

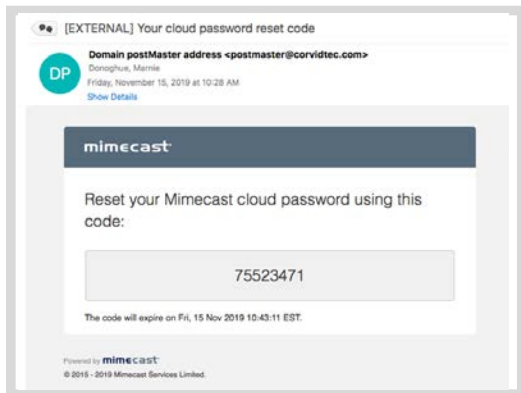
HOW TO

Activate and log into Mimecast & change your password

How end users can activate and log in to their Mimecast email security account & how to change the password

Use the following process to activate your Mimecast account after receiving an email notifying you of your account creation:

- Go to <https://login.mimecast.com>. This is the **Mimecast Personal Portal**. We recommend bookmarking this webpage in your browser.
- Enter your email address and hit **“Next.”**
- Beneath the **“Log In”** button, select the option **“Reset Cloud Password.”**
- Enter the Captcha text for security purposes and hit **“Reset Password.”** Select your delivery method. **“Email”** should be the only option available to you, and should be the default selection. Hit **“Next”** to continue.



- You will receive an email from the Mimecast Domain PostMaster with a one-time password reset code.
- **Enter the passcode** from your email into the field in your browser.
- Create your new password following the instructions given. Hit **“Confirm”** once all password criteria are check-marked green.
- You will be redirected back to the login page. **Log in**, ensuring the dropdown box is selected to say **“Cloud”** and not **“Domain.”** After a successful login, you’ll be taken to your **Mimecast Online Mailbox**.

