

Tutor Perini Mimecast Overview

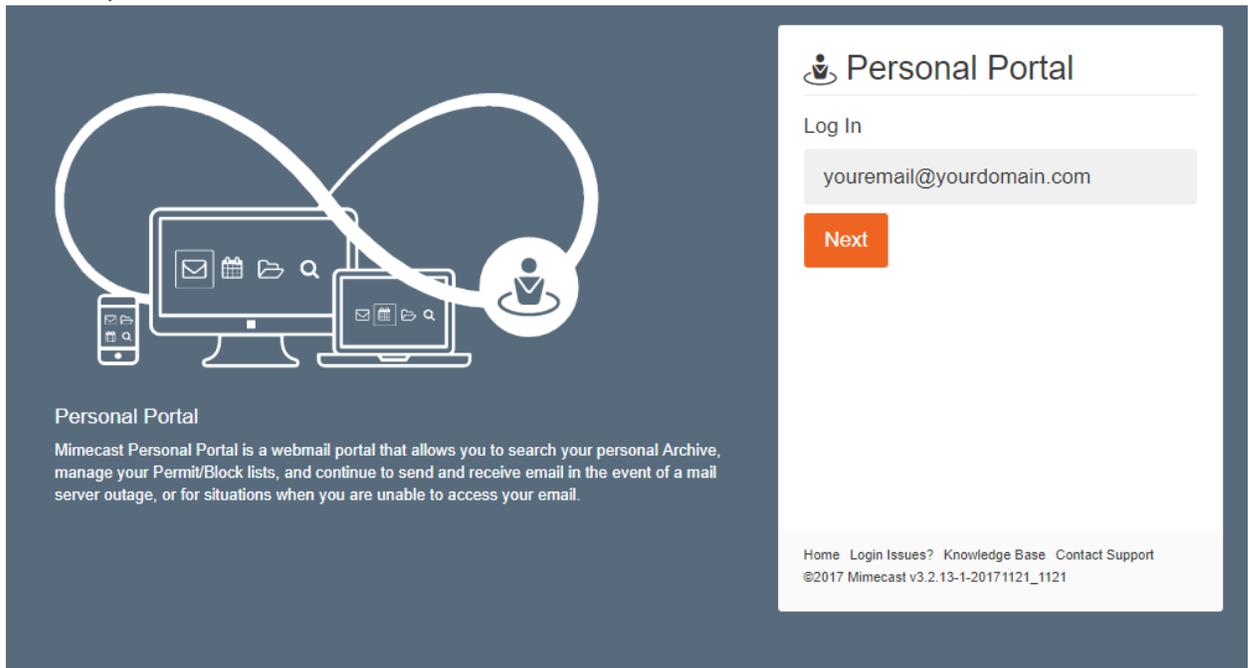
OVERVIEW

As part of our ongoing efforts to improve the security of Tutor Perini's electronic data, all inbound and outbound e-mail is filtered by Mimecast. If messages that were sent to you are flagged for possible spam, they will be placed on hold. You will receive daily e-mails from postmaster@tutorperini.com with the subject line **[Postmaster] Messages on hold for youremailhere@yourdomain.com** (this e-mail does not get sent if nothing new has been quarantined). Outlined below are some quick instructions on how manage your messages using Mimecast.

USING MIMECAST TO ACCESS ON HOLD MESSAGES

If you are wondering if a message has been placed on hold by Mimecast, you can either wait for the next email, or sign directly into the Mimecast Personal Portal and check for messages in real time. To do this:

