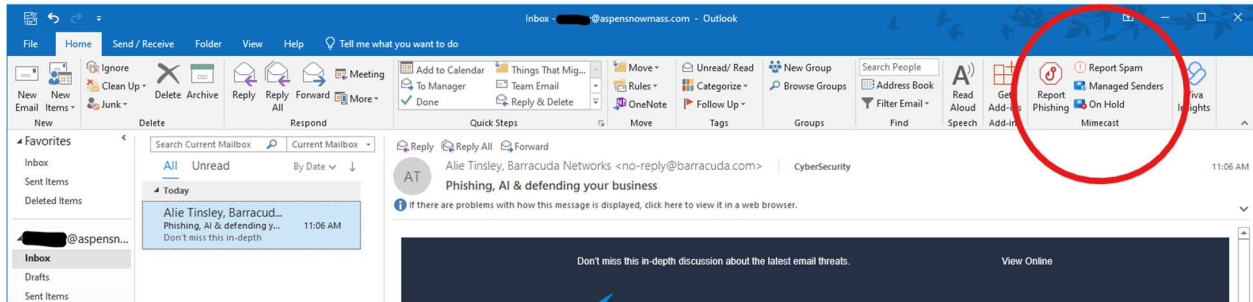


ASPEN ONE

How to use the Mimecast Report Button

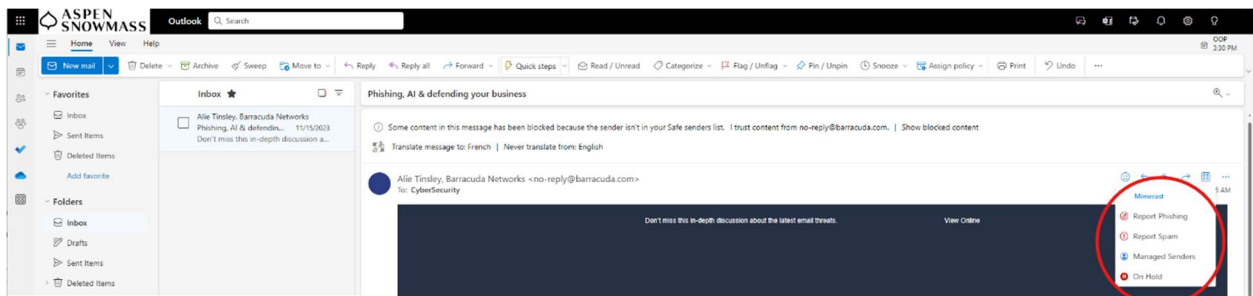
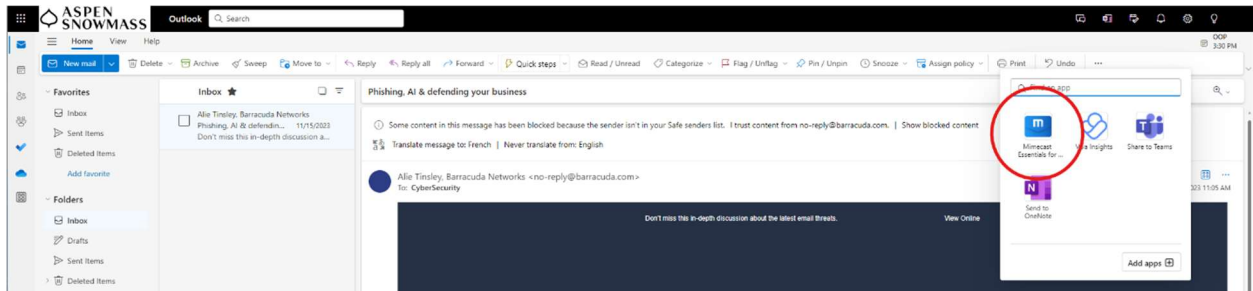
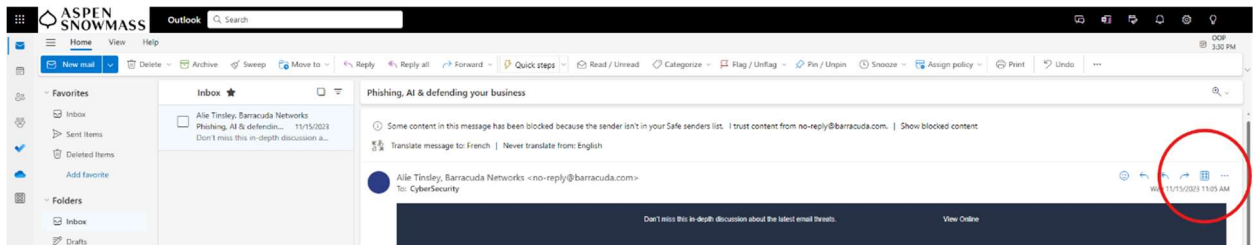
Outlook on PC:

