

LEVEL ONE

ENTERPRISE ARCHIVE ADMINISTRATION

FORMAT

Web-based Training (WBT)

DURATION

45 minutes

INTENDED AUDIENCE

Users and administrators who need to know how to use search, advanced search, saved search, folders and export

PREREQUISITE

None

REGISTRATION

Contact training@proofpoint.com for registration information.

The Proofpoint Enterprise Archive Administration course provides instruction on basic use of the archive and an overview of how the archive works and its administrative functions. It also shows you how to interact effectively with product support to complete administrative tasks in the archive.

Take the exam to test your knowledge and earn your Level One certificate for Enterprise Archive Administration.

COURSE OUTLINE

Module 1: Search

Conduct a basic search in the message subject, body and attachments and review the results.

Module 2: Advanced Search

Search the archive to expand filters as a way of refining search results beyond basic search.

Module 3: Saved Search

Learn how to save and organize search criteria and re-use the criteria at a later time to make your search more efficient.

Module 4: Folders

Collect and organize your personal archive search results into archive folders to store specific search results.

Module 5: Exports

Export messages from the archive for use on external systems.

Module 6: Archive Administration Overview

Gain knowledge about how the product works, the name resolution process, control of user permissions, use of information tags, message retention policies, disposition process, use of roles, departments, and partners, archive audit trail and reporting and how to work with the product effectively.

ABOUT PROOFPOINT

Proofpoint, Inc. (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 1000, rely on Proofpoint to mitigate their most critical security and compliance risks across email, the cloud, social media, and the web. More information is available at www.proofpoint.com.

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