1. Open your web browser and go to <https://login.mimecast.com>
2. Enter in your work email address and click on Next



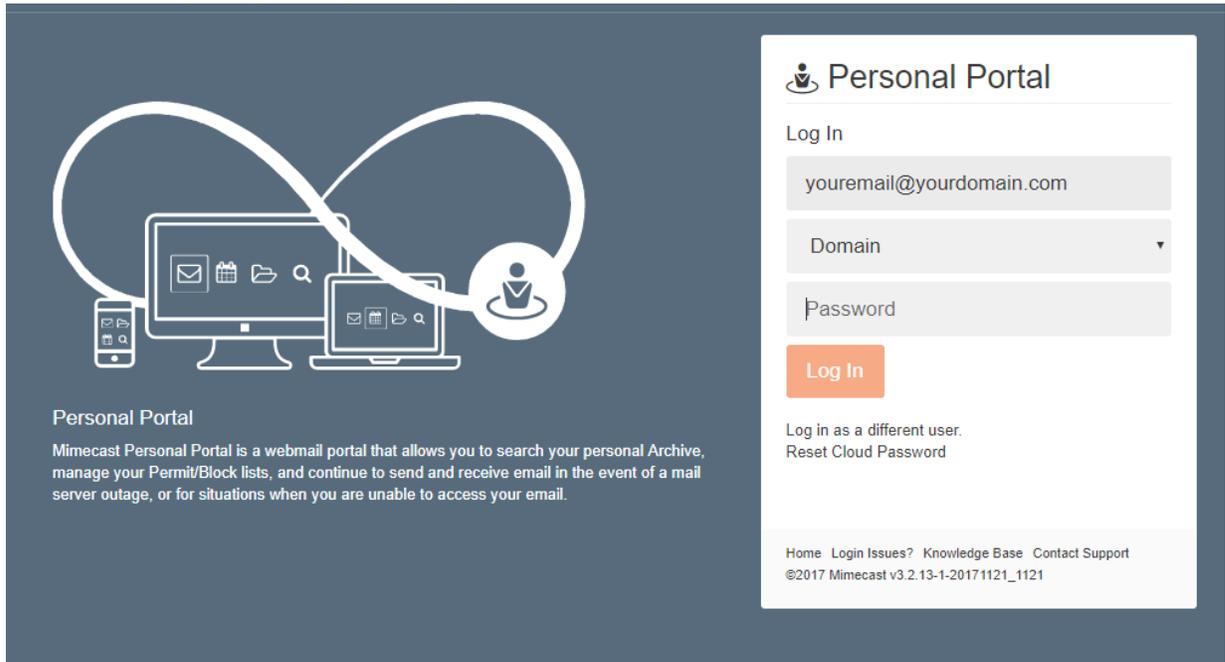
Personal Portal

Mimecast Personal Portal is a webmail portal that allows you to search your personal Archive, manage your Permit/Block lists, and continue to send and receive email in the event of a mail server outage, or for situations when you are unable to access your email.

Home Login Issues? Knowledge Base Contact Support
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- a. For example john.smith@tutorperini.com or jsmith@frontierkemper.com

3. Make sure that Domain is selected and enter your Tutor Perini network password. This is the same password that you sign into your computer or email with.



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Personal Portal

Log In

youremail@yourdomain.com

Domain

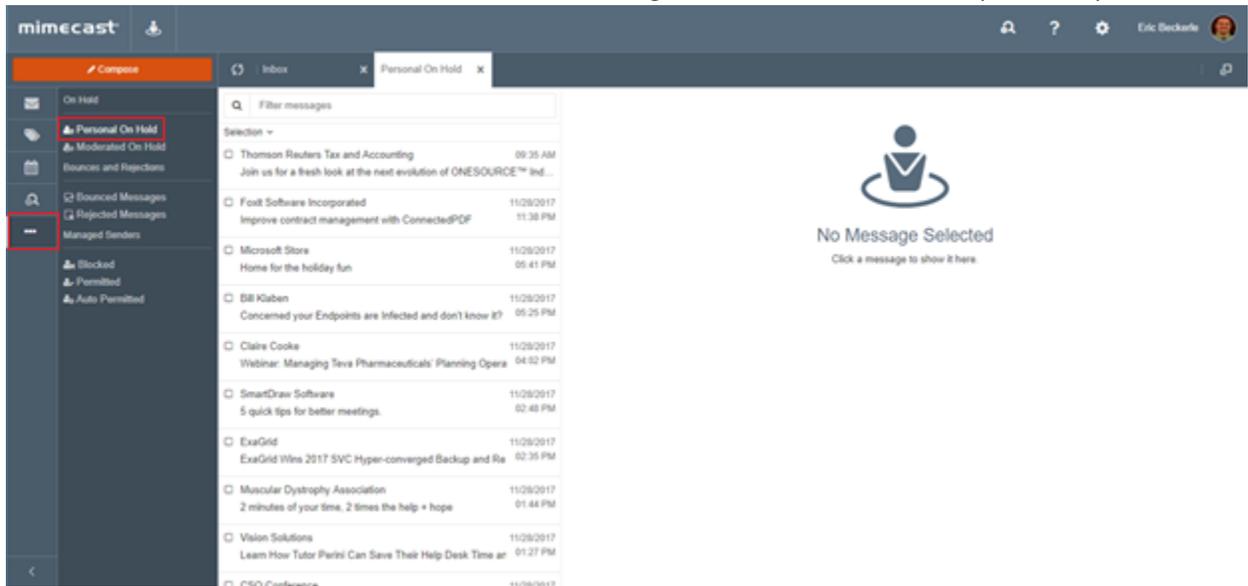
Password

Log In

Log in as a different user.
Reset Cloud Password

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4. To view your on-hold messages, click on the  icon on the left of your screen.
5. From there, click on Personal On Hold to see all messages that have been held for possible spam.



mimecast

Eric Beckler

Compose

Inbox Personal On Hold

On Hold

Personal On Hold

Moderated On Hold

Bounces and Rejections

Bounced Messages

Rejected Messages

Managed Senders

Blocked

Permitted

Auto Permitted

Filter messages

Selection

Thomson Reuters Tax and Accounting 09:35 AM
Join us for a fresh look at the next evolution of ONESOURCE™ Ind...

