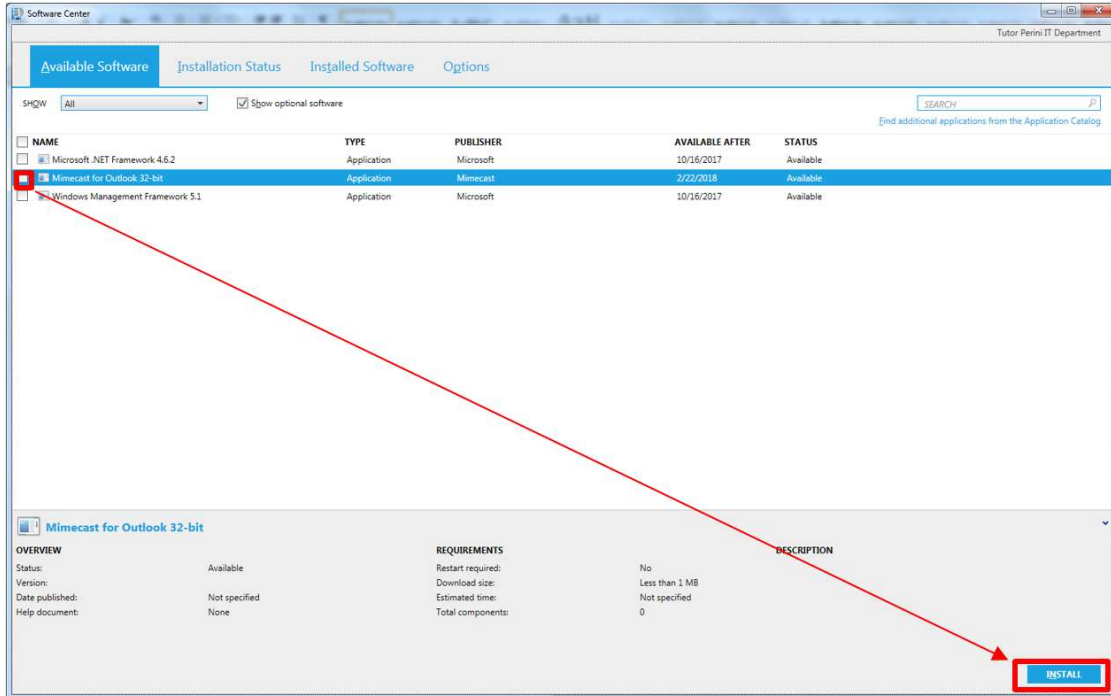
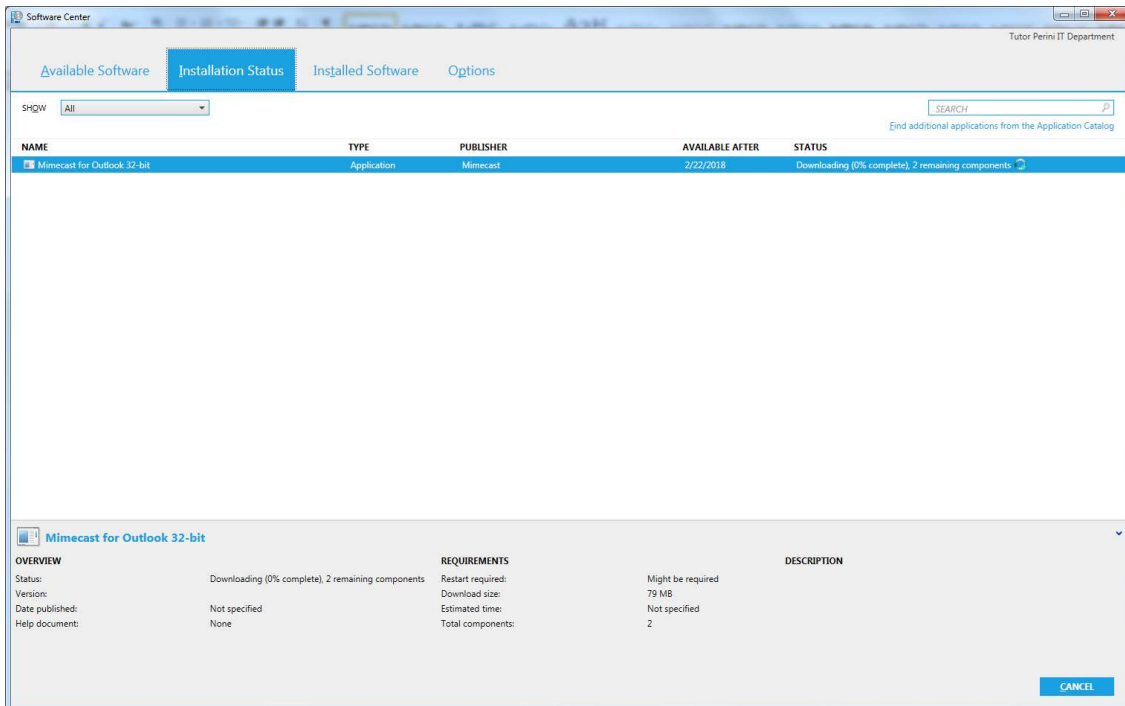


