

Enable the Mimecast Applications

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For you can set up your users with the Mimecast applications, you will first need to ensure their Application Settings allow for them to be used.

The available applications include:

- Mimecast Personal Portal
- Mimecast for Outlook
- Mimecast Mobile
 - iOS
 - Android

In additional to making the applications available, you will also need to specify what services are available to users.

Enable Apps

The availability of the Mimecast apps is determined by the Application Settings profile that applies to that user. You can check which profile is applied by looking at the user in the Internal Directory, which will show the profile under **Effective Group Application Settings**.

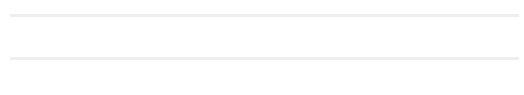
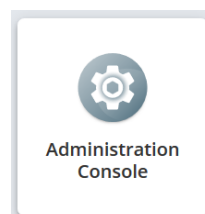
1. Log into your Mimecast Account at <https://login.mimecast.com>
2. Select Administration Console



Application Settings

In addition to enabling use of the Mimecast Apps, the Application Settings also determine the services users can use within the apps.

3. Go to '**Administration > Services > Applications**'



4. Select the Application Settings profile you want to manage

Mimecast for Outlook

5. Expand the **Outlook** section
6. Tick the checkbox next to **Enable Mimecast for Outlook**

Mimecast Personal Portal

7. Expand the **Web** section
8. Tick the checkbox next to **Enable Mimecast Personal Portal**

Mimecast for Mac

9. Expand the **Mac OS X** section
10. Tick the checkbox next to **Enable Mimecast for Mac**

Mimecast Mobile

11. Expand the **Mobile** section
12. Select **Any Device** next to **Enable Mimecast Mobile for**

13. Press **Save and Exit**

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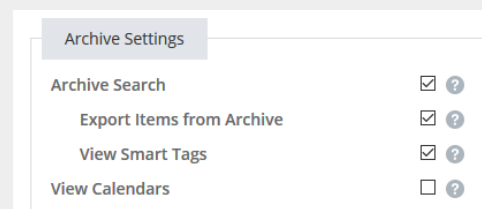


Administration
Console

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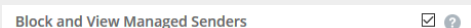
Enable Archive Search

5. Tick the checkbox next to **Archive Search** to allow users to search their Mimecast archive for emails
 - a. Tick **Export Items from Archive** to allow users to save emails from an Archive Search within the Mimecast for Outlook



Enable Managed Senders List Management

6. Tick the checkbox next to **Block and View Managed Senders** to allow users to manage their Managed Senders list



Enable Hold Queue Management

7. Tick the checkboxes next to **Personal Hold Queue & Moderated Hold Queue**

Personal Hold Queue
Moderated Hold Queue



Enable Secure Messaging

8. Tick the checkbox next to **Send as Secure Message**
 - a. This requires the Secure Messaging add-on

Send as Secure Message



Enable Continuity

9. To allow users to manually switch Mimecast for Outlook to Continuity Mode, select **Allow User to Failover Manually**
10. To allow Mimecast for Outlook to failover when an administrator creates a Continuity Event, select **Enable Administrator Failover**
11. To allow Mimecast for Outlook to failover automatically during an outage, select **Allow Automatic Failover**

Continuity Settings

- | | |
|---------------------------------|----------------------------|
| Allow User to Failover Manually | <input type="checkbox"/> ? |
| Enable Administrator Failover | <input type="checkbox"/> ? |
| Allow Automatic Failover | <input type="checkbox"/> ? |

12. Press **Save and Exit**