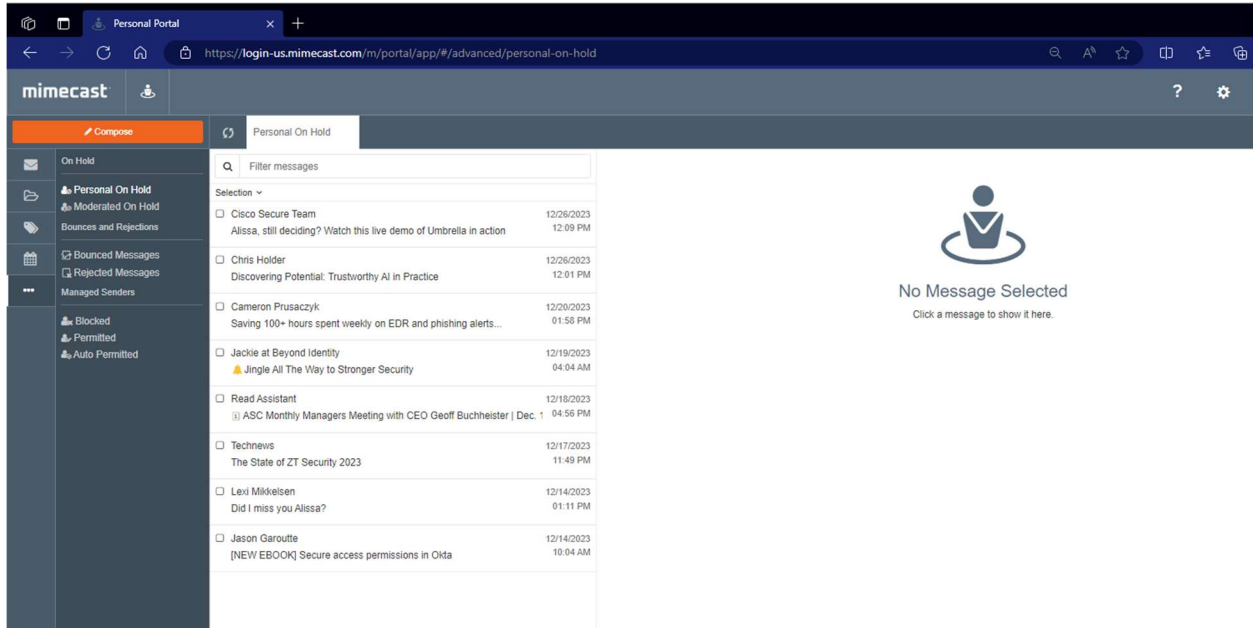# ASPEN ONE

How to use the Mimecast Personal Portal

Open https://login-us.mimecast.com/m/portal/app/ in a web browser.

