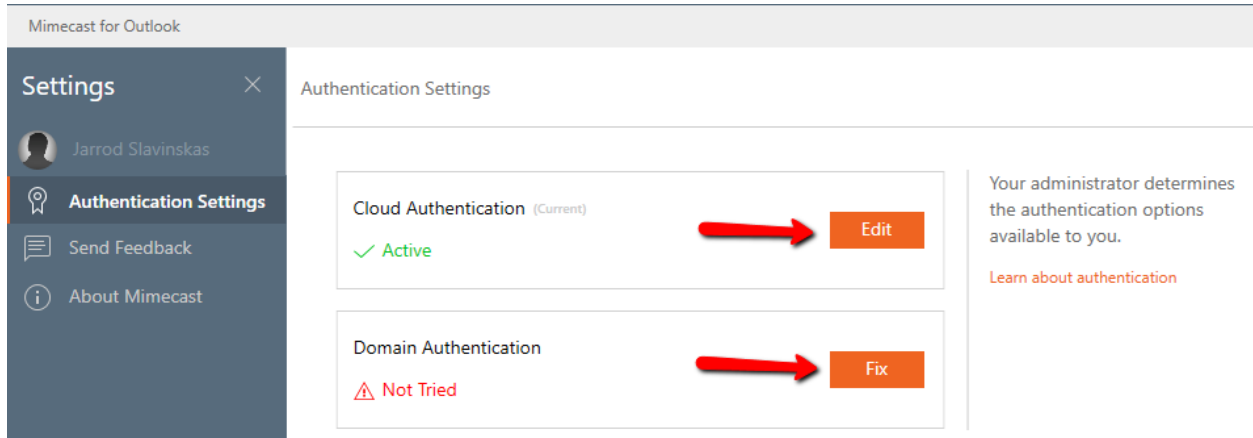


Mimecast Outlook Client

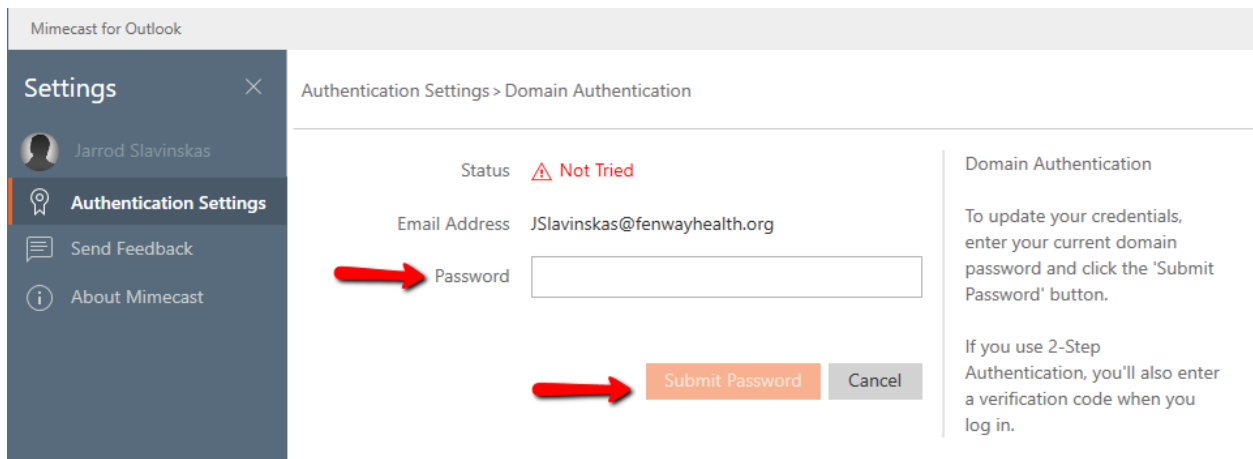
Mimecast is accessible on the ribbon within Outlook. Please click the Mimecast tab and then on Account Settings.



