# MIMECAST MOBILE

Mimecast Mobile enables you to access your email Archive, send and receive emails (even during a mail server outage) and to manage spam. This includes the ability to search for emails and files in their personal archive, even though these messages may no longer be available on our email server. During a planned or unplanned mail server outage, you are also able to continue to send and receive emails from your mobile device.
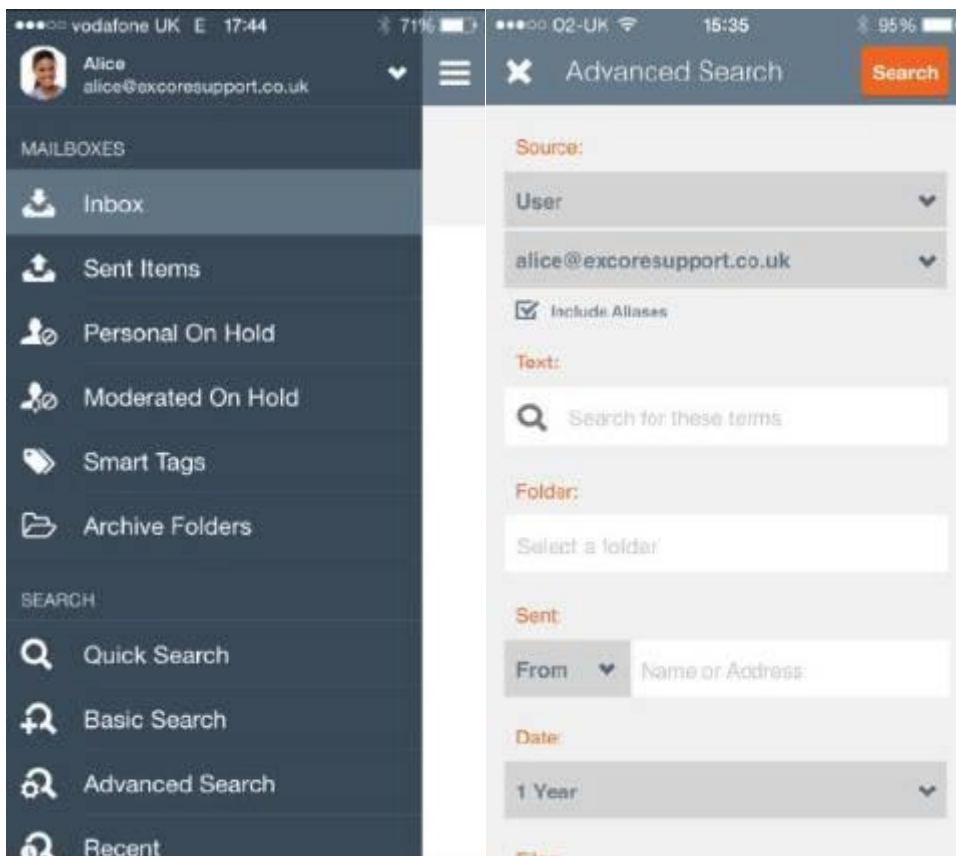
iPhone

You can download the Mimecast App from the iTunes App Store on your phone or iPad, or use this link:

https://itunes.apple.com/gb/app/mimecast-mobile-archive/id464286383

Android

The Android App can be obtained from the Google Play Store on the device or use this link:

https://play.google.com/store/apps/details?id=com.mimecast

To Install

1. Browse to the relevant App Store and download the application.
2. Open the Mimecast Mobile application.
3. Enter your email address and click the *Next* button.
4. A notification may be displayed to allow the application to access your device contacts. These are not stored in Mimecast, and when composing emails, a list of the addresses will be shown. Mimecast does not store our firm Global Address List (GAL).
5. Add your password. This is your network password (Domain password). Click **Log In**.
6. If the authentication of your details is successful, you will be presented with the **Passcode** screen. This is required each time the application has been inactive for 15 minutes or more.
7. Complete your 4-digit Passcode and then re-enter to confirm it.
8. Once the Passcode is set up successfully the Online Inbox will be presented.

Searching

To use quick search:

1. Select the *Search* icon at the top of the From Online Inbox or Online Sent items view.
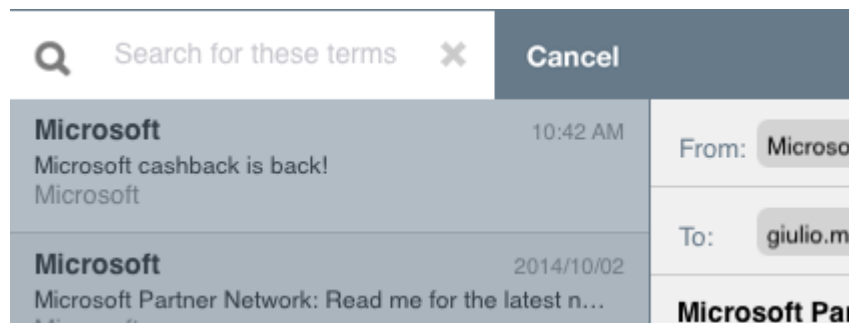
2. Complete the search criteria.
3. Select *Search* on the keyboard.

By default, the subject, body, and headers of the message are searched.

The search results are displayed including each message's:

- Sender
- Recipient
- Subject
- Date
- Message Size
  - Whether there's an attachment

To preview a message, select it from the list. If you would like information on **Advanced Searches**, click here:

https://community.mimecast.com/docs/DOC-1120

Composing a New Message

1. Use the *Compose* icon to create a message.

2. If you have selected the *Reply / Forward* button, you'll need to select the appropriate option.

3. Add the recipients, subject line, and message body.
4. The auto complete feature matches addresses in your device contacts (if access has been allowed) as well as for around 200 of the most recent emails you've previously sent through Mimecast.
5. Click the Attachment icon to add an attachment.

6. Advanced message options can be applied to messages, by selecting the message setting icon and selecting the desired option.
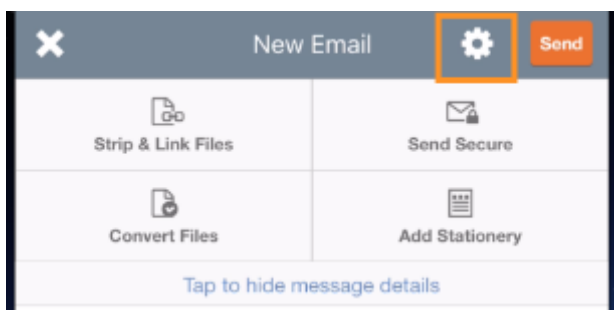
7. Once the email has been composed, click the *Send* button to send the message.

For More Information

There are many ways that this app can be used. If you want to know more about its many features, click

https://community.mimecast.com/community/knowledge-base/mimecast-mobile