

## LEVEL ONE

# DIGITAL RISK: SYSTEM SETTINGS

### FORMAT

Web-Based Training (WBT)

### DURATION

60 minutes

### WHO SHOULD ATTEND?

System Administrators

### PREREQUISITES

Fundamentals of Social Patrol

### REGISTRATION

Contact [training@proofpoint.com](mailto:training@proofpoint.com) for registration information

The course reviews each of the seven system settings including: (1) My Info, (2) Manage Clients, (3) Manage Users, (4) Manage Roles, (5) Manage Teams, (6) External Apps and (7) Audit Logs incorporating step-by-step processes and best practices.

### COURSE OUTLINE

#### Lesson 1: Introduction, Permissions and Access

Introduction, permissions and accessing Digital Risk system settings

#### Lesson 2: My Info

Describes two factor authentication, connecting social media accounts, edit user and company information and uploading a list of emails for Profile Management

#### Lesson 3: Manage Clients

Describes what clients are, how to create new, edit and delete clients

#### Lesson 4: Manage Users

Describes how to add a new, terminate or disable a user and reset a user's password

#### Lesson 5: Manage Roles

Describes how to built-in system roles and how to create a new, edit, customize (duplicate) or delete a role

#### Lesson 6: Manage Teams

Describes how to what teams are and benefits of usage and how to add new, edit existing or delete teams

#### Lesson 7: External Apps

Describes how to integrate publishing application using a key

#### Lesson 8: Audit Logs

Describes how to access and export logs with information regarding system changes including date, type, name, actor and changes made

### ABOUT PROOFPOINT

Proofpoint, Inc. (NASDAQ:PFPT) is a leading cybersecurity company that protects organizations' greatest assets and biggest risks: their people. With an integrated suite of cloud-based solutions, Proofpoint helps companies around the world stop targeted threats, safeguard their data, and make their users more resilient against cyber attacks. Leading organizations of all sizes, including more than half of the Fortune 100, rely on Proofpoint to mitigate their most critical security and compliance risks across email, the cloud, social media, and the web. No one protects people, the data they create, and the digital channels they use more effectively than Proofpoint.combat modern advanced threats.

©Proofpoint, Inc. Proofpoint is a trademark of Proofpoint, Inc. in the United States and other countries. All other trademarks contained herein are property of their respective owners.