The opening screen shows your personal held messages. You can select multiple messages by checking the boxes next to them and release them to your inbox, or reject them, which will remove them from this list.
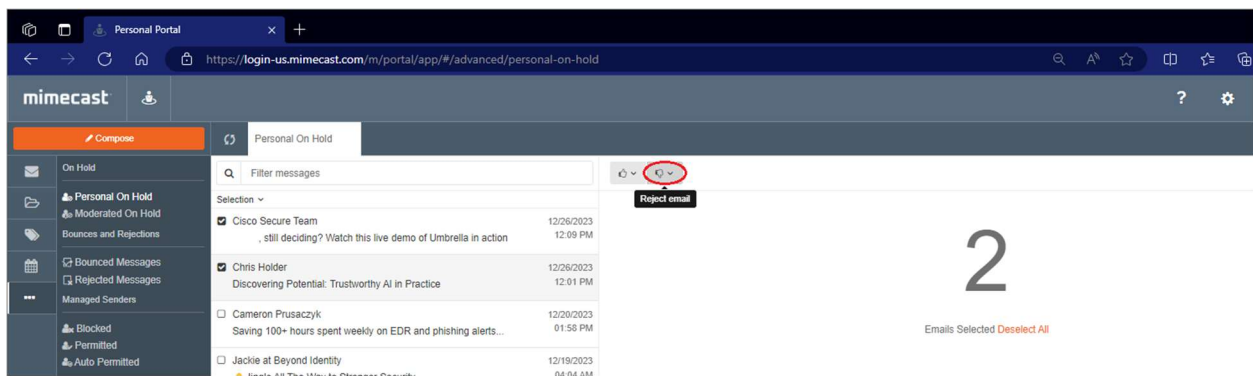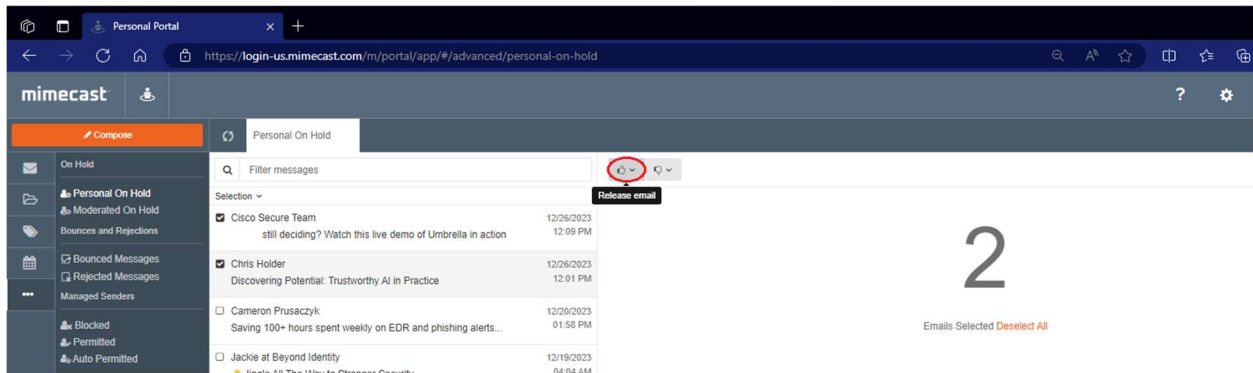
You can also open the email in the viewing pane and report the message as spam or phishing, or release or reject it.
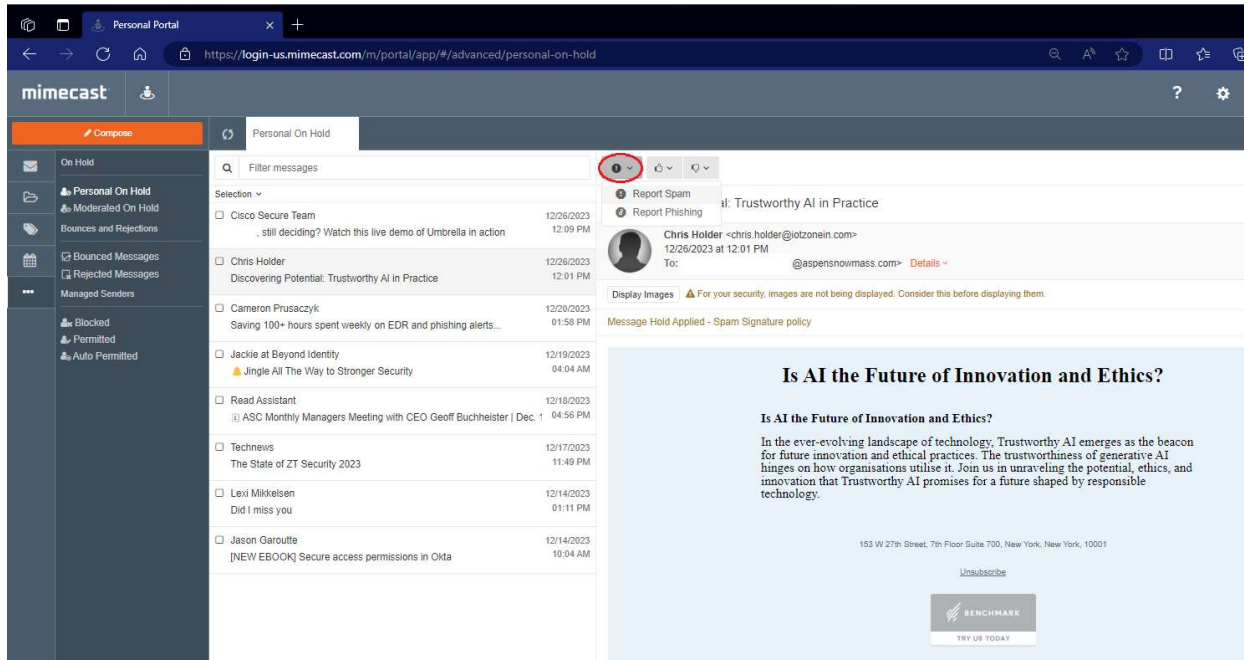
In the menu on the left, you can also see:

