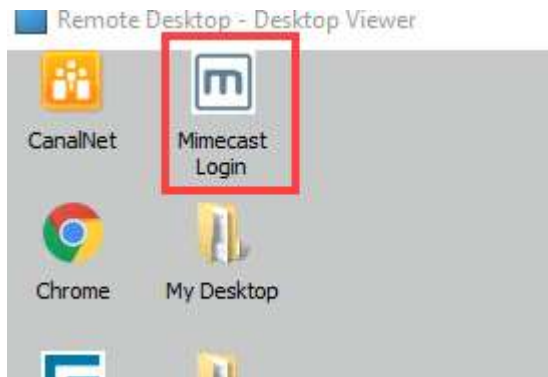
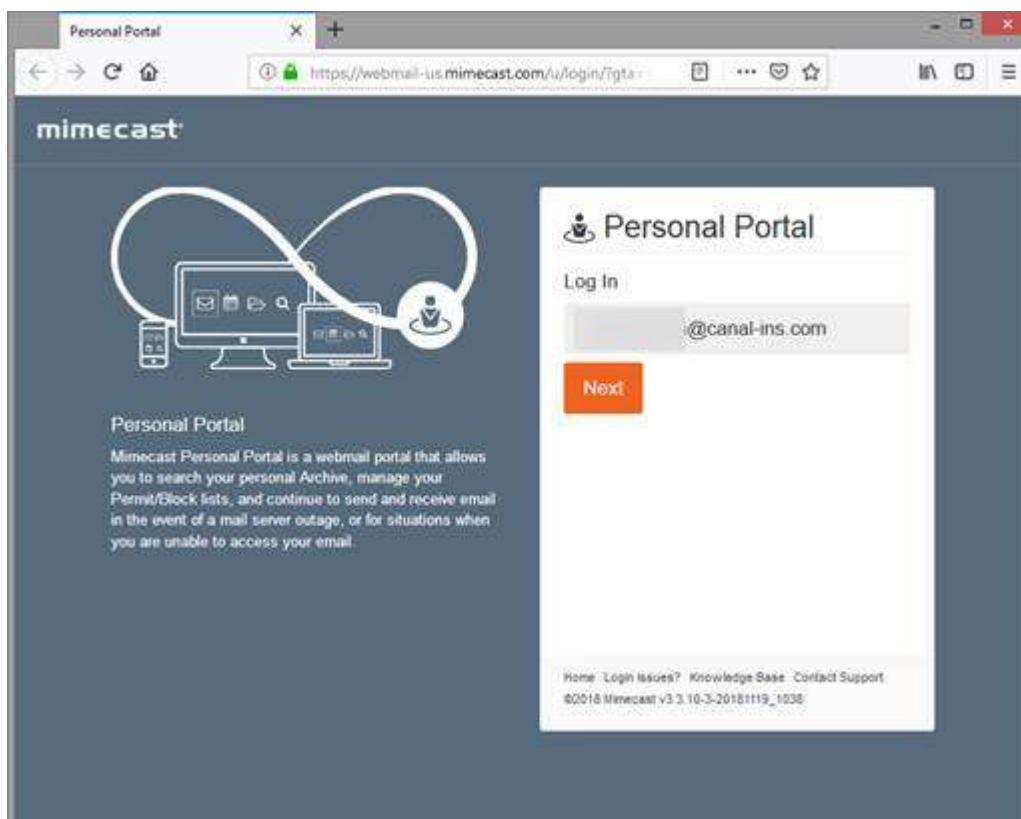


Accessing Mimecast via Citrix

Click on the icon (will open in Firefox - works best from within Citrix) –




login/authentication process – `firstname.lastname@canal-ins.com`



Will redirect you to the Centrify login page – fill out information. Password is your windows password and in the DUO field type in your code from DUO or if using DUO Mobile you may type the word "push" without quotes.

