

Personal Portal

About

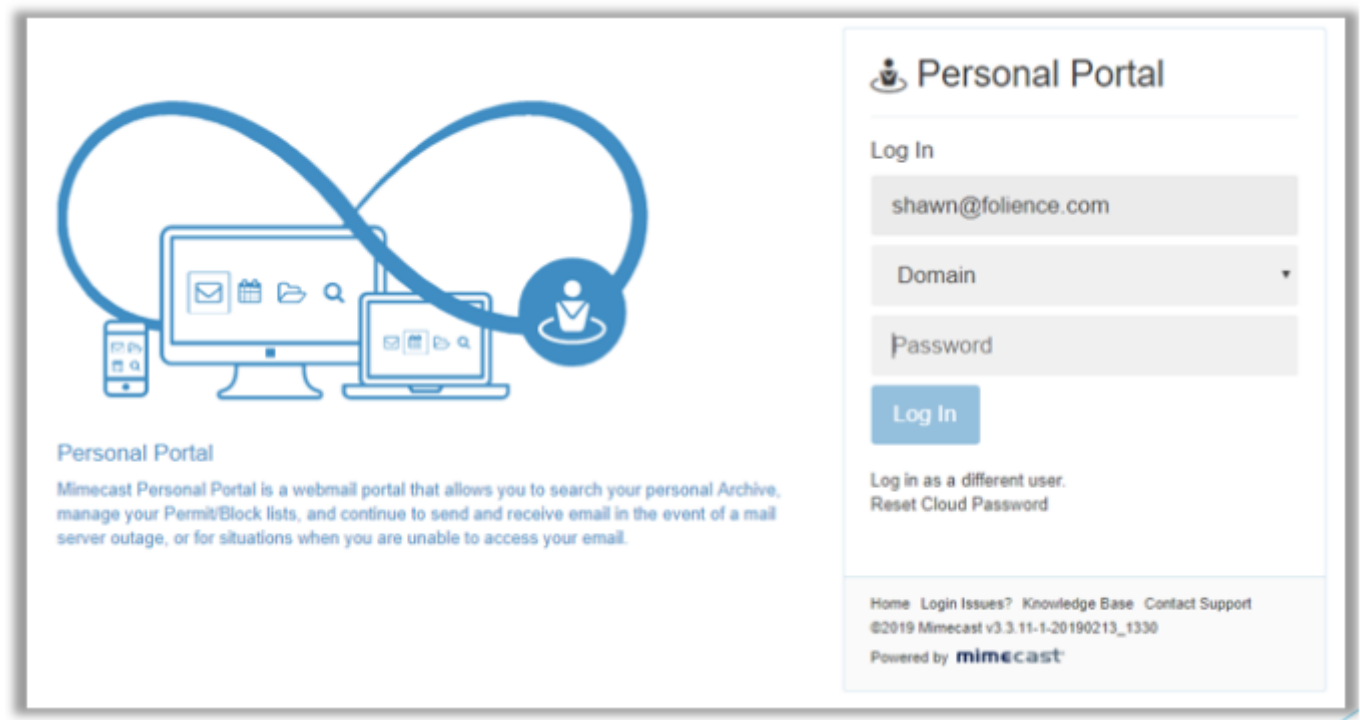
This document will describe how to log into the Mimecast Personal Portal and the basic menu options.

Login

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

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

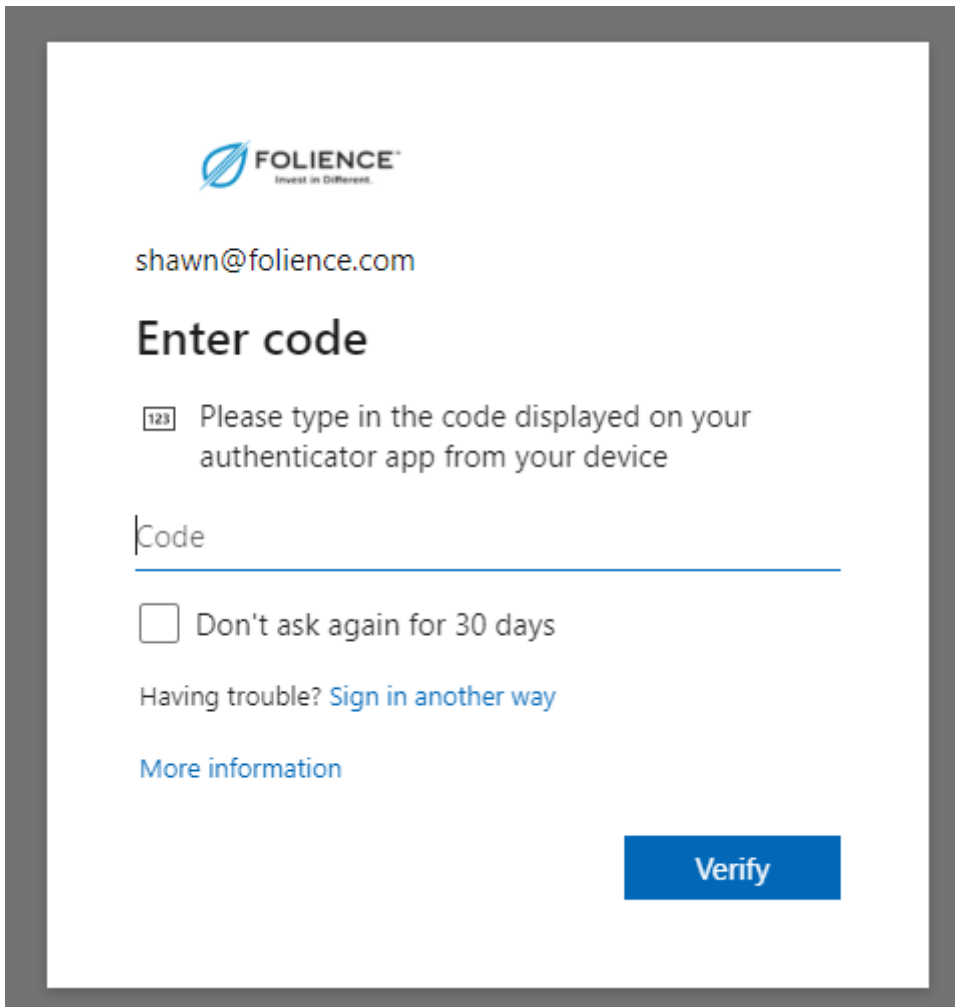
Username and password are same as email.