A menu will appear where will need to select “Fix” for **Domain Authentication and Cloud Authentication**. Please type your **Fenway Password**

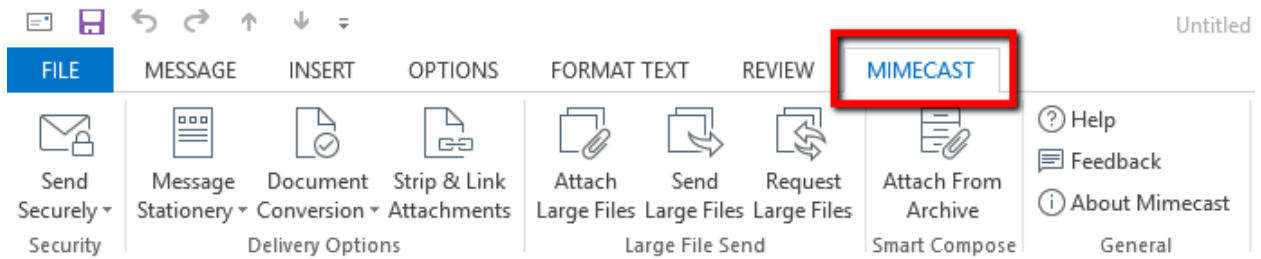


Your username will appear as your **full email address** automatically. Enter your **Fenway password** and click “**Submit Password**”:

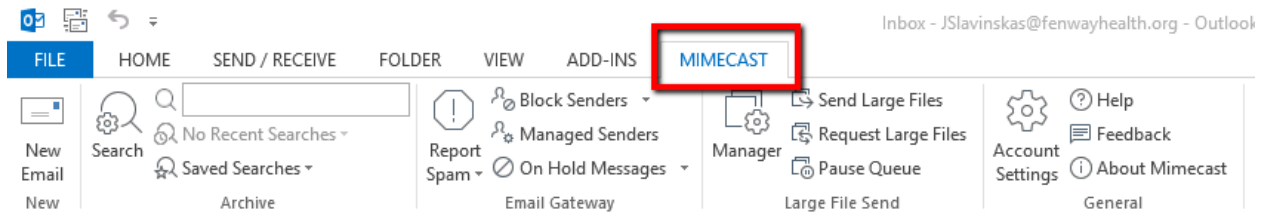


Once that is completed you will have access to two new features within your Outlook Program. Both appear at the **top** of the Outlook program on the taskbar. One is on the **main Outlook screen**, the other is within a **new email message or reply**.

Within a new message or reply:

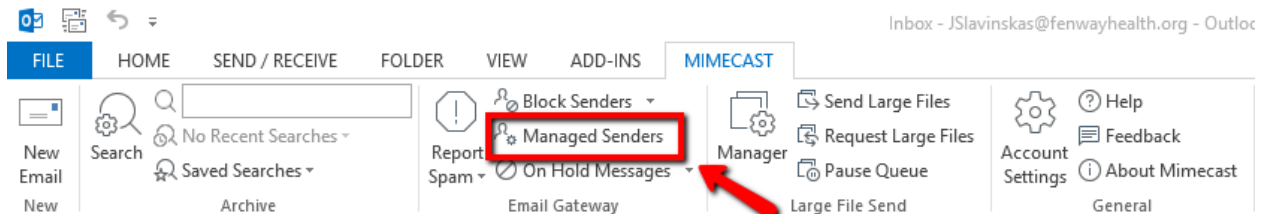


On the main screen:

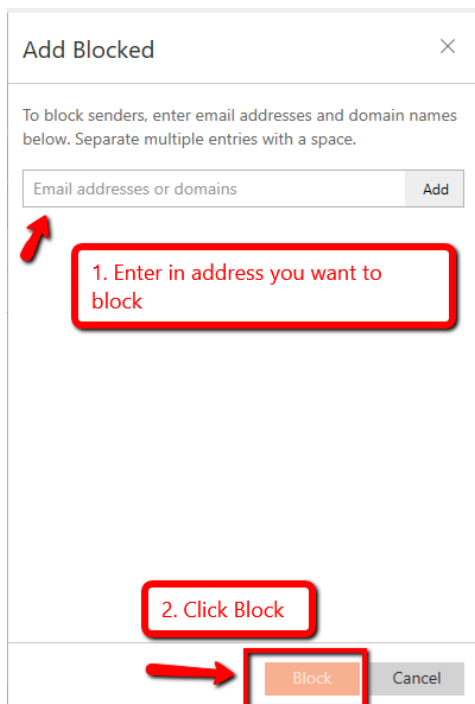
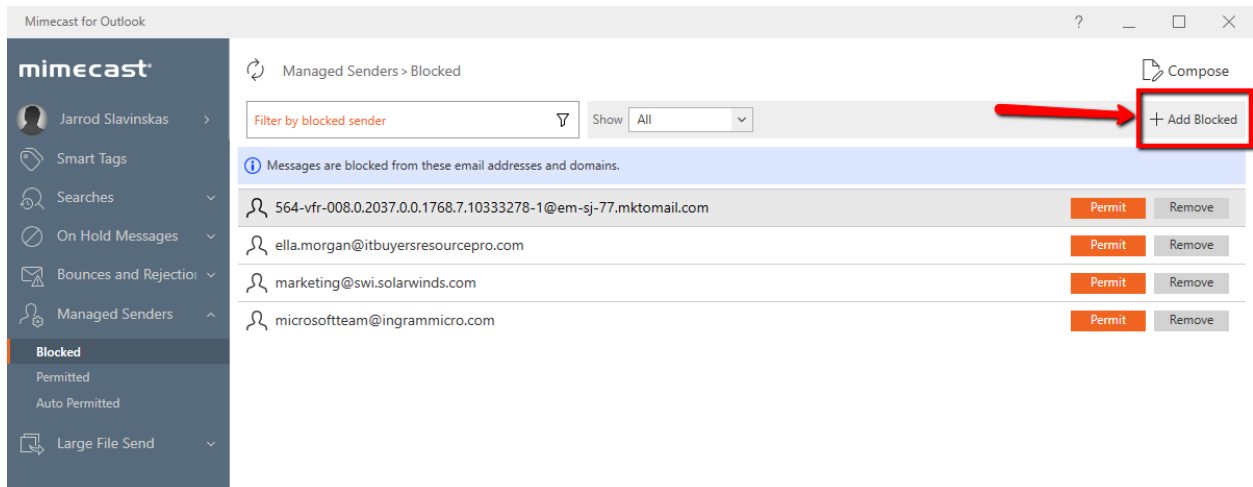


