

## Using Mimecast to Send Emails

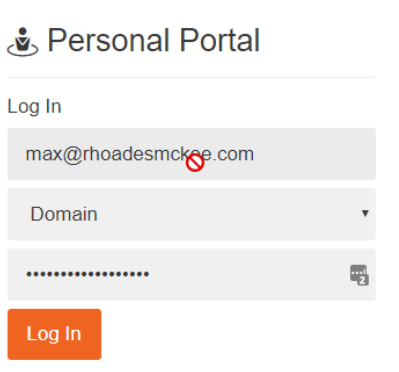
When the RM Exchange Outlook System is down you can use Mimecast to send emails.

1. Visit Mimecast: <https://rhoadesmckee.login-us.mimecast.com/>
2. Log in with your primary email address (If you are unsure of your primary email address, reference the list at the end of this document.)
3. Choose Domain from the dropdown
4. Type in your regular computer (network) password
5. Once logged in, click “Compose” for a new message window to pop up.
  - a. You have the option to send attachments (must first save the documents locally)
6. Click “Send”

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***For more detailed instructions, please see below:***

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3. Choose Domain from the dropdown
4. Type in your regular computer (network) password

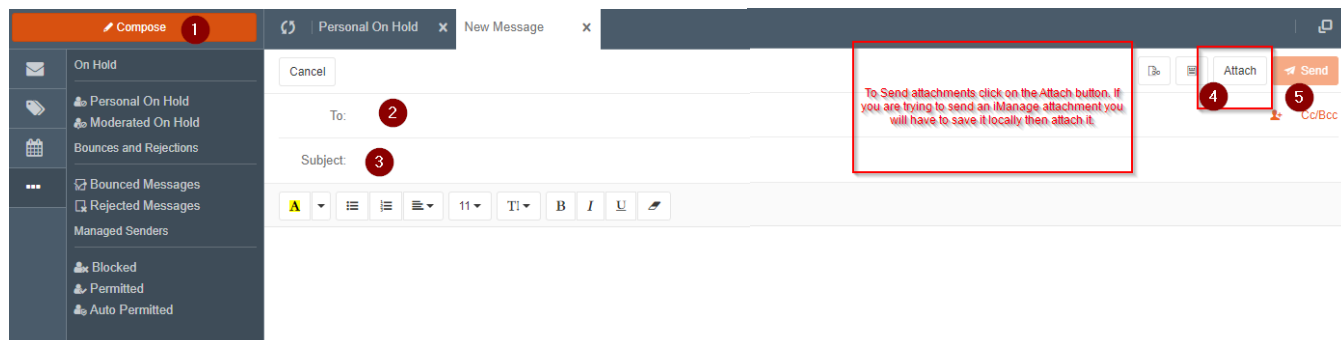


The screenshot shows a login form titled "Personal Portal". It includes a "Log In" label, an email input field containing "max@rhoadesmckee.com" with a red error icon, a "Domain" dropdown menu, a password input field with a masked password and a "2" icon, and an orange "Log In" button.

5. Once logged in, click on the orange “Compose” button on the top left of the screen.
6. A new message window will pop up
  - a. If you need to include attachments, click “Attach” on the top right of the screen.
    - i. You will need to first save the documents locally, and then attach. The system cannot grab documents directly from iManage.

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7. Once you are ready to send, click the orange “Send” button on the top right of the screen.



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Address	Domain	Details
acs	@griaw.com	Arthur C. Spalding
alonasch	@rhoadesmckee.com	Anne L. Onasch
amburles	@rhoadesmckee.com	Annette M. Burleson
apearson	@rhoadesmckee.com	Anthony A. Pearson
asnyder	@rhoadesmckee.com	Andrea Snyder
bcourtade	@rhoadesmckee.com	Bruce A. Courtade
beckyb	@rhoadesmckee.com	Rebecca J. Becktold
bwneckers	@rhoadesmckee.com	Bruce W. Neckers
cabrainerd	@rhoadesmckee.com	Cat A. Brainerd
camyhre	@rhoadesmckee.com	Christine A. Myhre
caprzybylski	@rhoadesmckee.com	Carol A. Przybylski
debevins	@rhoadesmckee.com	David E. Bevins
depachul	@rhoadesmckee.com	Debra E. Pachulski
djvigliarolo	@rhoadesmckee.com	Debi Vigliarolo
dkbosworth	@rhoadesmckee.com	Diane K. Bosworth
dmremien	@rhoadesmckee.com	Debra M. Remien
dpvanden	@rhoadesmckee.com	Douglas P. VandenBerge
drieffers	@rhoadesmckee.com	Dawn R. Lieffers
eagreen	@rhoadesmckee.com	Emily A. Green
ebgoodri	@rhoadesmckee.com	Edward B. Goodrich
gtimmer	@rhoadesmckee.com	Gregory G. Timmer
gwfurtado	@rhoadesmckee.com	G. Will Furtado
henelson	@rhoadesmckee.com	Harold E. Nelson
hostrow	@rhoadesmckee.com	Hal G. Ostrow
inorthon	@rhoadesmckee.com	Ian A. Northon
jadunham	@rhoadesmckee.com	Jennifer A. Dunham
jalucas	@rhoadesmckee.com	Joseph A. Lucas
jgordon	@rhoadesmckee.com	Jacqueline M. Gordon
jlmanier	@rhoadesmckee.com	Julie L. Manier
jmlichtenberg	@rhoadesmckee.com	John M. Lichtenberg
jrpoll	@rhoadesmckee.com	James R. Poll
jsdunlop	@rhoadesmckee.com	Jacob S. Dunlop
jsiebers	@rhoadesmckee.com	Jonathan J. Siebers
jtklees	@rhoadesmckee.com	John T. Klees
jwalson	@rhoadesmckee.com	Jacob Walson
kfritz	@rhoadesmckee.com	Koral C. Fritz
kjhaisma	@rhoadesmckee.com	Kathy J. Haisma
lcverspo	@rhoadesmckee.com	Chris Verspoor
lmstrong	@rhoadesmckee.com	Laurie M. Strong
lozicki	@rhoadesmckee.com	Peter J. Lozicki
macartwr	@rhoadesmckee.com	Mary A. Cartwright
mccarthy	@rhoadesmckee.com	Paul A. McCarthy
mefatum	@rhoadesmckee.com	Mark E. Fatum
mjrholdes	@rhoadesmckee.com	Mary Jane Rhoades
mrsmith	@rhoadesmckee.com	Mark R. Smith
pbellis	@rhoadesmckee.com	Patrick B. Ellis
pfdoren	@rhoadesmckee.com	Patty F. Doren
pcross	@rhoadesmckee.com	Pamela J. Cross

## Using Mimecast to Send Emails



prdrueke  
psweeney  
rcshaver  
sdmyott  
sjhulst  
sjsteiner  
skip  
smbos  
smdykstr  
swstay  
thendricks  
tisaxe  
tizabel  
tphogan  
trdudley  
tsf  
vjdawe  
vibrogge

@rhoadesmckee.com  
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Patrick R. Druke  
Patrick E. Sweeney  
Robert C. Shaver  
Stephanie D. Myott-Beebe  
Stephen J. Hulst  
Scott J. Steiner  
James L. Schipper  
Sara M. Bos  
Sherry M. Dykstra  
Suanne Watt Stay  
Todd A. Hendricks  
Thomas L. Saxe  
Terry L. Zabel  
Thomas P. Hogan  
Timothy R. Dudley  
Thomas S. Flickinger  
Vickie J. Dawe  
Victoria L. Brogger