

# Personal Portal

## About

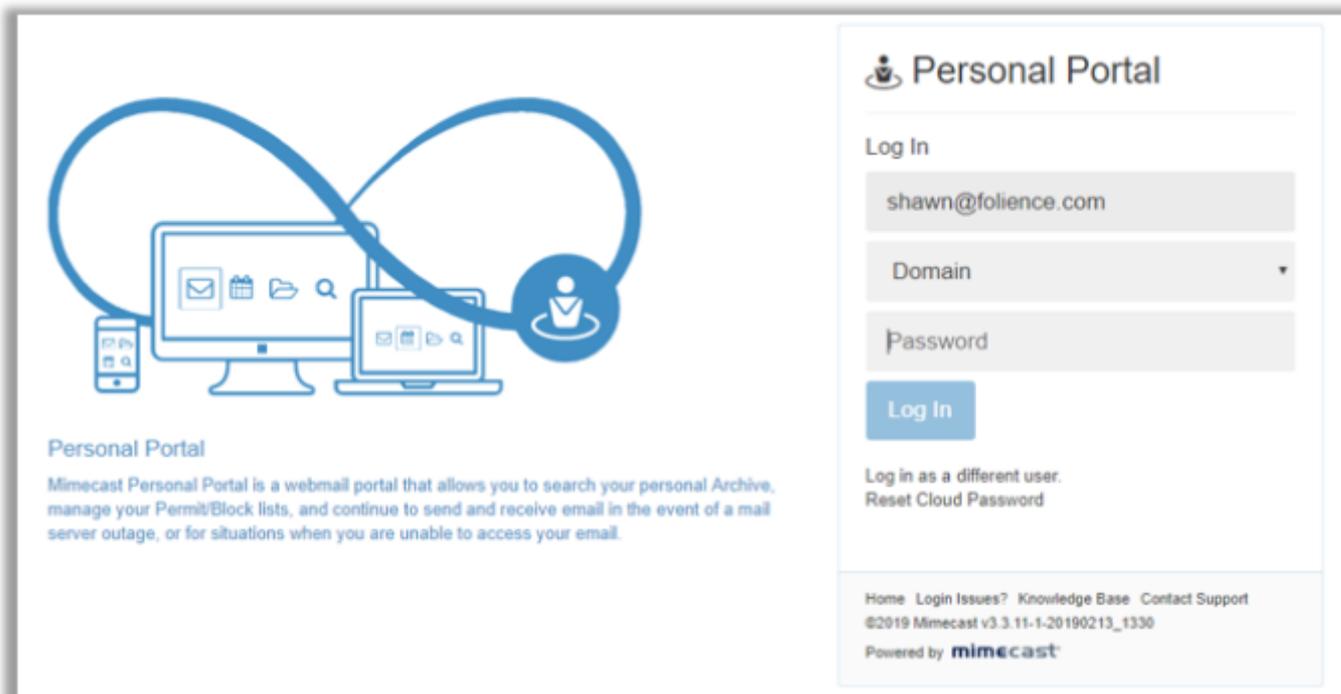
This document will describe how to log into the Mimecast Personal Portal and the basic menu options.

## 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

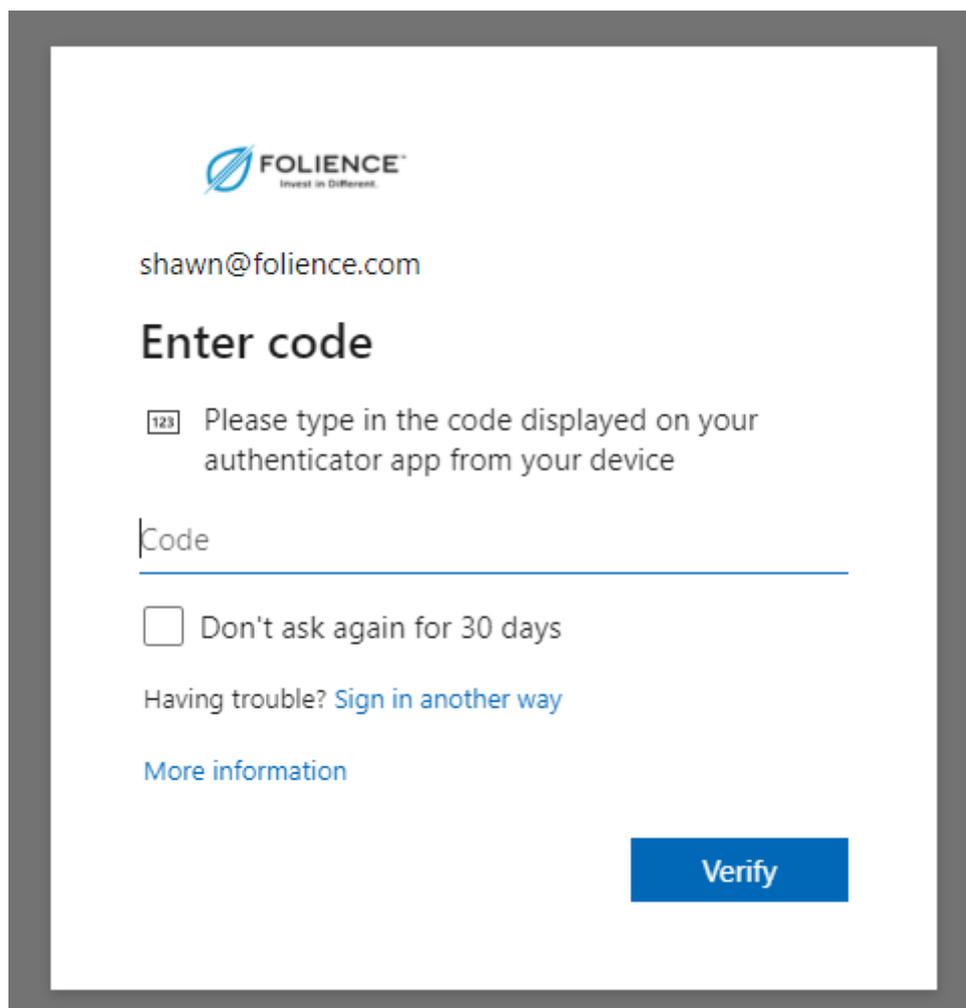
Log in as a different user.  
Reset Cloud Password

