

# HOW TO

## Manage your senders in Mimecast via Outlook plugin

How end users and moderators can manage their own list of addresses and domains in Mimecast for Outlook.

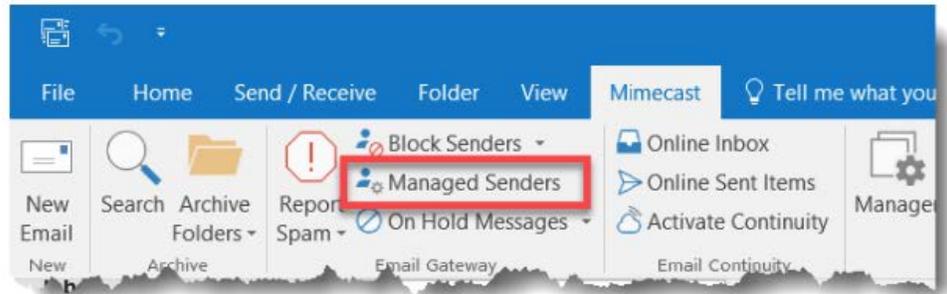
You can manage your own list of addresses and domains in Mimecast for Outlook that are blocked, permitted, and automatically allowed. This is all achieved from your Managed Senders view.

This view provides functionality to:

- Filter entries
- Add entries
- Delete entries

To open the Managed Senders view:

1. Open Mimecast for Outlook.
2. Click on the **Mimecast** ribbon.
3. Click on the **Managed Senders** icon in the Email Gateway section.



There are three distinct lists of addresses and domains in the Managed Senders view. Each list can be managed separately:

### Auto Permitted:

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

### Blocked:

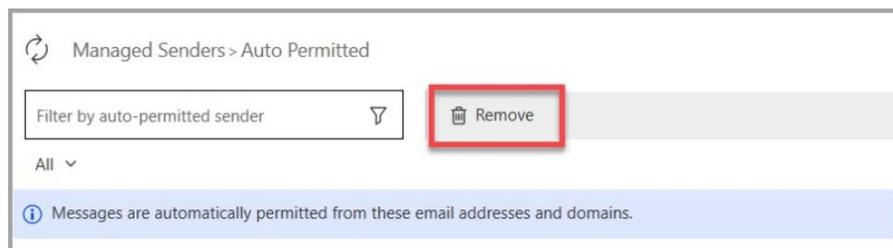
List of email addresses from whom you *do not* want to receive messages.

### Permitted:

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

## Removing an Auto Permitted Sender

Note: As auto permitted senders are added to this list because they are referenced by an Auto Allow policy, it is best to get your Administrator to review these policies before removing a sender.

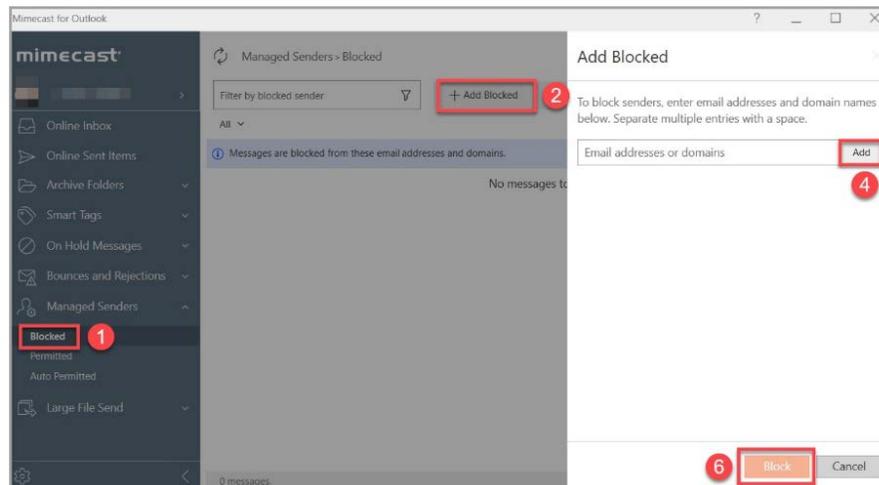


To remove a sender's address or domain from your auto permitted senders list:

1. Click on the **Auto Permitted** tab in the left-hand pane.
2. Select the item to remove.
3. Click on the **Remove** button from the top menu.

## Adding a Blocked Sender

Note: As auto permitted senders are added to this list because they are referenced by an Auto Allow policy, it is best to get your Administrator to review these policies before removing a sender.

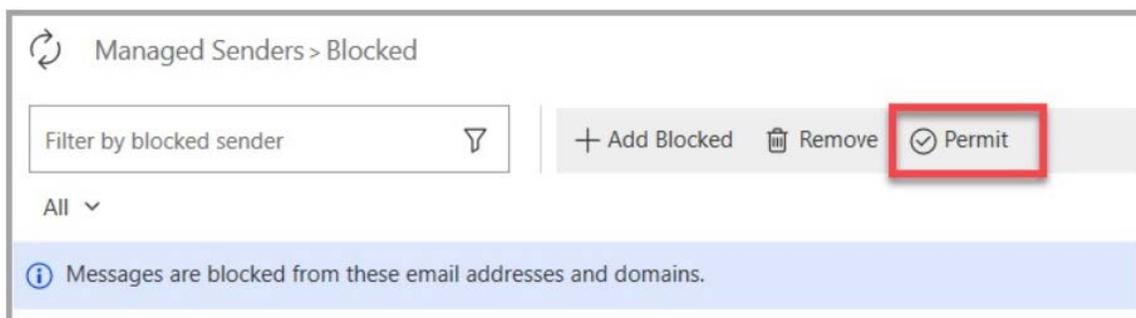


To add a sender's address or domain to your blocked senders list:

1. Click on the **Blocked** tab in the left-hand pane.
2. Click on the **+ Add Blocked** button. The Add Blocked dialog displays.
3. Type the address or domain into the text box.
4. Click on the **Add** button. The address / domain displays in the list.
5. Repeat steps 3 and 4 for additional addresses / domains.
6. Click on the **Block** button.