- Managed On Hold, which are messages that Cybersecurity can investigate and release for you if needed.
- Bounced Messages, which are messages that failed for one reason or another. The sender is notified that the message did not go through.
- Rejected Messages, which were not accepted by the system due to a virus or other dangerous content. These messages cannot be retrieved.

Managed Senders: Blocked

Click on "Blocked" to see the list of email addresses that you are personally blocking from sending you mail. You can choose one of the following if desired:

- "Permit" to allow them to send emails to you without messages being held
- "Remove" to remove the address from the Blocked list, which will allow them to email you, but if the message hits the spam threshold it will still be held.
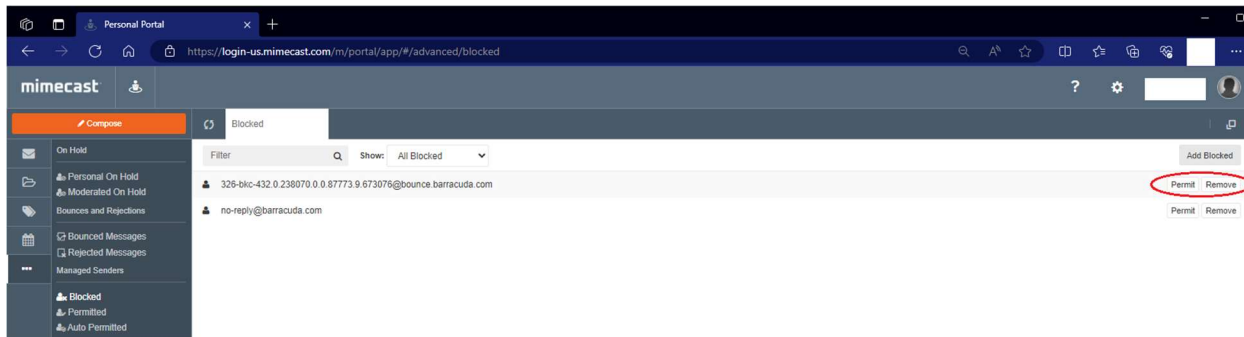
Managed Senders: Permitted

Click on "Permitted" to see the list of email addresses that you are personally allowing to send you mail. You can choose one of the following if desired:

- "Block" to disallow them from sending emails to you
- "Remove" to remove the address from the Permitted list, which will allow them to email you, but if the message hits the spam threshold it will still be held.
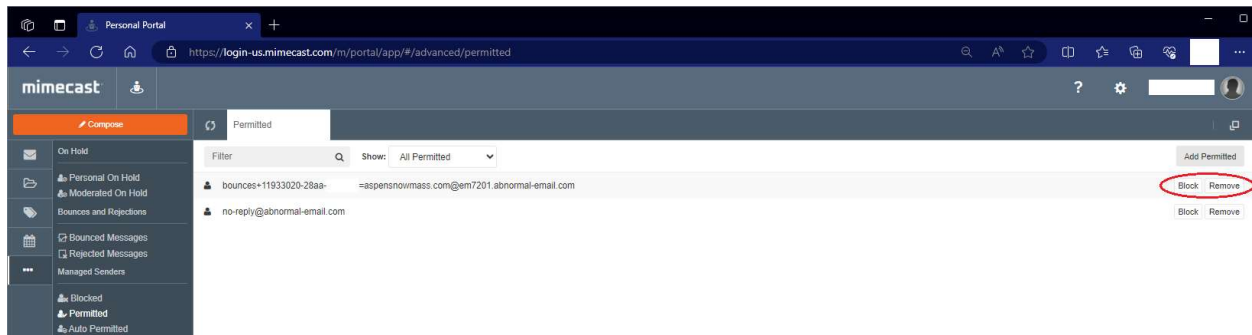
Managed Senders: Auto Permitted

Click on "Auto Permitted" to see the list of email addresses that are allowed to email you, because you have emailed them. (Block and Remove options are the same as above.)