

Using Mimecast Secure Messaging

About

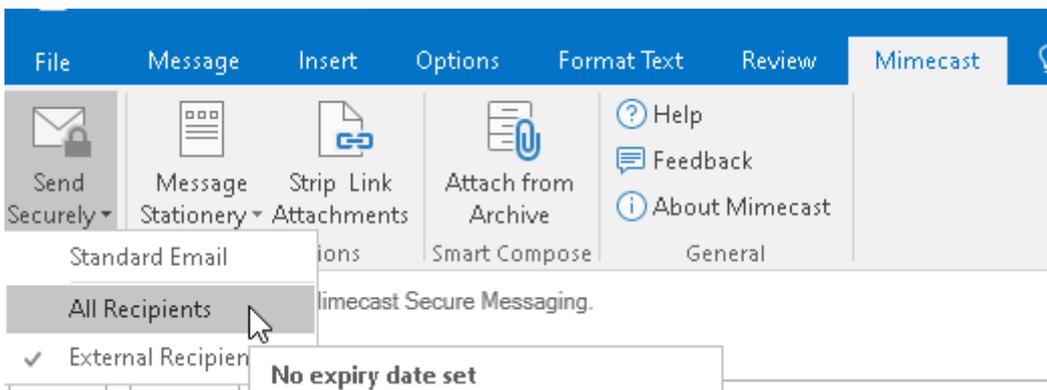
This will explain the process of sending and receiving mail using Mimecast Secure Messaging.

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]

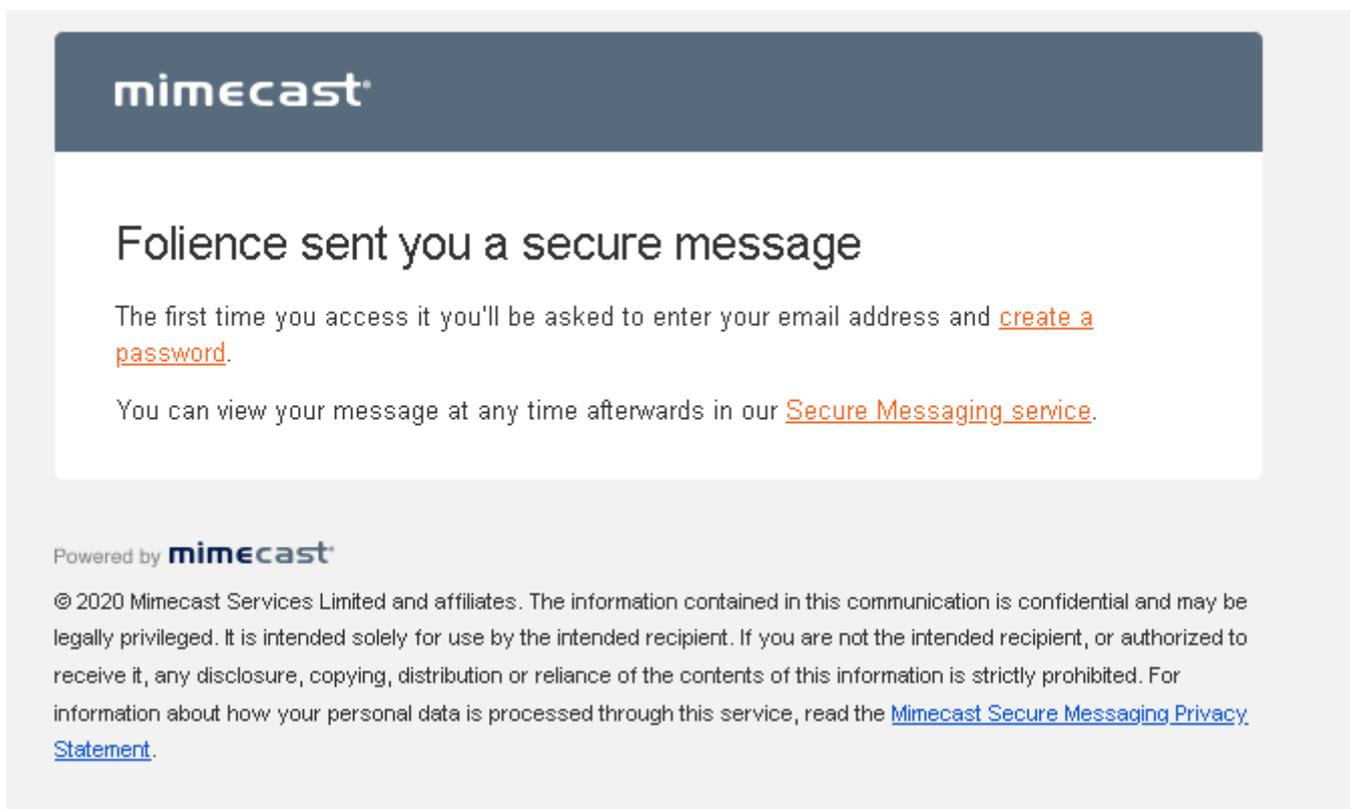
Example Subjects:

- (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 image shows a screenshot of 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 title 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

hoy2045@gmail.com



Next

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[Privacy](#)

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Create Your Password

.....



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- ✓ 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 shows the Mimecast web interface. The top navigation bar includes the Mimecast logo and the name of the user, 'Folience'. Below this is a secondary bar with 'Compose' and 'Inbox' buttons. A left-hand sidebar contains navigation options: 'Inbox', 'Sent Items', and 'Deleted Items'. The main content area displays an email from 'shawn@folience.com' with the subject '(secure) oh boy' and a timestamp of '04:23 PM'. The email header shows the sender's name 'Shawn Hoy', email address '<shawn@folience.com>', and the date '10/05/2021 at 04:23 PM'. The recipient is listed as 'To: hoy2045@gmail.com'. A 'Display Images' warning is present, stating 'For your security, images are not being displayed. Consider this before displaying them.' The body of the email contains the text 'This one is a secret!' followed by a broken image link: 'https://images.folience.services/spacer.png'. To the right of the link is a vertical blue bar. The email footer includes contact information for Shawn Hoy, Server Administrator, and Folience, including a phone number and website.



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

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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
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