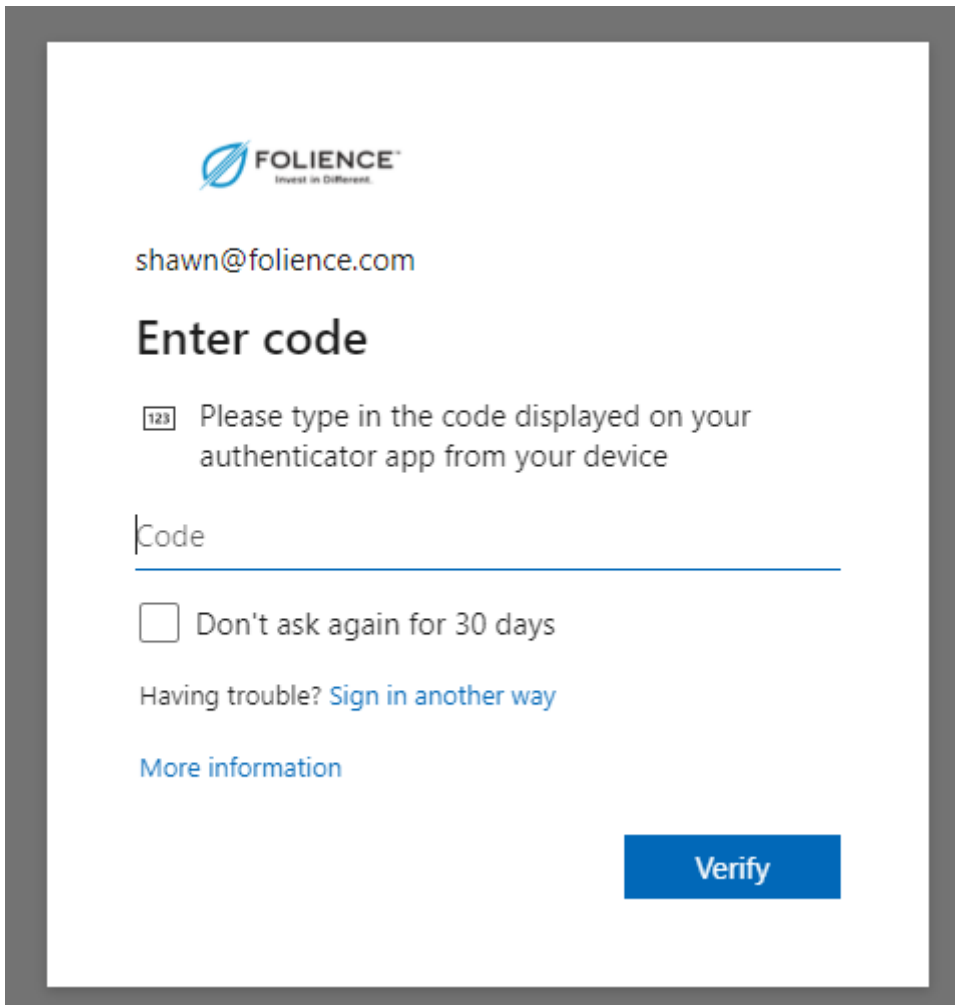
Log in as a different user.
Reset Cloud Password

Home Login Issues? Knowledge Base Contact Support
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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

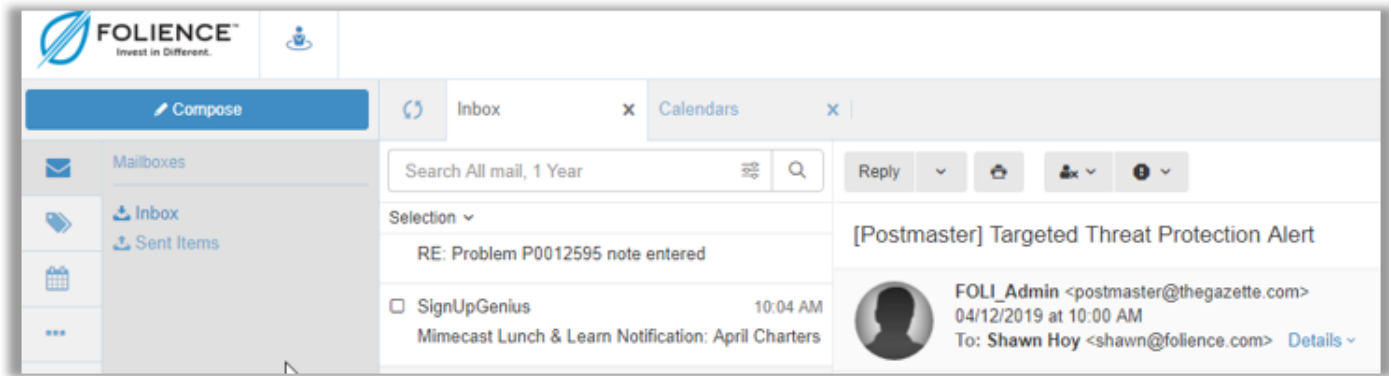
You will need to use whichever method you configured for O365 multi-factor authentication (call, text, app code, etc.). If using the app code you'll need to open the Microsoft "Authenticator" app.



