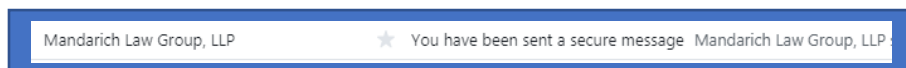


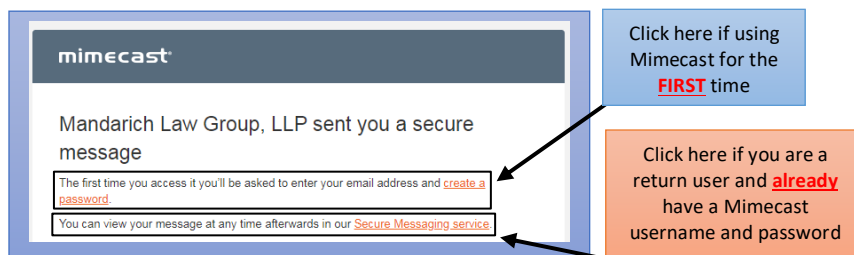
Mimecast Instructions – English

Instructions for viewing the sent document via Mimecast:

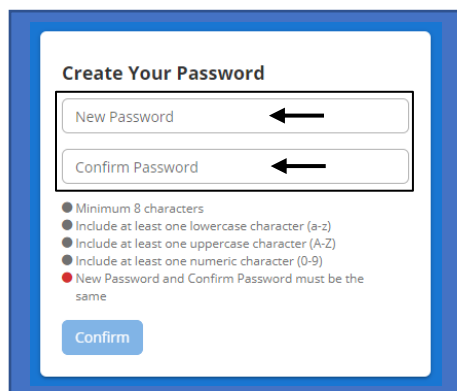
- **Step 1:**
 - Open the email from the Mandarich Law Group, LLP. **For best results, use a desktop or laptop computer and not a Smartphone.**



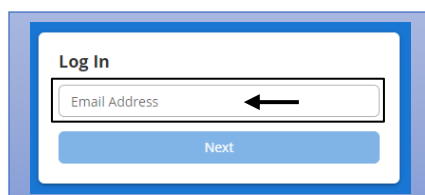
- **Step 2:**
 - After opening email, click **“create a password”** (First Time User) or **“Secure Messaging service”** (Return User).



- **Step 3:**
 - Enter a unique password in the **“Create Your Password”** window.
 - Password Criteria:
 - Minimum of 8 characters
 - At least 1 lowercase letter (a-z)
 - At least 1 uppercase letter (A-Z)
 - At least 1 numeric character (0-9)

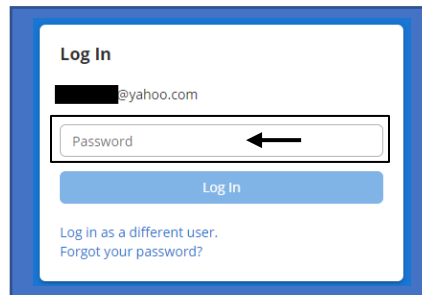


- **Step 4:**
 - Enter your personal email address in the **“Log In”** window
 - Click **“Next”**

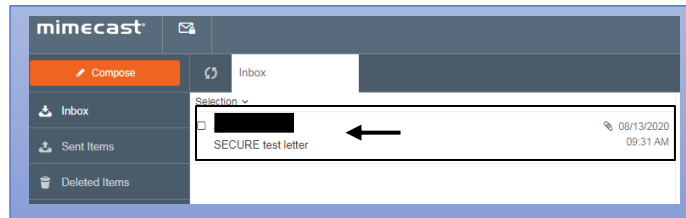


Mimecast Instructions – English

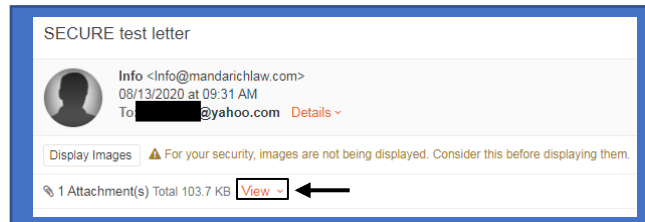
- **Step 5:**
 - Enter the password you created in Step 3
 - Click “**Log In**”



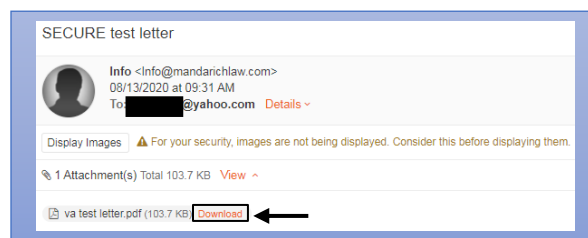
- **Step 6:**
 - The email will now open with the message sent from the Mandarich Law Group, LLC.
 - Click the message



- **Step 7:**
 - Click “**View**”



- **Step 8:**
 - Click “**Download**”



- **Step 9:**
 - Depending on the browser you are using, open the document.
 - **Chrome Browser** – bottom left of screen
 - **Internet Explorer** – bottom center of screen
 - **Firefox** – pop-up window

Mimecast Instructions – English

- **Step 10:**
 - To print the document, click the printer icon at the top right of the open document.

