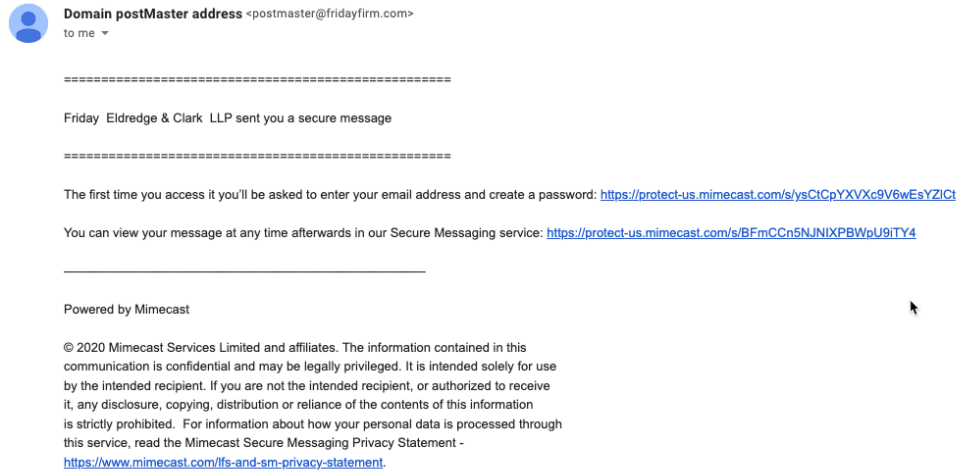


Mimecast Secure Messaging – How to Use

Mimecast Secure (Encrypted) Messaging will safeguard the security and privacy of information that is sent via email.

- The recipient will receive an email that looks like this.



- As a new recipient of a Mimecast secure message, you will be prompted to create an account

Create Your Password

.....

.....

- ✓ Minimum 16 characters
- ✓ Include at least one lowercase character (a-z)
- ✓ Include at least one uppercase character (A-Z)
- ✓ Include at least one numeric character (0-9)
- ✓ Include at least one non-alphanumeric (!@#\$.)
- ✓ New Password and Confirm Password must be the same

Confirm

Home Login Issues? Knowledge Base Contact Support
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Privacy

NOTE: Each recipient only needs to set up their account one time in order to receive secure email from senders at Friday, Eldredge & Clark.

Mimecast Secure Messaging – How to Use

- After you create a password that meets the criteria, you are prompted to log in.



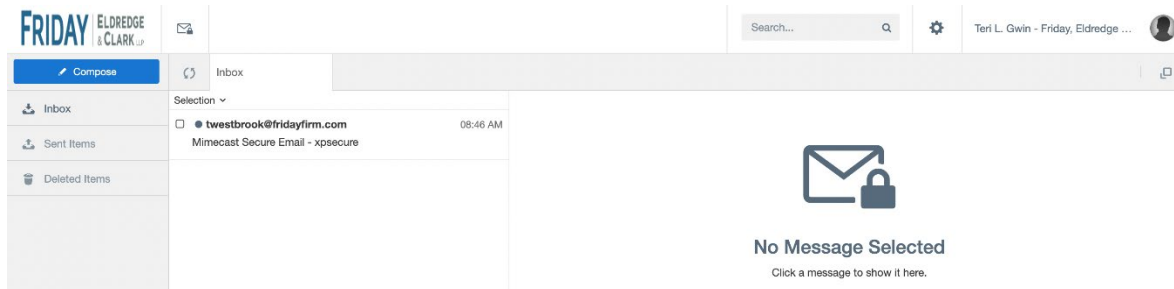
Log In

[Home](#) [Login Issues?](#) [Knowledge Base](#) [Contact Support](#)
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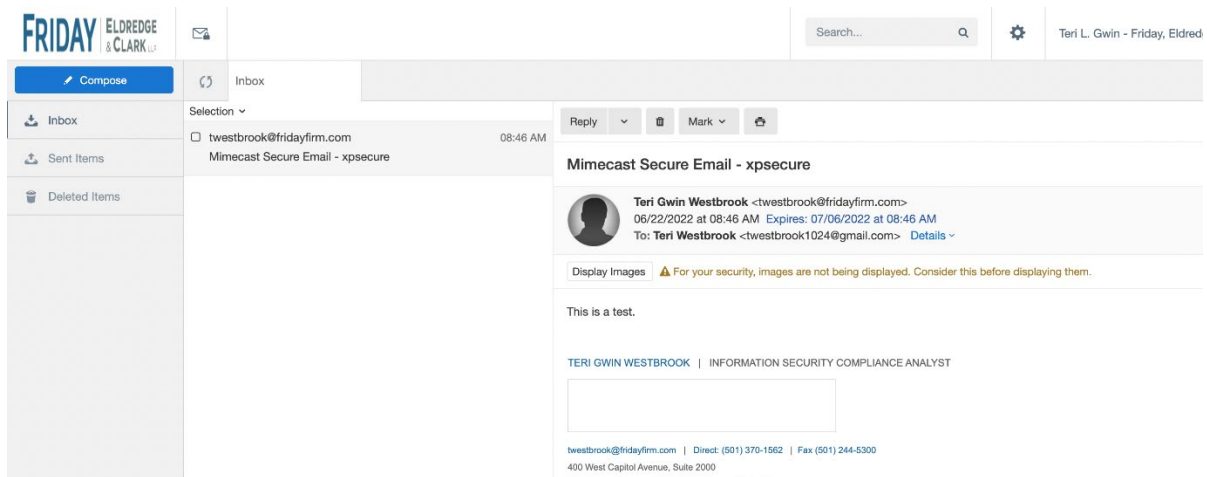
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- Once logged in, your Mimecast mailbox appears.