The screenshot shows a login interface for FOLIENCE. At the top is the FOLIENCE logo with the tagline "Invest in Different." Below the logo is the email address "shawn@folience.com". The main heading is "Enter code". A message in a box says "Please type in the code displayed on your authenticator app from your device". There is a text input field labeled "Code". Below the input field is a checkbox labeled "Don't ask again for 30 days". At the bottom left, there is a link "Having trouble? Sign in another way" and another link "More information". At the bottom right is a blue button labeled "Verify".

Menu Options

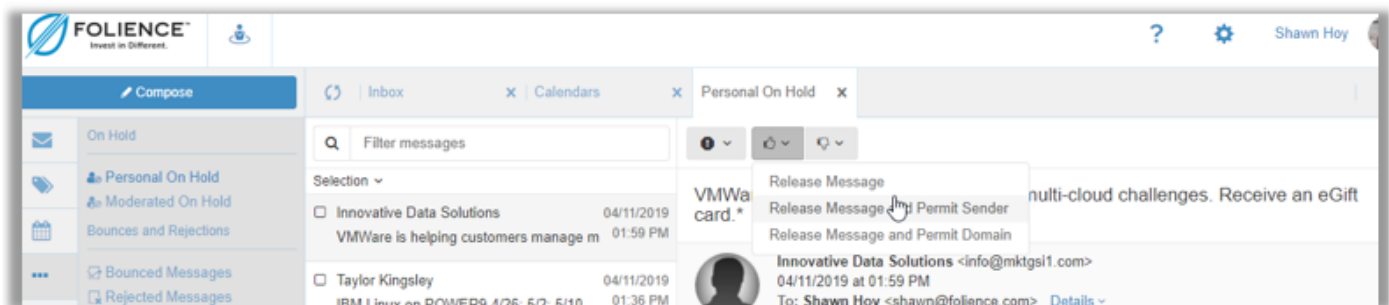
- Mailboxes
 - All sent and received mail



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

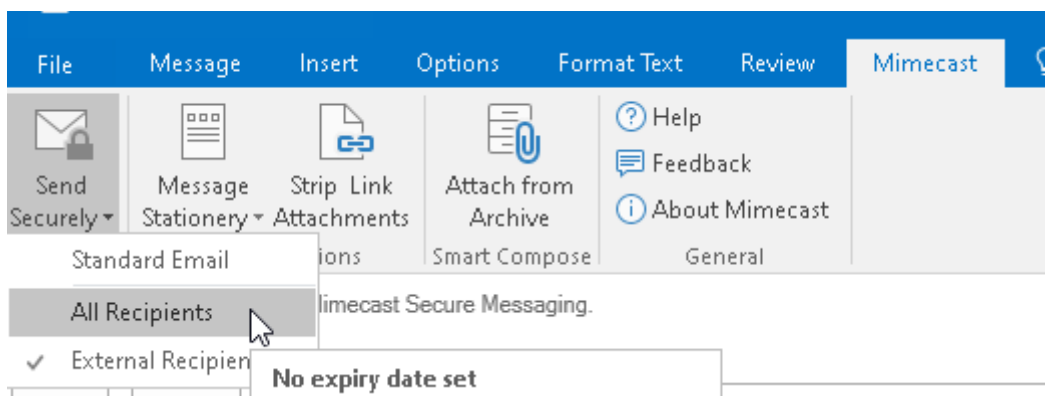
This will explain the process of sending and receiving mail using Mimecast Secure Messaging.

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]