Foxt Software Incorporated 11/29/2017 11:38 PM
Improve contract management with ConnectedPDF

Microsoft Store 11/29/2017 05:41 PM
Home for the holiday fun

BB Klaben 11/29/2017 05:25 PM
Concerned your Endpoints are infected and don't know it?

Claire Cooke 11/29/2017 04:02 PM
Webinar: Managing Teva Pharmaceuticals' Planning Opera

SmartDraw Software 11/29/2017 02:48 PM
5 quick tips for better meetings.

ExaGrid 11/29/2017 02:35 PM
ExaGrid Wins 2017 SVC Hyper-converged Backup and Ra

Muscular Dystrophy Association 11/29/2017 01:44 PM
2 minutes of your time. 2 times the help = hope

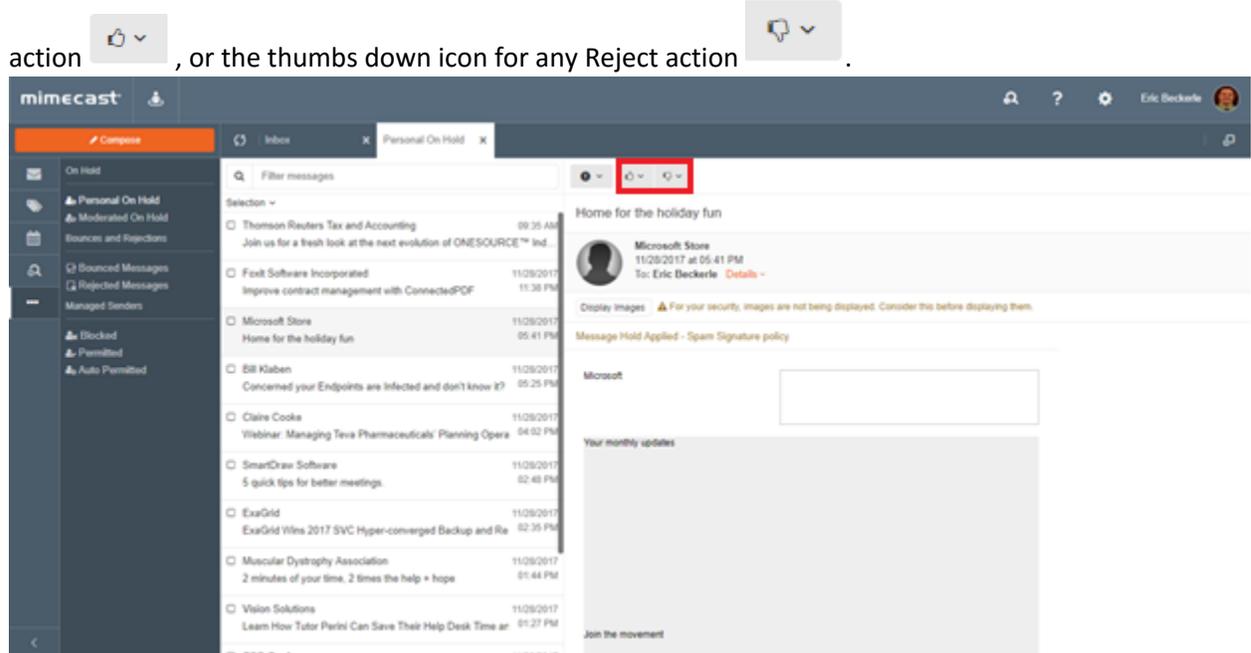
Vision Solutions 11/29/2017 01:27 PM
Learn How Tutor Perini Can Save Their Help Desk Time an

No Message Selected

Click a message to show it here.

6. From there you can click on any message to preview it, or select the check box beside them to work with multiple messages

7. After reviewing the messages shown, you have the ability to do all of the following:
 - a. Release Message
 - i. This will release the message for delivery to your Outlook mailbox
 - b. Release Message and Permit Sender
 - i. This will release the message and also allow all messages from this email address through in the future
 - c. Release Message and Permit Domain
 - i. This will release the message and also allow all messages from this email domain through in the future
 - d. Reject Message
 - i. This will delete the message from on-hold and will not deliver it
 - e. Reject Message and Block Sender
 - i. This will delete the message and also reject all messages from this email address in the future
 - f. Reject Message and Block Domain
 - i. This will delete the message and also reject all messages from this email domain in the future
8. To do any of these actions, simply click the message and select the thumbs up icon for any Release action



9. After permitting/blocking any email address or domain, those entries can be managed from this same page under the Blocked, Permitted, and Auto Permitted sections.