- With the suspicious email selected, you can click the Mimecast action you want in the ribbon on the far right.
 - (Note, if your ribbon is not showing, click home on the top left. You can pin it open with the thumbtack in the far right, if desired).



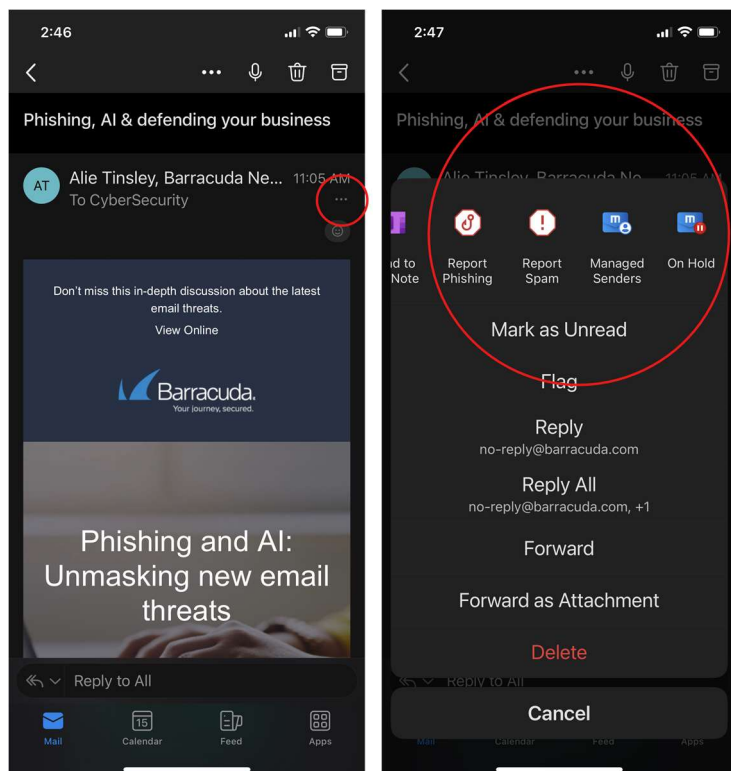
Outlook on the Web:

- In the viewing pane on the email you want to report, click the square icon, click "Mimecast" and click the action you want.



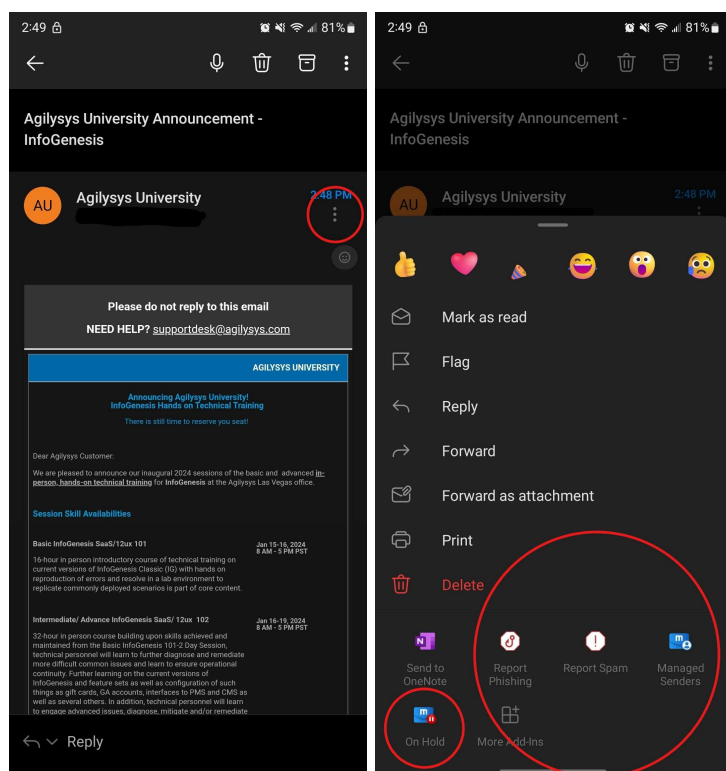
Outlook App on iPhone:

- While looking at the body of the email you want to report, tap the “...” under the timestamp, then tap the action you want.