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.

A screenshot of a web-based login interface for Folience. At the top left 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". Below this is a message: "Please type in the code displayed on your authenticator app from your device". There is a text input field labeled "Code" with a blue underline. Below the input field is a checkbox labeled "Don't ask again for 30 days". Below the checkbox is the text "Having trouble? [Sign in another way](#)". Below that is a link "[More information](#)". At the bottom right is a blue button labeled "Verify".

 **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

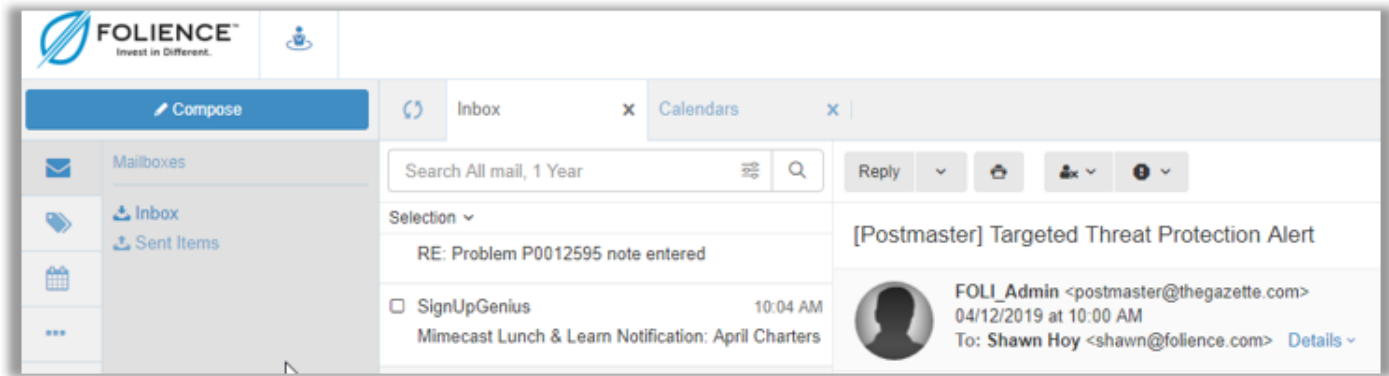
Having trouble? [Sign in another way](#)

[More information](#)

[Verify](#)

Menu Options

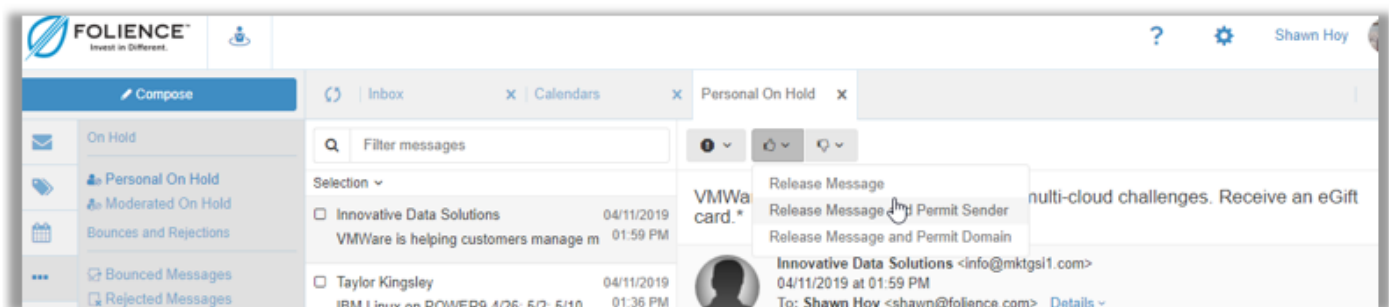
- Mailboxes
 - All sent and received mail



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



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