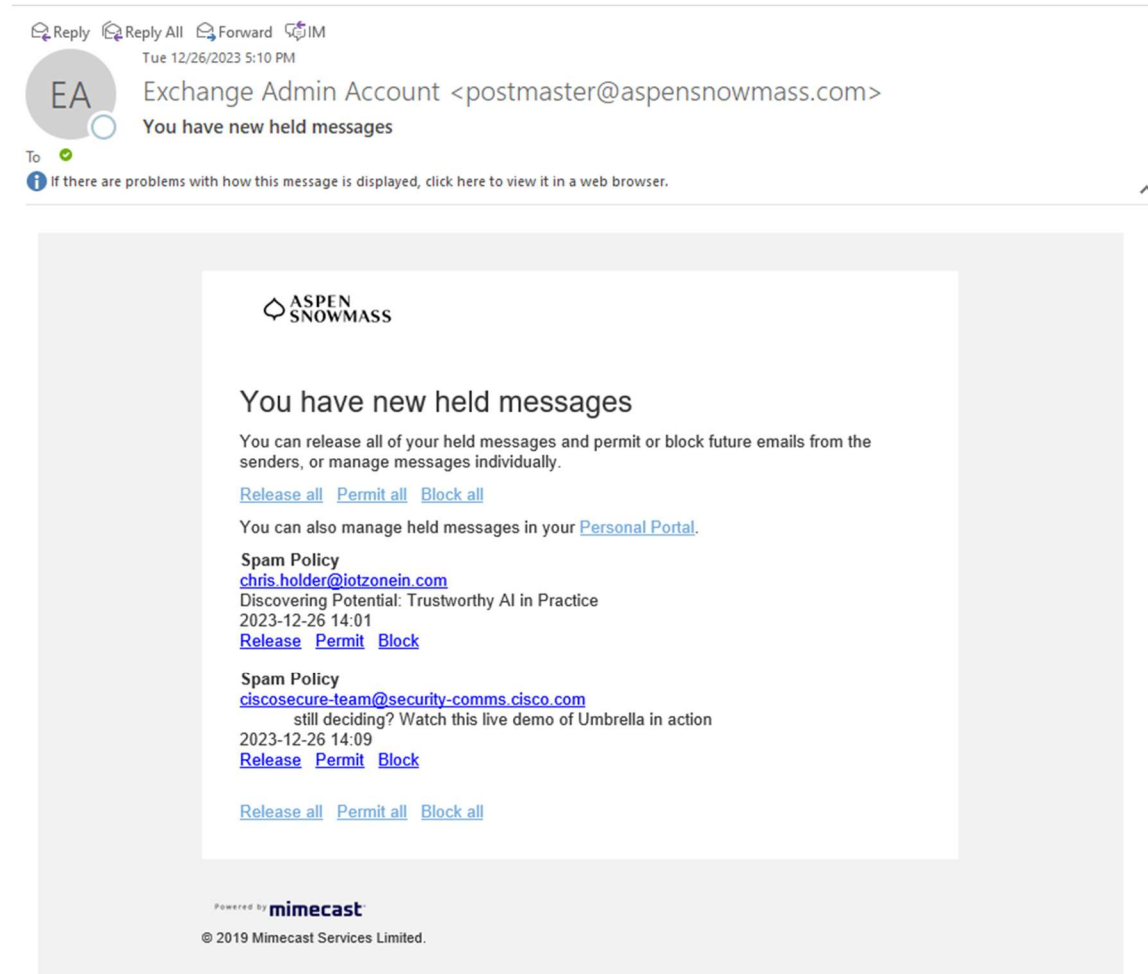


How to Manage Held Messages Using the Mimecast Digest Email

Open the Mimecast Digest email.



You can click any of the following:

- Release all:** All held emails in the list will be released to your inbox within a few minutes.
- Permit all:** Adds all senders in the list to your Permitted Senders list. Future messages will not be held.
- Block all:** Adds all senders in the list to your Blocked Senders list. You will not receive any future emails from these senders.

Under the individual messages, you can also click:

- Release:** Only this email will be released to your inbox.
- Permit:** Adds this sender to your Permitted Senders list. Future messages will not be held.
- Block:** Adds this sender to your Blocked Senders list. You will not receive any future emails from this sender.