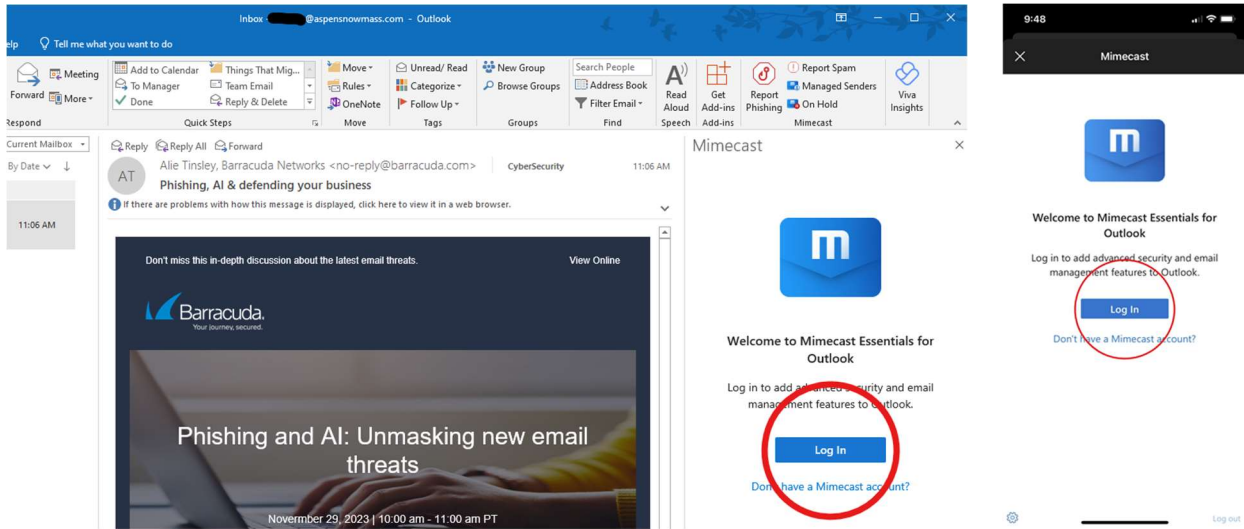
Outlook App on Android:

- While looking at the body of the email you want to report, tap the “⋮” under the timestamp, then tap the action you want.

