Creating and accessing your Mimecast account for the first time

- The first time that you receive a secure message you will require you to create a password to log into your Mimecast account.

- The Email recipient will need to create a password when logging into the Mimecast system for the first time.
  - Note – Keep a record of the user created password. Your email address and this password will be your permanent log in information and you will not need to create a new password each time.
Once the recipient’s password has been created, the recipient will be redirected to the log in screen where the recipient will enter their username (email) and their newly created password.

- RMHS recommends that the user save or bookmark this page for future access to the Mimecast portal.
- Providers are welcome to use the RMHS Mimecast portal to send secure messages to RMHS staff.

Username will be the recipient’s email address.

The recipient will then need to enter the newly created password and select Log in.
Recipient will be logged into their Mimecast Inbox

Future Emails:

- Once the recipients account is set up, all new messages received through Mimecast will show the following message. Recipient will use their email address and the password previously set up.

Recipient will select here to view all emails moving forward.
General Mimecast Use

- The general appearance of your Mimecast account is similar to most email programs.

- Recipient can reply to and delete messages from the Mimecast portal.

- When the message is ready to send, select the Send icon.

Note: Outside users can send emails to RMHS only through the Mimecast portal.
Adding Attachments

- User can add attachments to email responses.

  ![Image of adding attachment](image1)
  
  **Click here to add an attachment**

- User can select one or more attachments when responding within Mimecast.

  ![Image of selecting attachments](image2)
  
  **Select one or more attachments**

  **Select Open to attach the document to the email**

- All attachments selected will be displayed in the attachments section of the email.

  ![Image of attached attachments](image3)
  
  **Attachments will have a green checkmark when attached and ready to send**