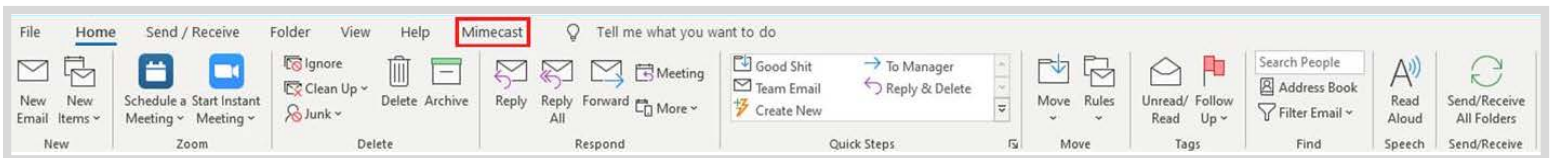


HOW TO

Release an email held in Mimecast via Outlook plugin

How end users and moderators can release email messages in the on hold queues using the Mimecast Personal Portal Outlook plugin.

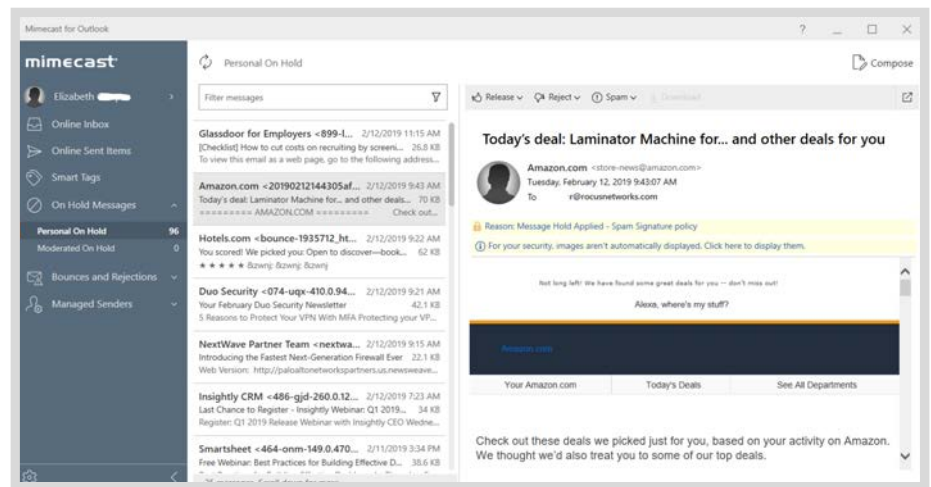
Once the Mimecast Outlook plugin is installed you can self manage your held emails from the plugin. The plugin is located on the **Mimecast** tab in your Outlook window.



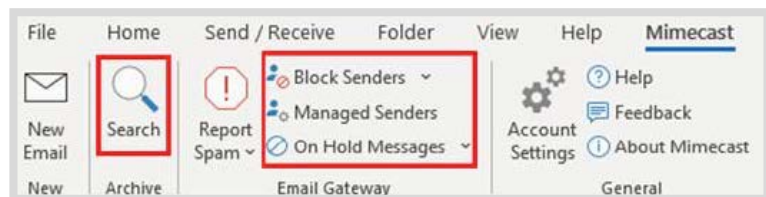
To see emails in quarantine before your next digest email, click **On Hold Messages** on the left column.

This will display all messages currently on hold for you.

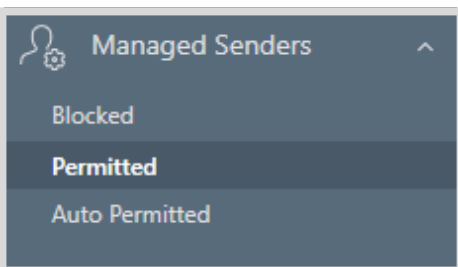
You can choose to **Release**, **Reject** or identify the email as **Spam**.



The header of the Mimecast tab is another way to access your **On Hold Messages**.



Additional actions can be taken by clicking on **Managed Senders** in the left column or Mimecast header. Here you can add or remove email addresses in the following folders:



Blocked:

List of email addresses from whom you *do not* want to receive messages.

Permitted:

List of email addresses from whom you *do* want to receive messages.

Auto Permitted:

An automatic list of email addresses generated from the emails you have sent.