

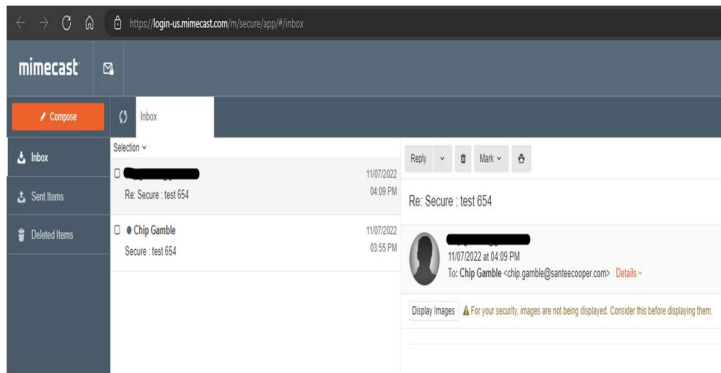
# Things to Know About MFA (Multi-Factor Authentication)

November 13, 2022

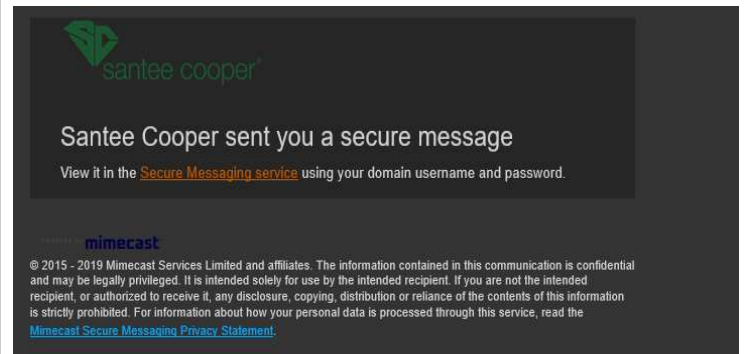


Same process, different portal – If you need to send and receive emails with sensitive information, you can use the Mimecast Secure Messaging app. Keep in mind, that Santee Cooper must initiate the secure email in order for the recipient to reply.

**Step 1:** Send email using “Secure:” in Email Subject or go to <https://login-us.mimecast.com/m/secure> and logging into secure email portal and composing a new email.



**Step 2:** Recipient will receive secure email with request login



**Step 3:** The recipient will login to the portal by entering their email address.

Log In

**Confidentiality Notice:**

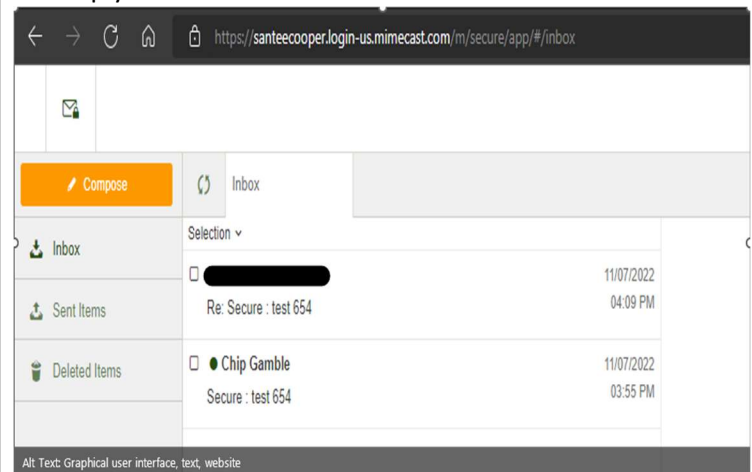
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**Step 4:** Once logged in, the recipient can access the email and reply



**Step 5:** The sender will then log into the application to view the reply.

**Note:** Users can go directly to the secure email portal by going to <https://login-us.mimecast.com/m/secure>.