



DATA SHEET

Maillock Admin Portal

The Maillock Admin Portal is accessed and used by your company administrator, allowing them to set up and manage your subscription and licences.



FUNCTION	DESCRIPTION
Branding	The branding function lets you apply your company branding throughout the Maillock read journey and in email notifications to recipients.
Domains	To further increase company security, you can use the Admin Portal to manually limit the domains that are allowed to send emails using your subscription.
Shared addresses	In many situations, such as in call centres, one email address can be shared by multiple people. As you still need to be able to communicate securely using a shared email address, the Admin Portal allows you to set up individual and shared addresses.
Security alerts	We have created a default set of security alerts which, when triggered by keywords in the subject or body of a message, prompt users to send securely. Pro licence holders can edit this default list, customising their trigger words to suit their needs.
Inviting users	You can use the portal to invite new users, monitor invite status, and assign additional people as Company Admins.
Trusting Unipass	As Maillock has an exclusive integration with Unipass, within the Admin Portal you can toggle whether users within your company can accept a recipient's Unipass Identity as a trusted and valid form of identity verification.
Message tracking	Keeping records is vital for compliance, particularly with ISO and Cyber Essentials standards. Stay aware of system activity with Maillock's message tracking feature.
User management	Enables you to browse and delete user profiles and manage shared mailboxes.
Multi-factor authentication	You can enable multi-factor authentication (MFA) to add an extra layer of security when logging in to the Admin Portal.
Subscription	View your active licences and manage your payment details.
Recipient validation	Within the admin portal, you can turn on misdirected email check. This will require all users to review and confirm that they are sending an email to the correct recipient.