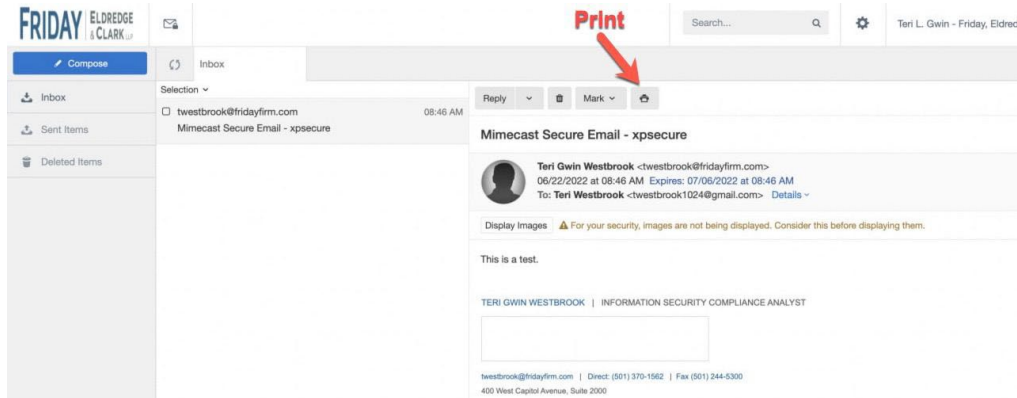


- Click on a message in the inbox to open it.

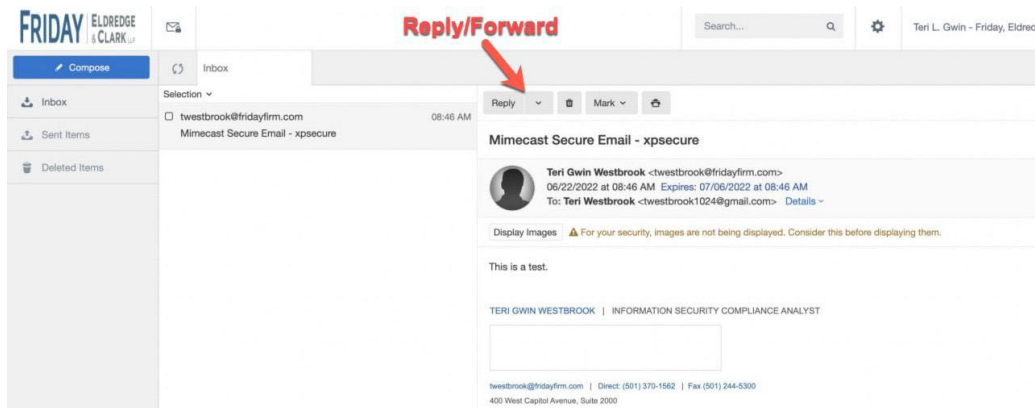


Mimecast Secure Messaging – How to Use

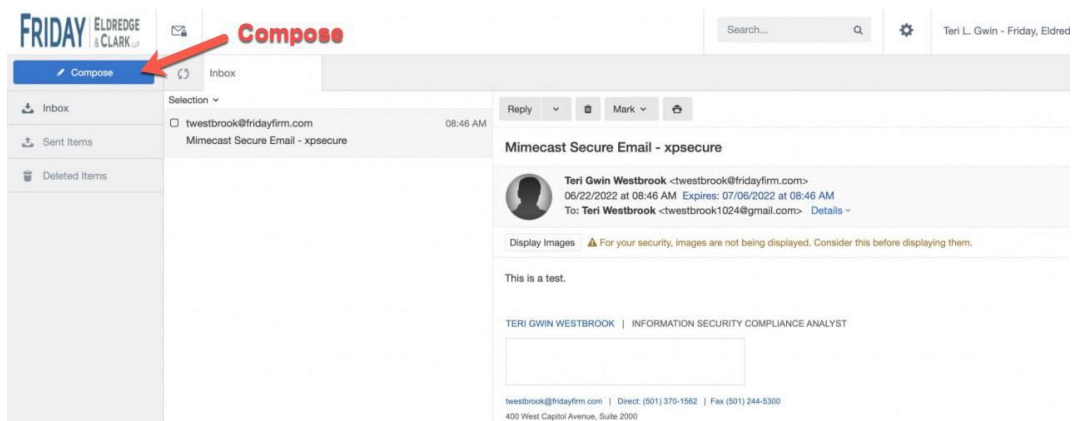
- Use the printer icon to print a secure message



- Reply/Forward options



- Compose a new secure email



Please feel free to reach out to the Friday Firm's I.T. staff at 400@fridayfirm.com if you have any trouble using Mimecast Secure Messaging. Thank you.