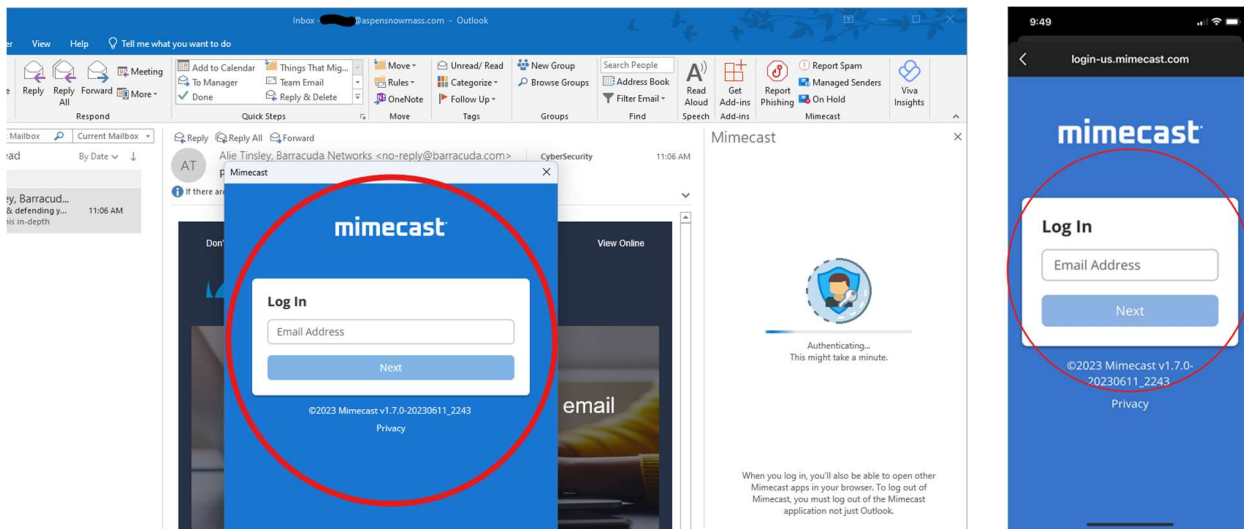


Please use "Report Phishing" for suspicious emails and "Report Spam" for emails that are marketing or sales emails that you no longer want to receive.

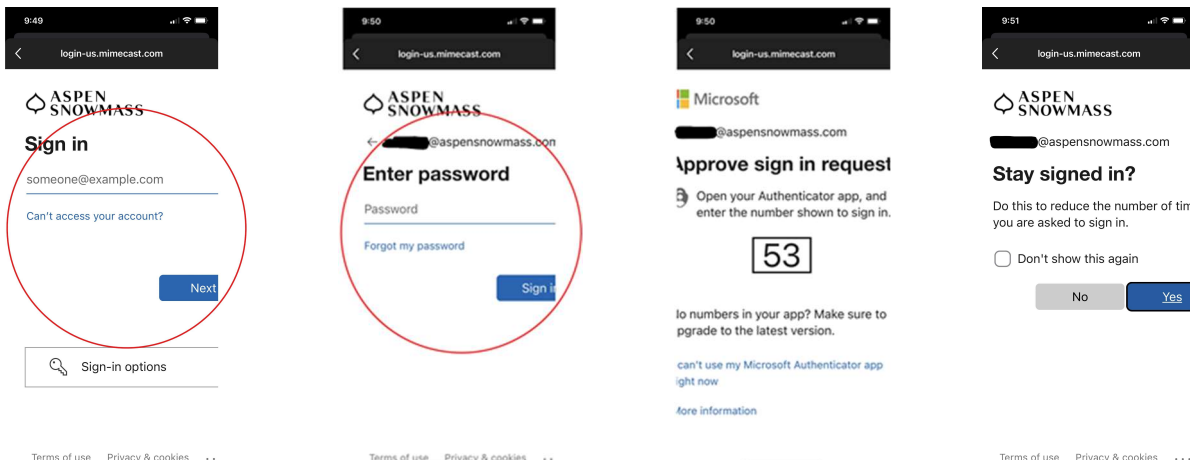
- A side pane will open and ask you to login to Mimecast:



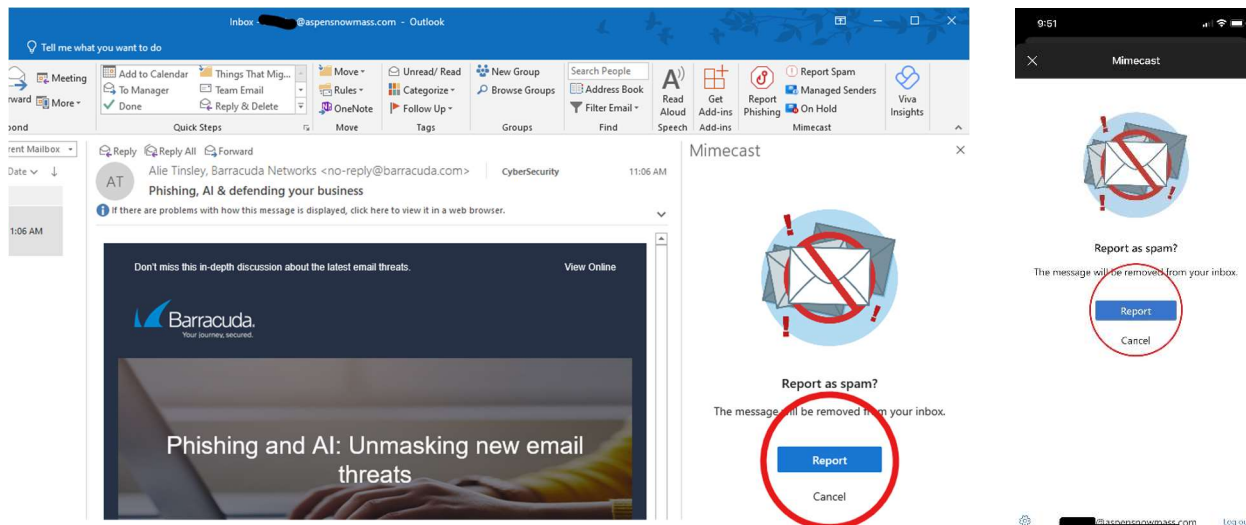
- Input your ASC email address and click "Next":