You can enter multiple addresses / domain by separating them with a space (e.g. user1@domain.com user2@domain.com domain.co.uk).

## Permitting a Blocked Sender

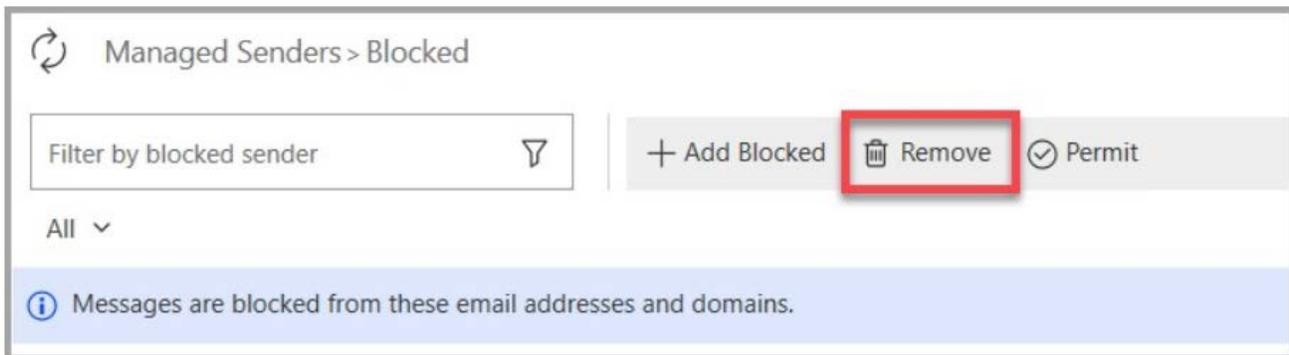


To remove a sender's address or domain from your blocked senders list, and add it to your Permitted Senders list:

1. Click on the **Blocked** tab in the left-hand pane.
2. Select the item to permit.
3. Click on the **Permit** button from the top menu.

## Removing a Blocked Sender

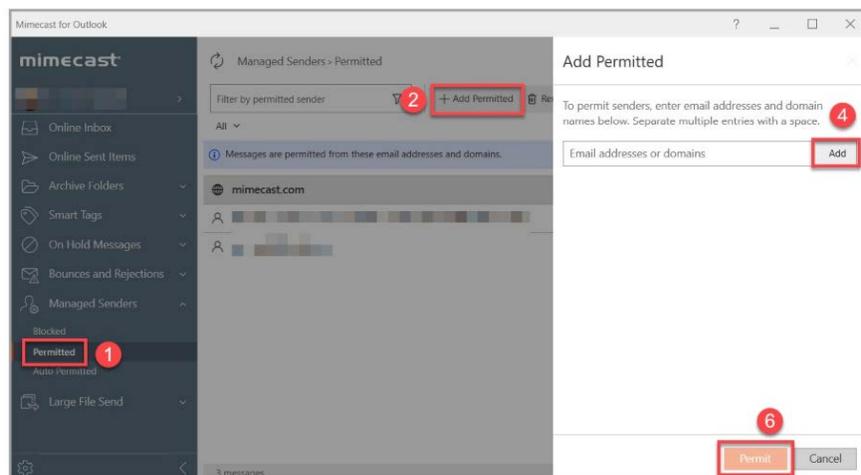
Note: As auto permitted senders are added to this list because they are referenced by an Auto Allow policy, it is best to get your Administrator to review these policies before removing a sender.



To remove a sender's address or domain from your blocked senders list:

1. Click on the **Blocked** tab in the left-hand pane.
2. Select the item to remove.
3. Click on the **Remove** button from the top menu.

## Adding a Permitted Sender



To add a sender's address or domain to your permitted senders list:

1. Click on the **Permitted** tab in the left-hand pane.
2. Click on the **+ Add Permitted** button. The Add Permitted dialog is displays.
3. Type the address or domain into the text box.
4. Click on the **Add** button. The address / domain displays in the list.
5. Repeat steps 3 and 4 for other addresses / domains.
6. Click on the **Permit** button.

You can enter multiple addresses / domain by separating them with a space (e.g. user1@domain.com user2@domain.com domain.co.uk).

## Removing a Permitted Sender

To remove a sender's address or domain from your permitted senders list:

1. Click on the **Permitted** tab in the left-hand pane.
2. Select the item to remove.
3. Click on the **Remove** button from the top menu.

## Trusting a Permitted Sender

If you have dynamic configuration enabled as part of Targeted Threat Protection - Attachment Protect, you can add users from your permitted senders list to your trusted senders list. See the [Configuring Your First Attachment Protect Definition and Policy](#) for further details.

To trust a permitted sender:

- Click on the **Permitted** tab in the left-hand pane.
- Click on the **Trust** button.