User Portal



https://canalinsurance.my.centrixy.com/login?yfrtncap




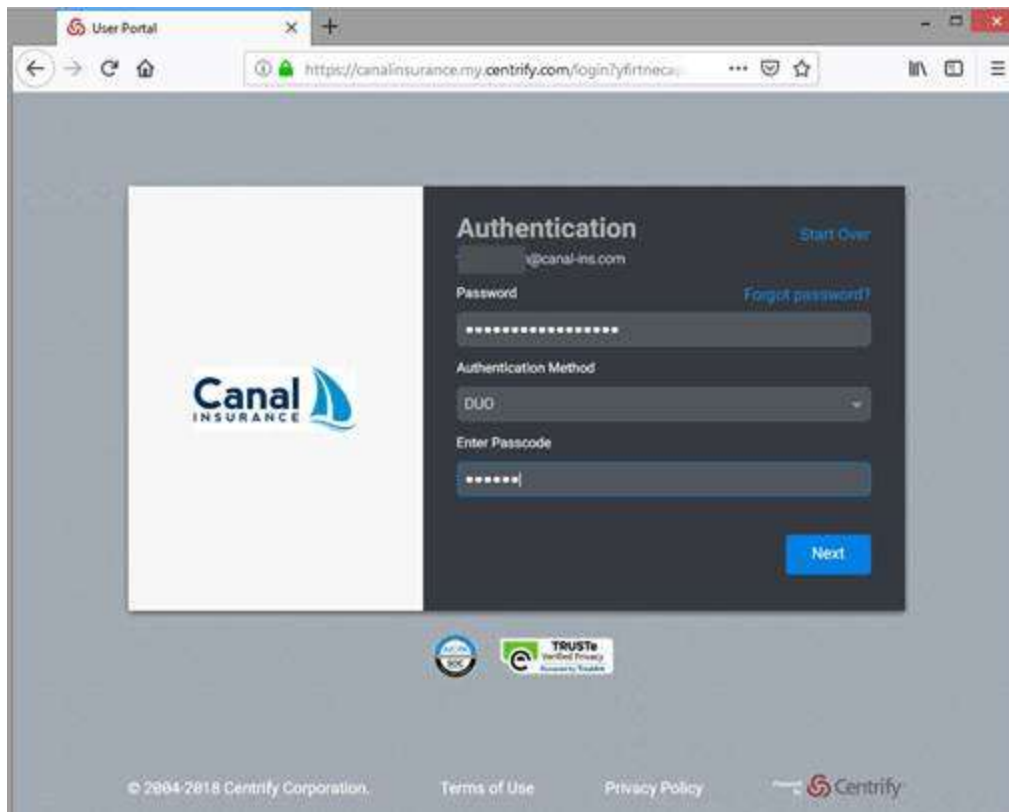
Sign In

User Name

Next

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Once you are logged in you can access the web portion of Mimecast and view your personal on hold messages by click the 3 dots (ellipsis) and selecting Personal On Hold.

Personal Portal x +

← → ↻ 🏠 <https://login-us.mimecast.com/m/portal/app>

mimecast 🧑

Compose Inbox

📧 On Hold

📁 **Personal On Hold**

📁 Moderated On Hold

📁 Bounces and Rejections

📅 Bounced Messages

📅 Rejected Messages

📧 Managed Senders

⋮

🚫 Blocked

👤 Permitted

👤 Auto Permitted

Search All mail, 1 Year

Selection ▾

- [Message 1]
- [Message 2]
- [Message 3]
- [Message 4]
- [Message 5]

The image shows a web browser window with the Mimecast Personal Portal. The browser's address bar shows the URL https://login-us.mimecast.com/m/portal/app. The page has a dark blue header with the 'mimecast' logo and a user icon. Below the header is a navigation bar with 'Compose' (highlighted in orange) and 'Inbox'. The left sidebar contains a list of folders: 'On Hold', 'Personal On Hold' (highlighted with a red box), 'Moderated On Hold', 'Bounces and Rejections', 'Bounced Messages', 'Rejected Messages', 'Managed Senders', and a 'More' menu (highlighted with a red box) containing 'Blocked', 'Permitted', and 'Auto Permitted'. The main content area shows an 'Inbox' with a search bar 'Search All mail, 1 Year' and a list of email messages, each with a selection checkbox.