

PRODUCT DATA SHEET

Mailock Admin Portal

The Mailock 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 allows you to persist your branding throughout the recipients' Mailock read read journey and notifications sent to recipients' inboxes.
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.
Trigger words	We have created a default set of trigger words which, when found in the subject and/or body of your message, will prompt you to securely send your email. Pro licence holders can edit this default list, customising their trigger words to suit their needs.
Inviting users	Through the portal you are able to invite new users, monitor the status of invites and allocate additional individuals to the role of Company Admin.
Trusting Unipass	As Mailock 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.
Audit trails	Keeping records is an important aspect of compliance, especially for ISO and Cyber Essentials standards. Remain aware of changes that occur within the system with Mailock's audit trail.
User management	Enables you to browse and delete user profiles and manage shared mailboxes.
2FA	You can also enable two-factor authentication to strengthen security when accessing the company Admin Portal.
Subscription	Check how many licences you have in your account and update 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.