

# Using Mimecast Secure Messaging

## About

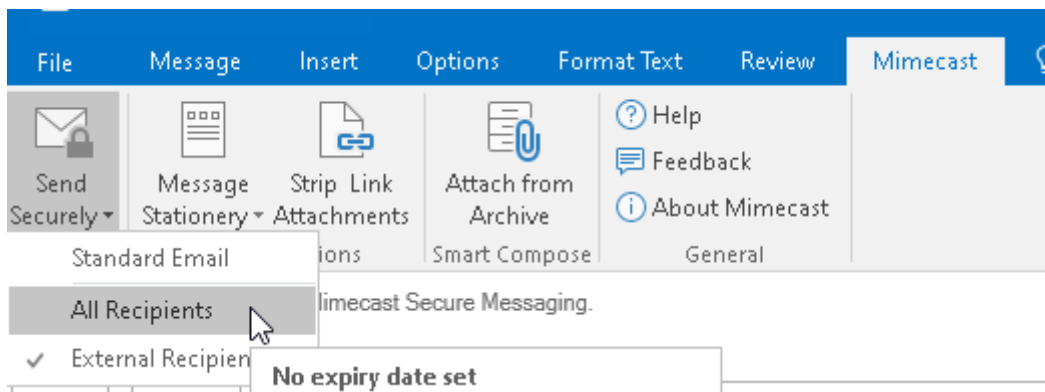
This will explain the process of sending and receiving mail using Mimecast Secure Messaging.

## 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]

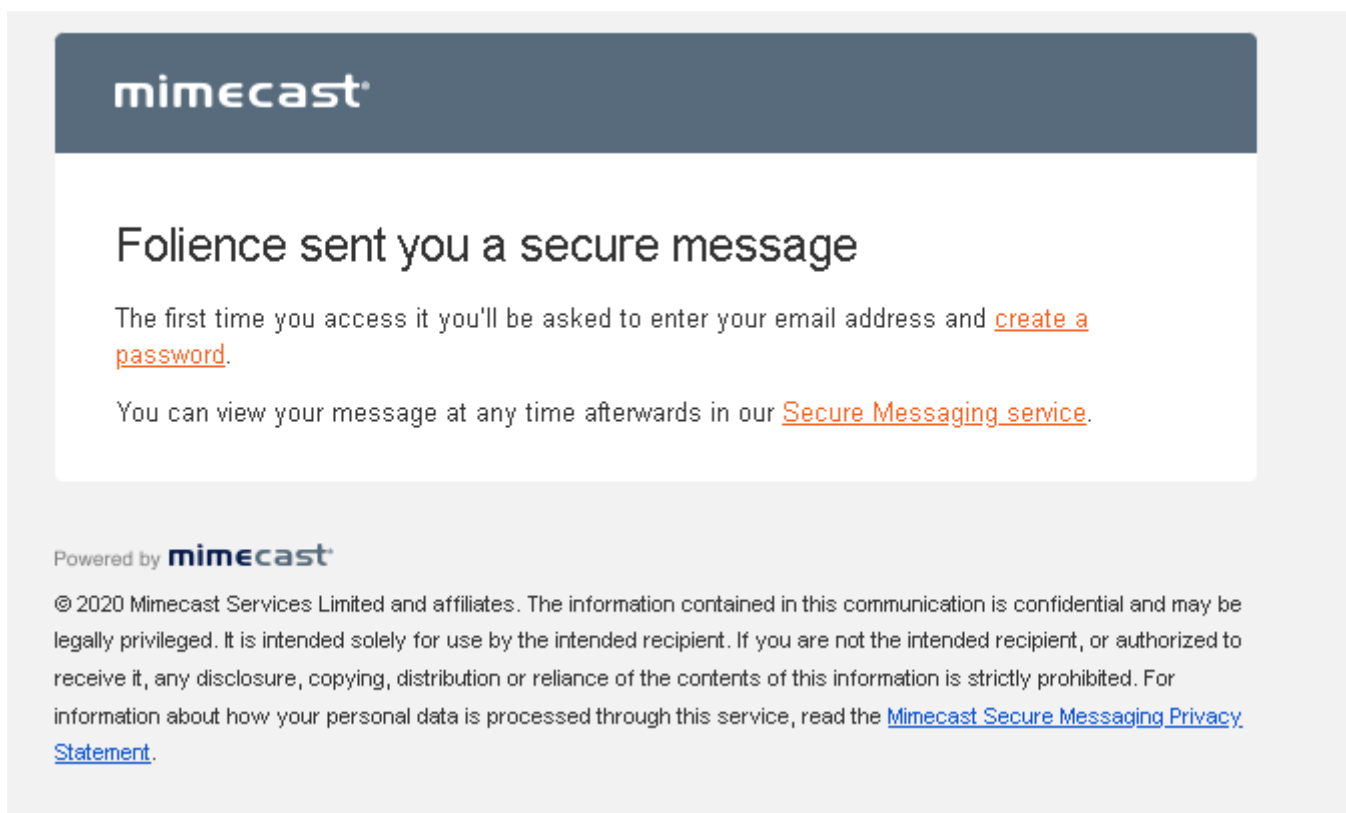
Example Subjects:

- (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

hoy2045@gmail.com



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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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.

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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!

Folience

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

Shawn Hoy

Server Administrator

shawn@folience.com / W: 319.200.2883

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Folience

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mimecast®

Folience

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!



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