Instructions for Install Mimecast for Outlook Plugin

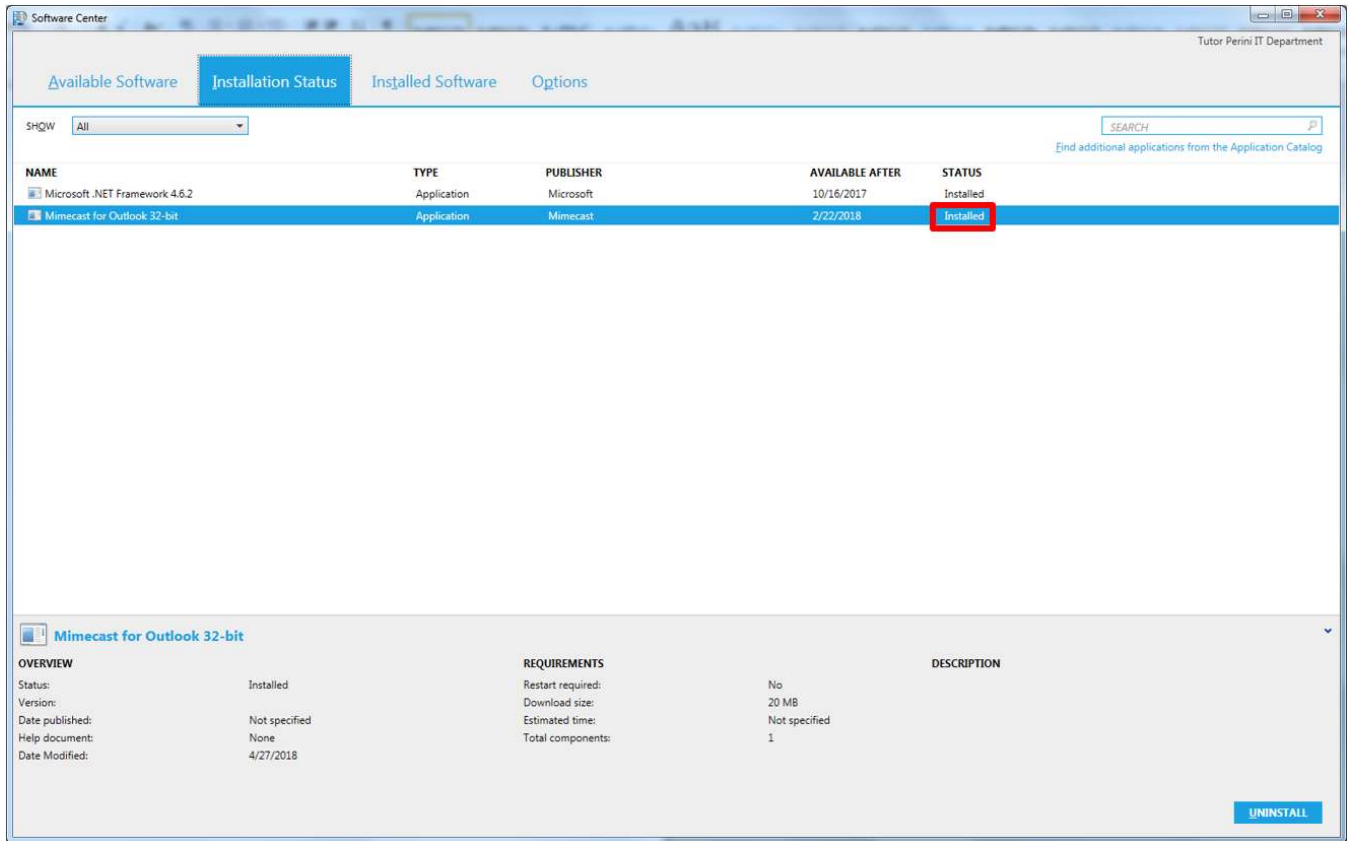
1. Close out of Microsoft Outlook. It is required that it is closed for the install to complete.
2. Go to Start>All Programs>Microsoft System Center>Configuration Manager and open Software Center
3. Click on “Mimecast for Outlook” and click “Install”



