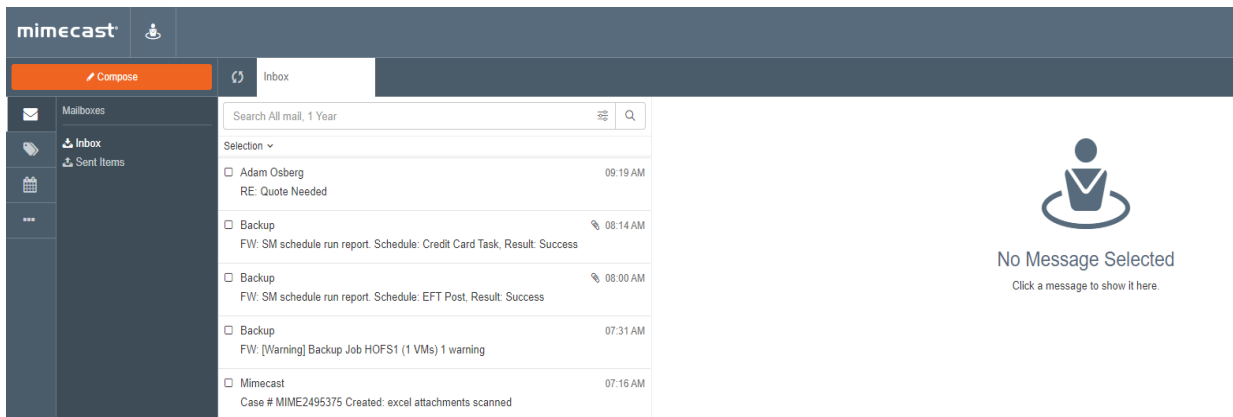# Knowledge Base Article

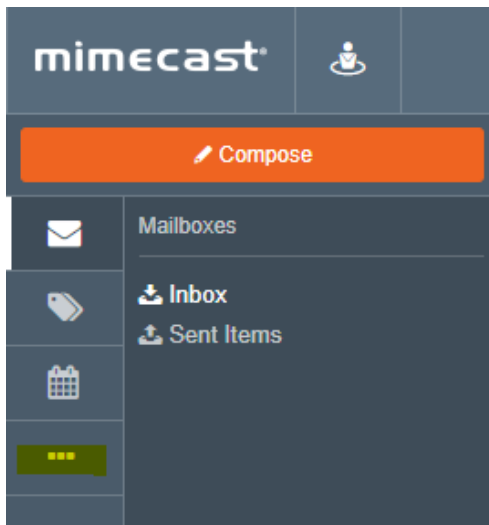## MIMECAST PERSONAL PORTAL: VIEWING HELD MESSAGES

Content
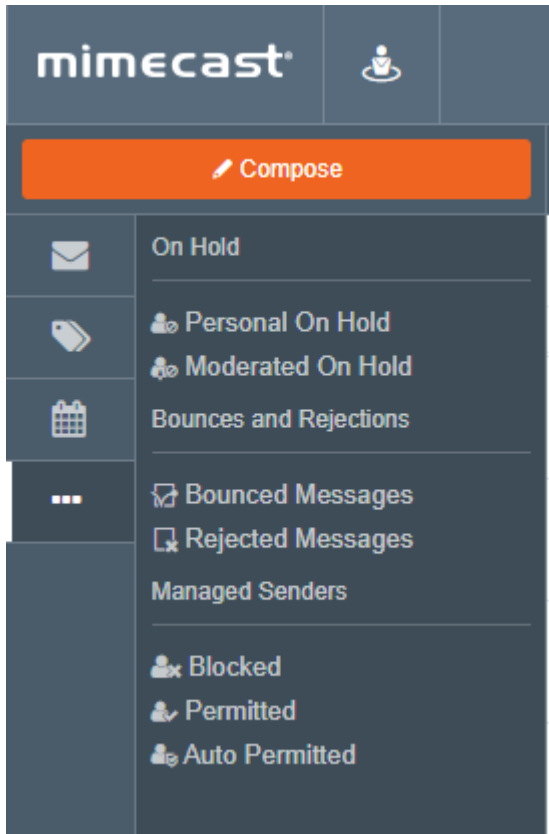
1. *Getting to your Held Messages*

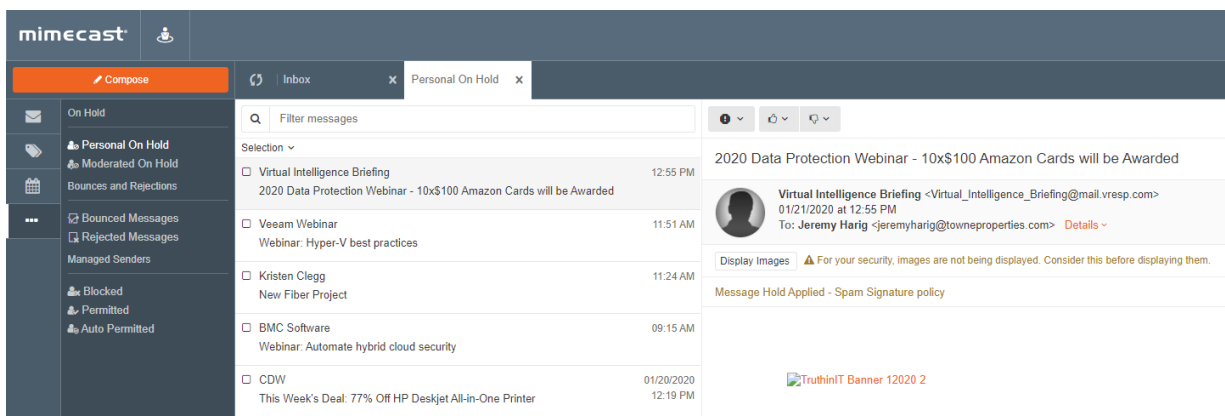   1. Log into your **Mimecast Personal Portal**

