

Adding Addresses to Mimecast

Last Modified on 12/11/2019 3:40 pm GMT

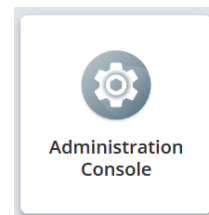
The recommended setup for Mimecast is to only accept emails for known addresses. As such, a list of addresses will need to be maintained within Mimecast.

Generally, you can set up a Directory Sync to handle this for you, but there are cases where addresses need to be added manually, such as in the case of Public Folder addresses.

Add an Address

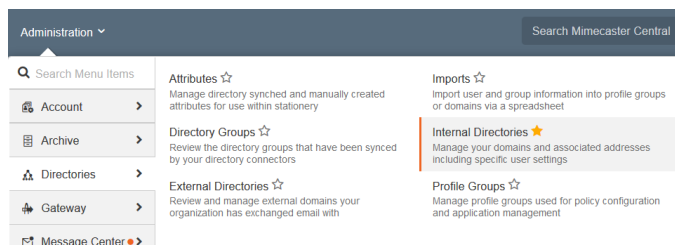
Adding an address is completed through your Mimecast Admin Console, for which you will need to have the Basic Administrator role or greater.

1. Log into your Mimecast Account
at <https://login.mimecast.com>

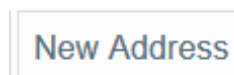


2. Select Administration Console

3. Go to 'Administration > Directories > Internal Directories'



4. Click into the domain the address is based on



5. Select New Address
6. Enter the Email Address and the Name of the User (Global Name)

7. If the address is an alias of another, use the **Lookup** option next to **Address Alias For** to link it to its primary address

8. If the user needs to log into Mimecast using a Cloud Password, enter the initial password for them

9. Press **Save and Exit**

The screenshot displays a user configuration interface with three main sections:

- Address Settings:** Contains fields for Email Address (testuser), Global Name (Test User), Internal Address (checked), Administration Console Role (None), and Address Alias For (This address is not an alias). A **Lookup** button is present next to the Address Alias For field.
- Permissions:** Includes Password and Confirm Password fields (both masked with dots), a note that resetting a password triggers an email notification, and checkboxes for Force Change at Logon, Password Never Expires, Account Locked, and Account Disabled. It also features an Archive Start Date dropdown and checkboxes for Allow SMTP Email Submission and Allow POP Access.
- Application Settings:** Shows Effective Group Application Settings set to None Configured.