4. The install will start in the “Installation Status” tab of Software center.



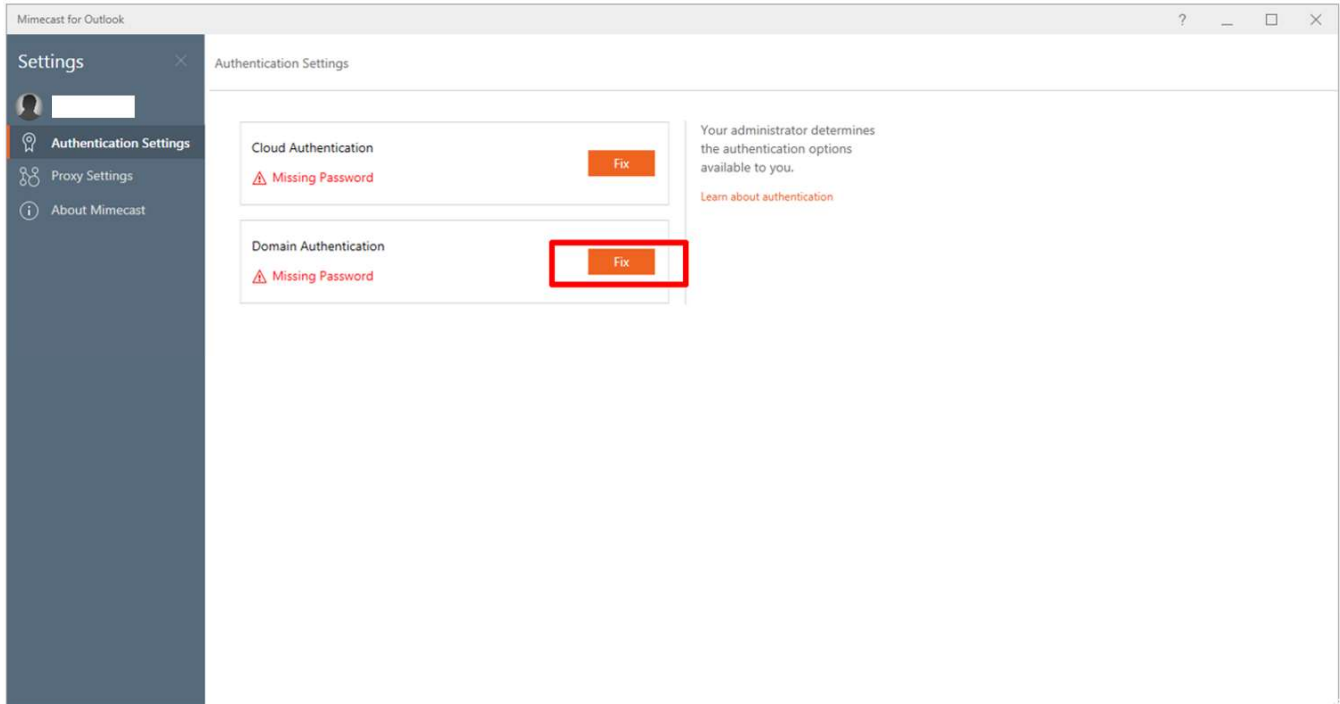
- There may be 2 components that need to install depending on the existing software on your machine. When the install is done, the status will change to "Installed". If it fails for any reason, please email helpdesk@tutorperini.com so that IT can investigate the reason for the failure.



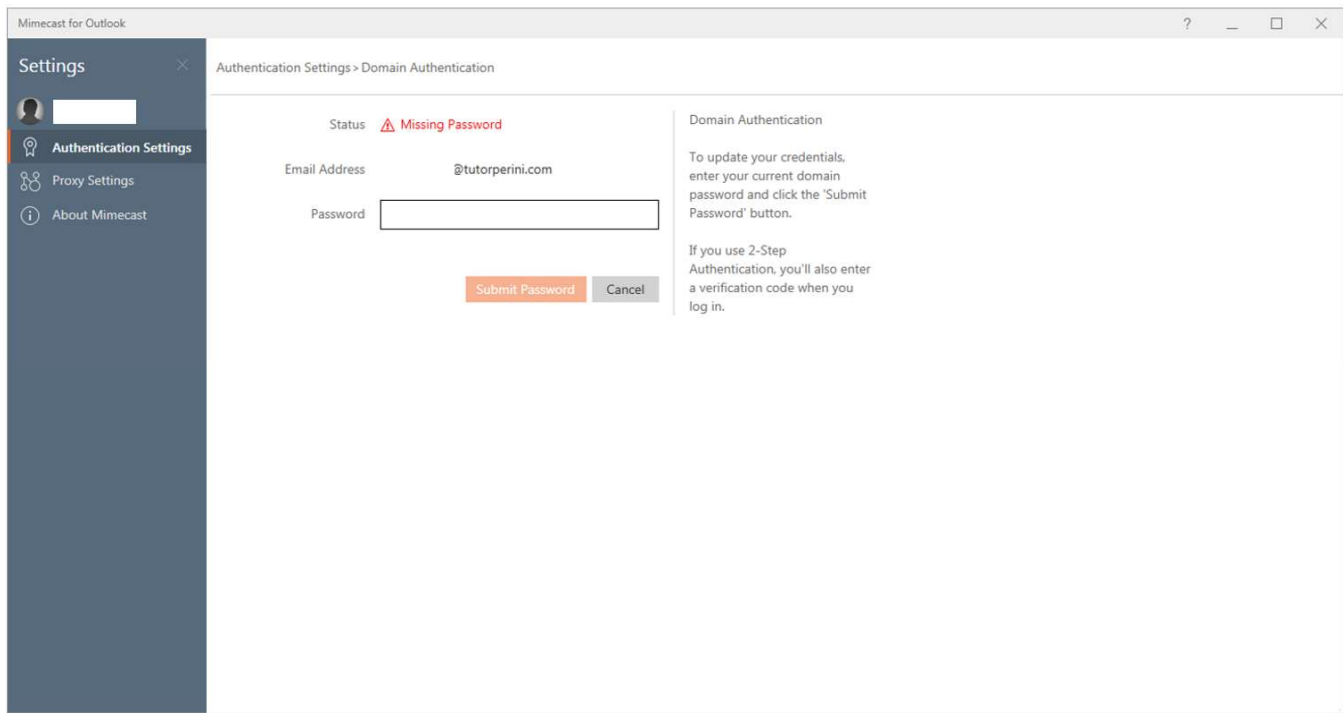
- Open Outlook go to Mimecast tab on top, and click on "Account Settings"