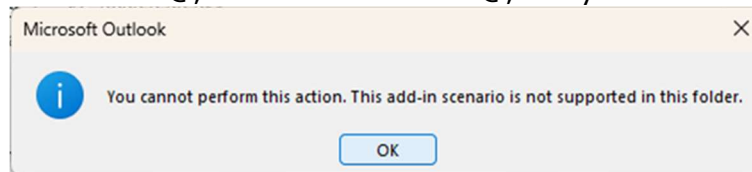
- (Note: Mimecast uses single sign-on, so it may not ask you to input your password, but if it does it will be your Microsoft account password and it will ask for MFA.)



- Click "Report". You will get a pop-up window confirming that the email was reported and the email will be removed from your inbox.



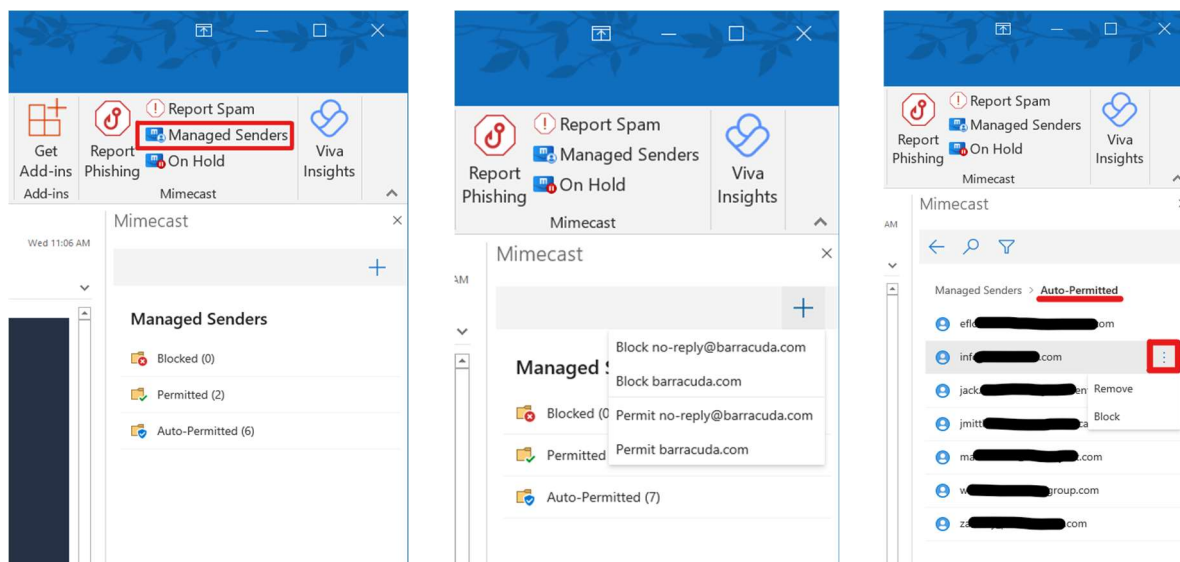
- (Note: If the suspicious message was sent to a shared mailbox, i.e. reservations@, ketchumreservations@, etc. you will receive the following error:



You can still use the button by dragging the suspicious message into your personal inbox and reporting it from there.)

Additional Features:

Managed Senders – Within Outlook on any of these devices, you can manage your blocked or permitted senders lists.



On Hold – Within Outlook on any of these devices, you can view a list of your held messages and release or reject them. From here, you can also permit or block senders and domains.

- (NOTE: We do NOT recommend blocking domains. A domain is everything after the @ symbol in an email address, i.e. @gmail.com. If you block spam@gmail.com by domain, for example, you will not receive emails from any @gmail.com addresses.)

