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Relevant to Release(s):	

# **Knowledge Base Article**

## **MIMECAST PERSONAL PORTAL: VIEWING HELD MESSAGES**

### Content

#### 1. Getting to your Held Messages

1. Log into your Mimecast Personal Portal



2. Click on the ellipsis on the left side of the screen.



## **Knowledge Base Article**

Mimecast Personal Portal Article #: 4122017.1 Page 2

3. You will have a choice of different views to choose from.

mimecast <sup>,</sup> 💩				
Compose				
	On Hold			
۱	local Con Hold Moderated On Hold			
Ê	Bounces and Rejections			
	<ul> <li>☑ Bounced Messages</li> <li>☑ Rejected Messages</li> <li>Managed Senders</li> </ul>			
	<ul> <li>♣ Blocked</li> <li>♣ Permitted</li> <li>♣ Auto Permitted</li> </ul>			

### 4. Select Personal On Hold



\*This will display all of your held messages. From here it will give you some detail as why the message was held. This allows you to preview the message if it is a

## **Knowledge Base Article**

Mimecast Personal Portal Article #: 4122017.1 Page 3

message you were unsure of before you release it.

You can proceed to release the message, permit the sender, or block that sender from this screen.



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	Virtu	Reject Message and Block Domain	ence_Briefing@mail.vresp.com>
$\mathbf{U}$	To: J	eremy Harig <jeremyharig@townepro< td=""><td>perties.com&gt; Details ~</td></jeremyharig@townepro<>	perties.com> Details ~
Display Ima	To: Jo	For your security, images are not being	perties.com> Details ~ displayed. Consider this before displaying them.

Please contact Towne Properties Support <u>help@towneproperties.com</u> if you have any questions.

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