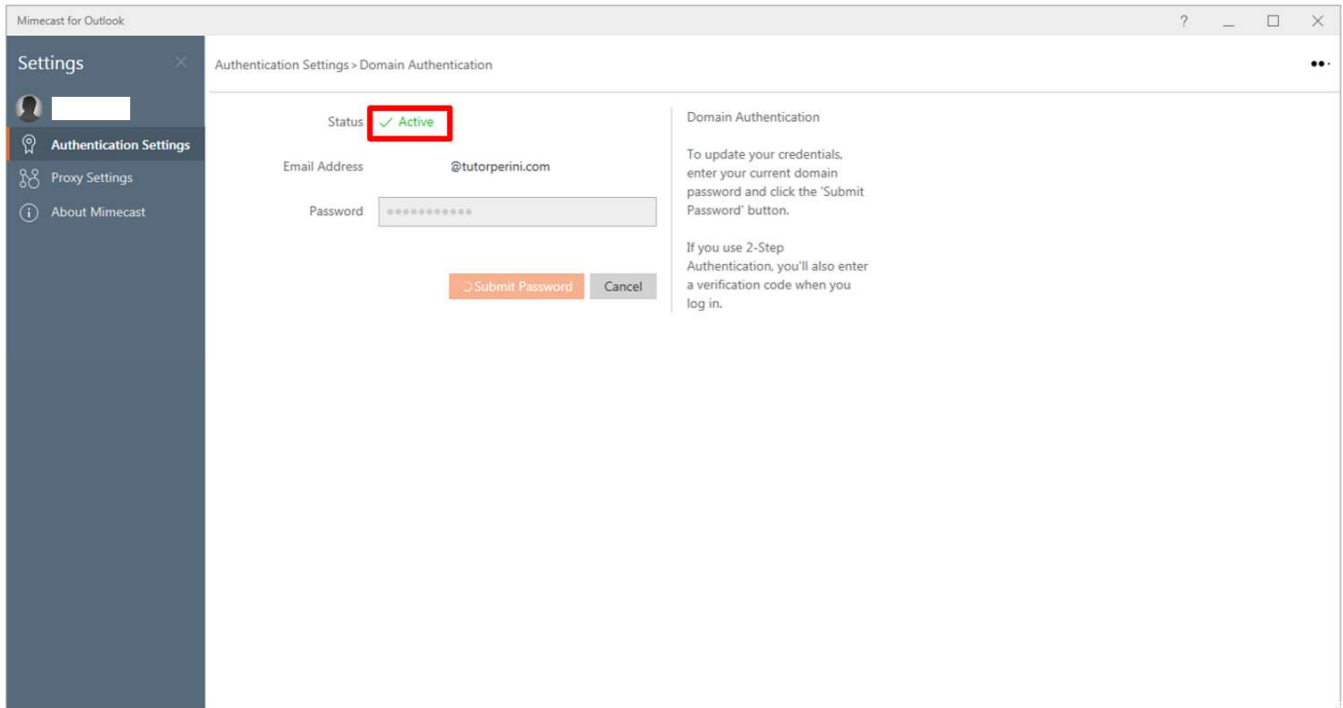
7. Click "Fix" on Domain Authentication



8. Enter your Tutor Perini network password



9. Verify you see a green check mark for Active, and close the window



10. You should now have all Mimecast items under the Mimecast tab in outlook

