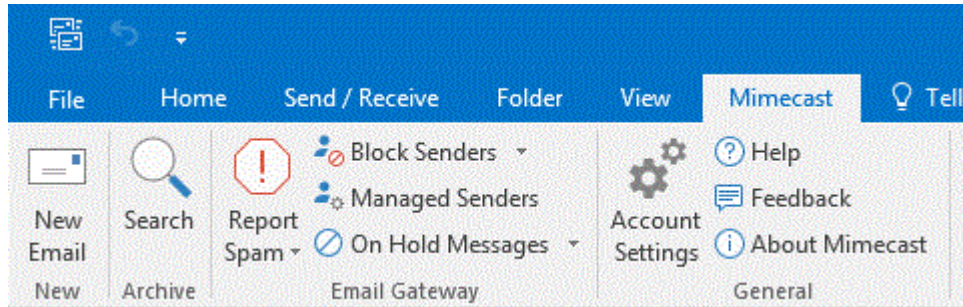


Using the Mimecast Outlook Plugin

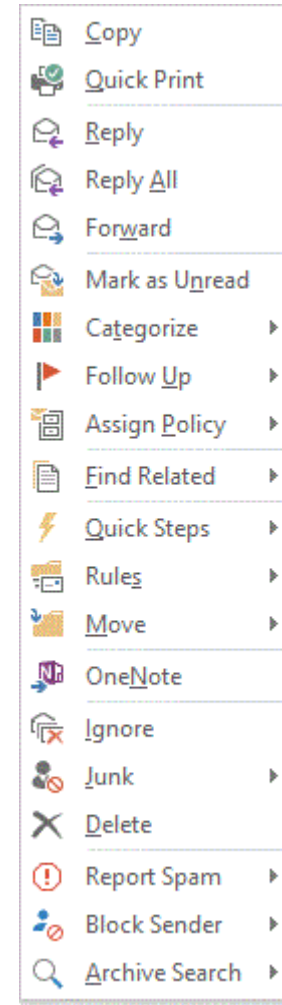
With the Mimecast Outlook Plugin, you can manage unwanted email messages and your “on-hold” messages directly from Outlook.

When the plugin is installed, you will have access to:

The Mimecast toolbar:



Expanded Right-Click menu



Managing Unwanted Messages

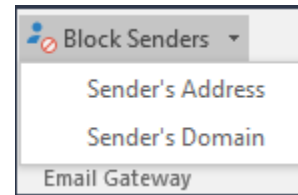
To use the plugin, you first select the message you want to act upon and then click the “Mimecast” toolbar, or Right-Click the message. The resulting menus support the following actions:

- Block a sender's address or domain. This adds the sender's address or domain to your personal blocked senders list.

By right-clicking on the email:



By selecting the message in Outlook and going to the Mimecast toolbar:

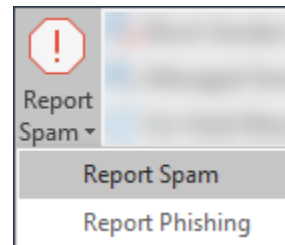


- Report the message as spam or phishing.

By right-clicking on the email:



By selecting the message in Outlook and going to the Mimecast toolbar:



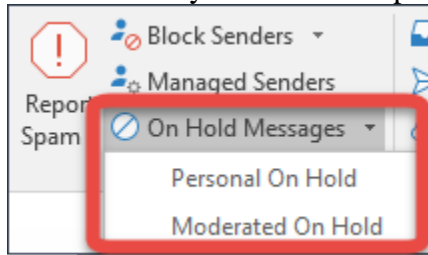
- This automatically triggers the following actions:
 - The message is moved to your Junk E-Mail folder in Microsoft Outlook.
 - The sender of the message is added to your Blocked Senders list.
 - The message is forwarded to the Mimecast Security Team for analysis.

Managing On-hold Messages

To use the On Hold Viewer:

1. Click on the **On Hold Messages** tab in the Mimecast for Outlook toolbar.

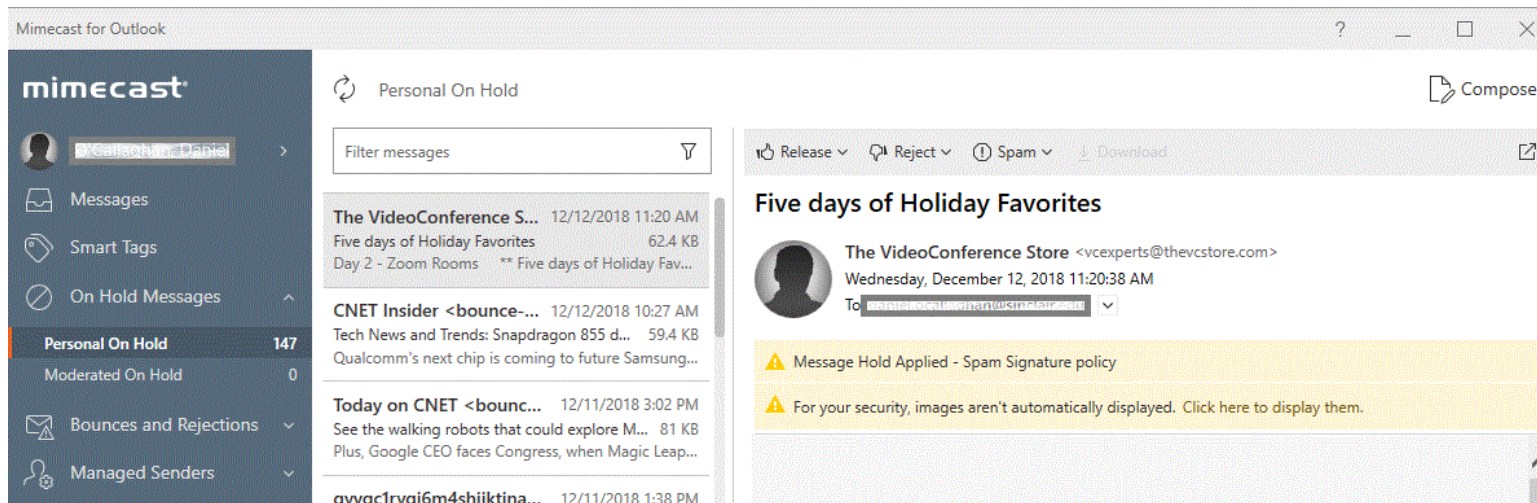
If the Mimecast for Outlook toolbar isn't open, click on the **Mimecast** tab and then the arrow to the right of the **On Hold Messages** icon in the Email Gateway section. A drop down menu is displayed.



Click the **Personal On Hold** menu item to display the Personal On Hold viewer.

NOTE: Clicking on the On Hold Messages icon also goes directly to the Personal On Hold viewer.

2. Select one or more messages.



3. Either click the:
 - o **Reject** icon. A popup menu with options to reject, reject & permit sender, reject & permit domain is displayed.
 - o **Release** icon. A popup menu with options to release, release & permit sender, release & permit domain is displayed.
 - o **Spam** icon. A popup menu for reporting spam/phishing is displayed.