If you have a message open you can instantly add that sender or domain to your blocked list.

If you would like to add someone to your “safe list” use the **Mimecast button** on the **main screen** within outlook, and select “**Managed Senders**”



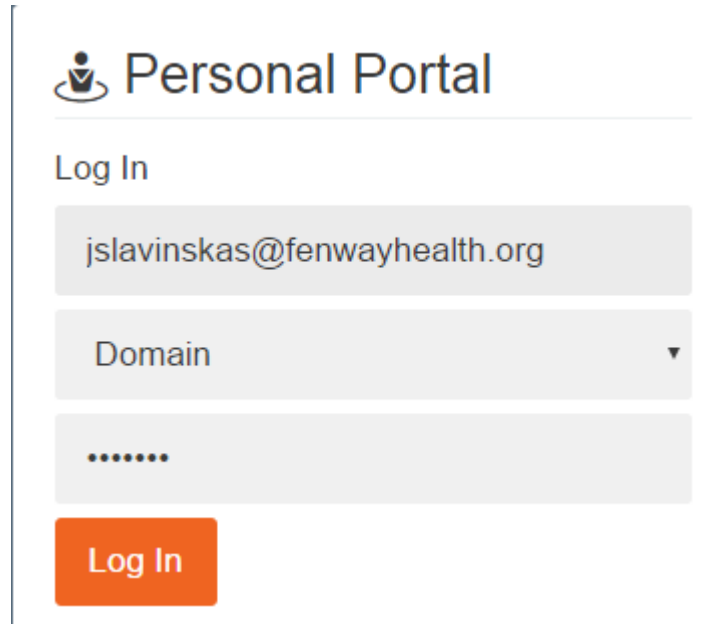
A personal list will then appear for your blocked and permitted senders. Click **“Add Blocked”** in order to get to the page where you can enter in address to block.



Mimecast Web Portal

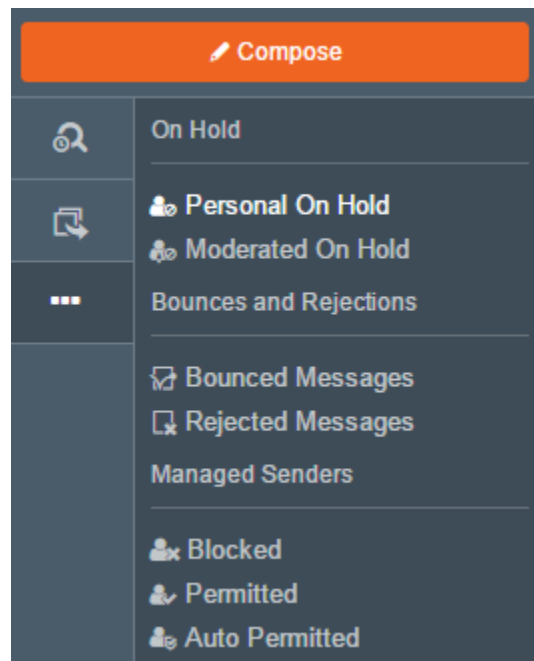
There is also a **web portal** you can log in to if you are off site, the website is:



<https://login.mimecast.com/m/portal/login/#/login> and you use your email address and normal **Fenway domain password** to log in. Make sure “**Domain**” is selected:



The screenshot shows the 'Personal Portal' login interface. At the top, there is a user icon and the text 'Personal Portal'. Below this is a 'Log In' section with three input fields: an email address field containing 'jslavinskas@fenwayhealth.org', a domain selection dropdown menu currently set to 'Domain', and a password field represented by six dots. An orange 'Log In' button is positioned at the bottom of the form.