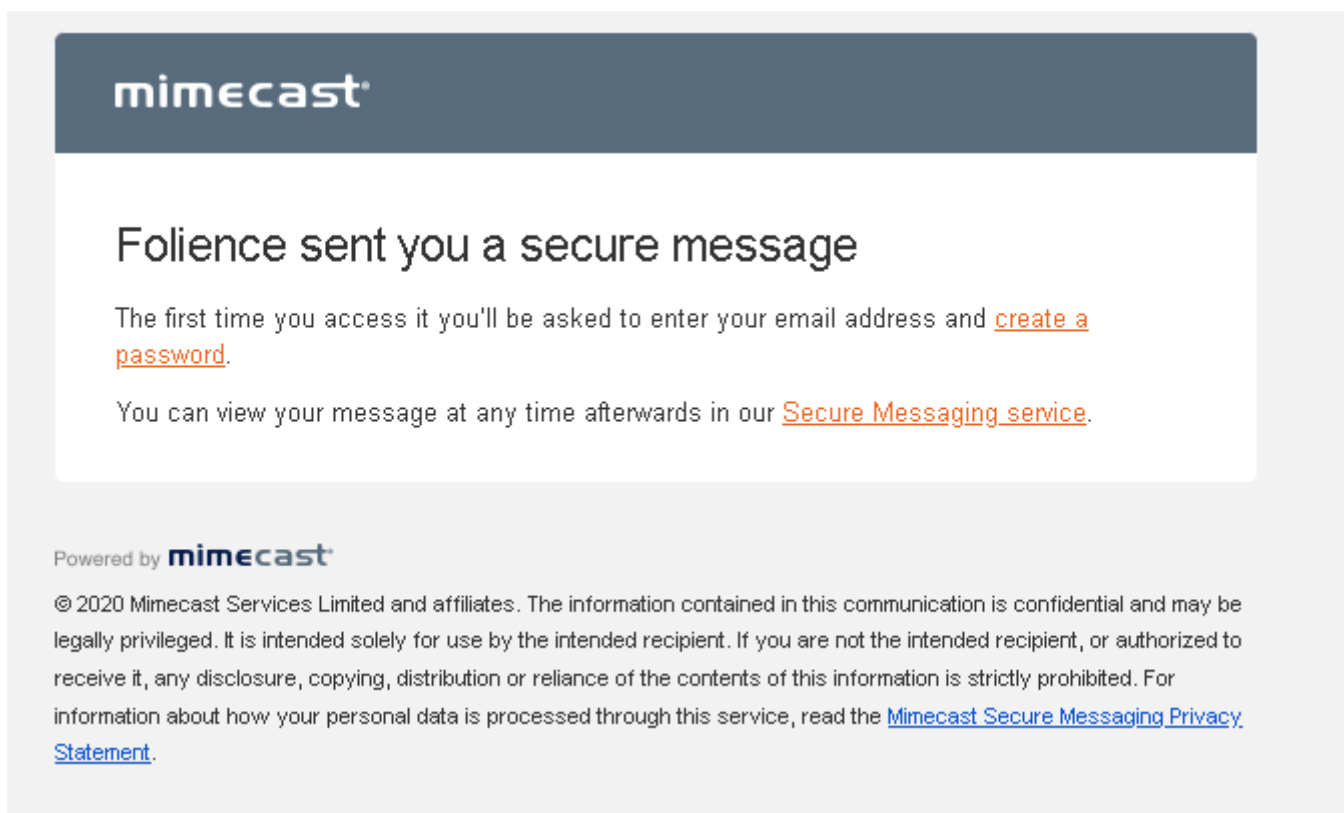
Example Subjects:

- (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 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.

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

Display Images

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

This one is a secret!

Folience

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

Shawn Hoy

Server Administrator
shawn@folience.com / W: 319.200.2883

Growth | Compliance | Ownership

Folience
C: 319.540.1715
230 2nd Street SE #100
Cedar Rapids, IA 52401
www.folience.com

mimecast

Folience

Compose

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!



FOLIENCE

Invest in Different.

Shawn Hoy / Server Administrator

shawn@folience.com / W: 319.200.2883

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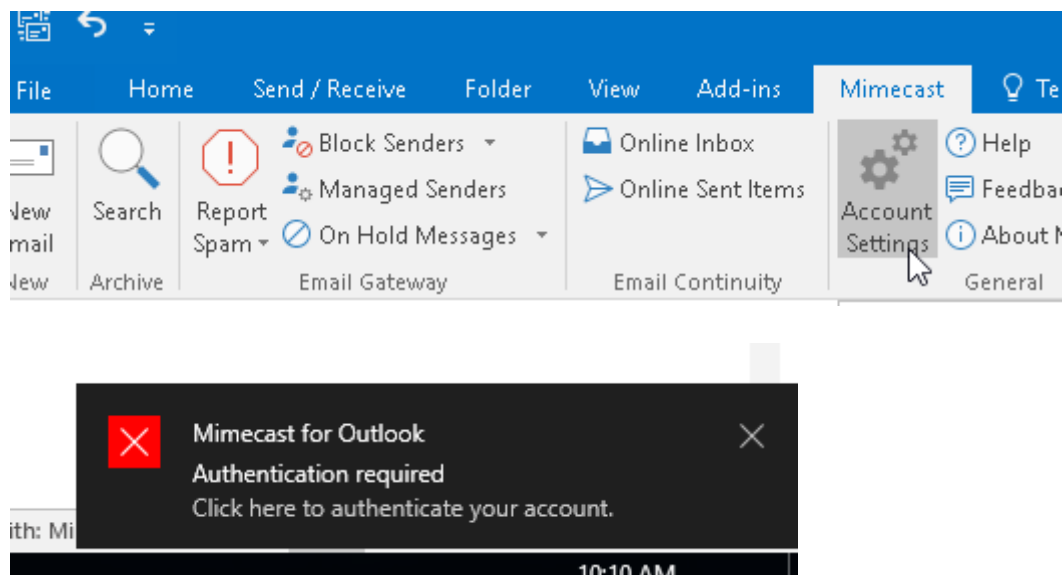
Outlook Plugin Authentication

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

Sign in

shawn@folience.com

Can't access your account?

Next

Next Cancel