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.

A screenshot of a two-step authentication page for FOLIENCE. The page features the FOLIENCE logo at the top, followed by the email address shawn@folience.com. The main heading is "Enter code". Below this, there is a message: "Please type in the code displayed on your authenticator app from your device". A text input field labeled "Code" is provided. There is a checkbox option "Don't ask again for 30 days". At the bottom, there are links for "Having trouble? Sign in another way" and "More information", and a blue "Verify" button.

 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

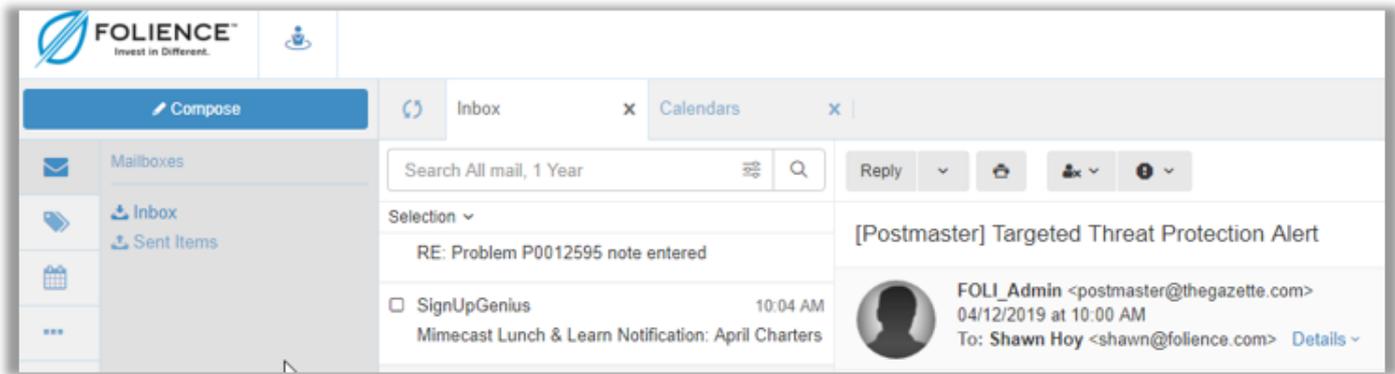
Having trouble? [Sign in another way](#)

[More information](#)

[Verify](#)

## Menu Options

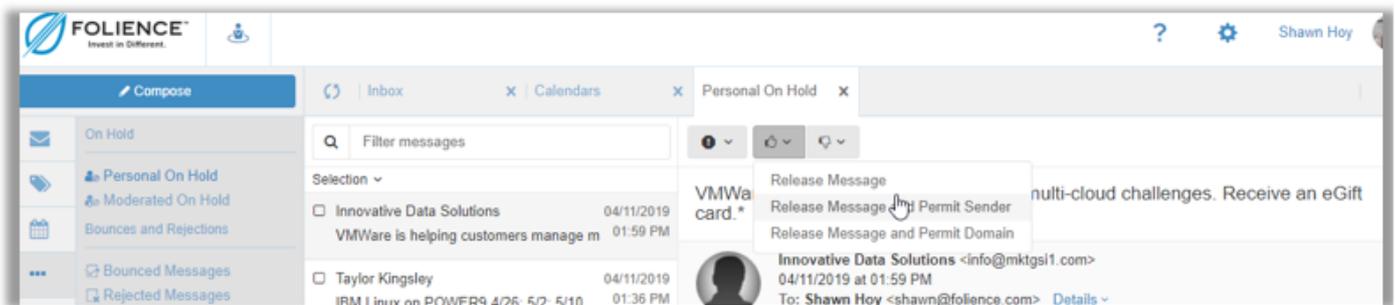
- Mailboxes
  - All sent and received mail



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



Revision #6

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