On the left hand side, you can use the **compose** button to send email. You can also view your **Personal on Hold, Bounced Messages** or **Rejected Messages**. In addition, you can manage senders such as block or permit addresses.



A selected tab underneath the **managed senders** section will show all addresses that are approved  or blocked . You can click the **Add Permitted** or **Add Blocked** button in the **top right** to add senders to your safe senders or blocked list by email or domain:

Add Permitted Senders and Domains ✕

Permit email senders and domains by typing or pasting email addresses and domain names into the text box below. Separate multiple entries with a space.

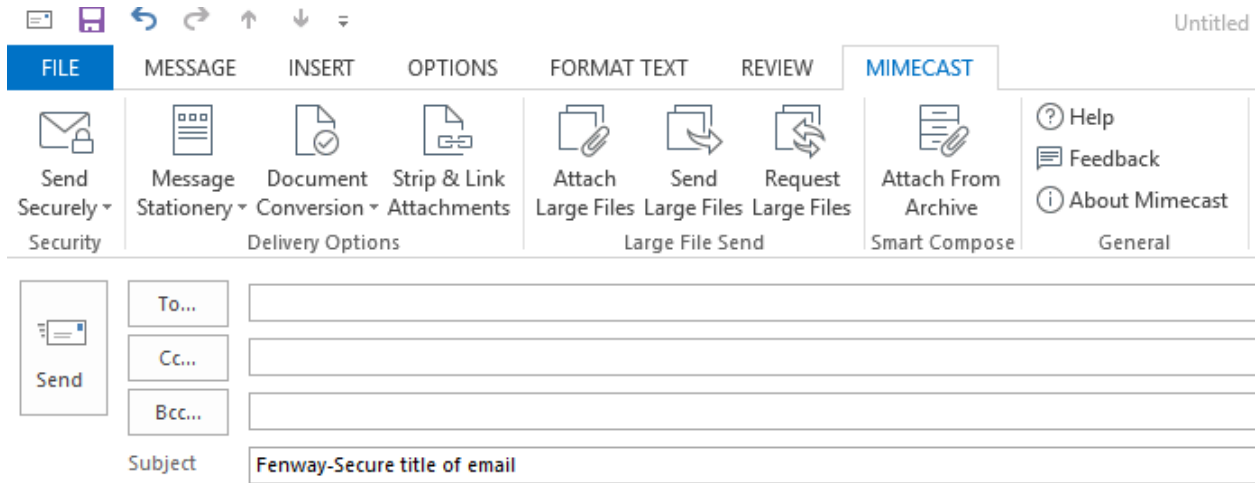
Add

Permit Cancel

Sending Encrypted Email

Fenway Health has a policy that prohibits any unencrypted electronic communication containing Sensitive Information. This includes Social Security Numbers and Credit Card information. In the instances that this information is required for work to proceed **the message must be encrypted.**

1. Type **Fenway-Secure** in the subject line



The screenshot shows the top portion of an email client interface. At the top right, the text "Untitled" is visible. Below it is a ribbon menu with tabs for FILE, MESSAGE, INSERT, OPTIONS, FORMAT TEXT, REVIEW, and MIMECAST. The MIMECAST tab is active and contains several groups of icons: "Send Securely" (with a dropdown arrow), "Message Stationery" (with a dropdown arrow), "Document Conversion" (with a dropdown arrow), "Strip & Link Attachments", "Attach Large Files", "Send Large Files", "Request Large Files", "Attach From Archive" (with a dropdown arrow), and "Smart Compose". To the right of these icons are three links: "Help", "Feedback", and "About Mimecast". Below the ribbon is a "Send" button with a paper plane icon. Underneath are three input fields for "To...", "Cc...", and "Bcc...". At the bottom, the "Subject" field contains the text "Fenway-Secure title of email".

Any unencrypted email containing sensitive information will be blocked by our spam filter and IT will be notified.