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

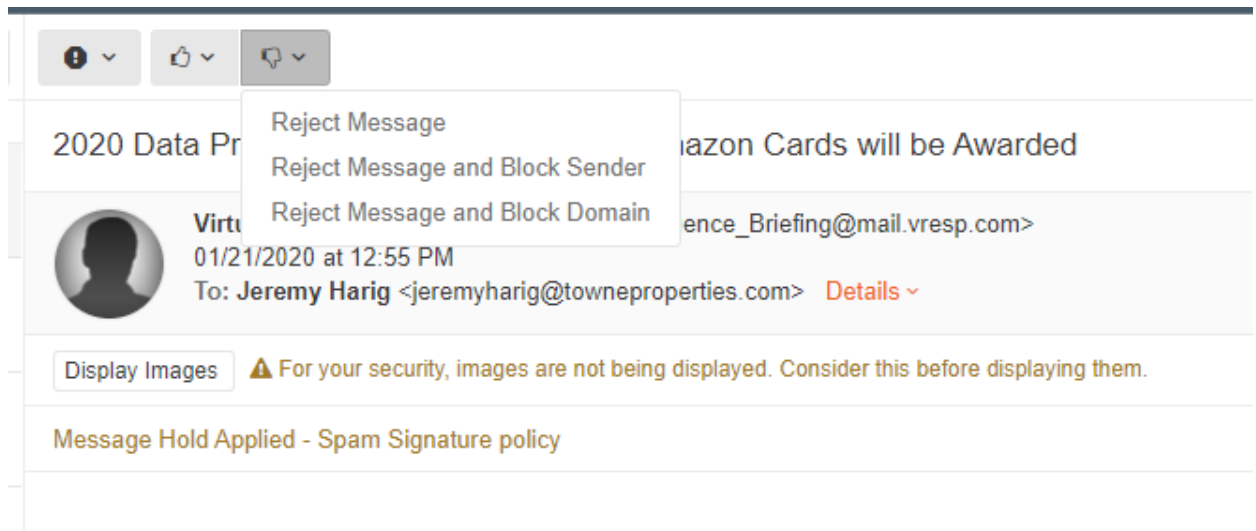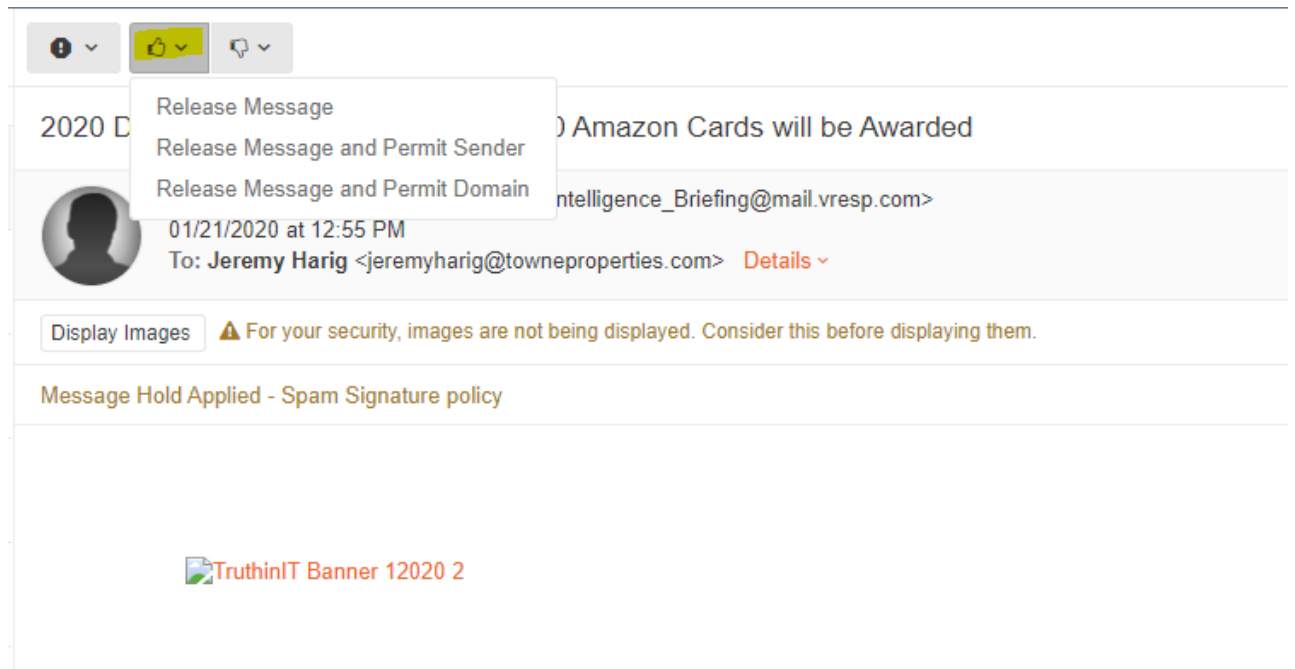3. You will have a choice of different views to choose from.

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

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.

Please contact Towne Properties Support help@towneproperties.com if you have any questions.