

# LEVEL ONE

# SECURITY AWARENESS TRAINING: USER MANAGEMENT

## FORMAT

Web-based Training (WBT)

## DURATION

25 minutes

## INTENDED AUDIENCE

Super, Training or User Administrator

## PREREQUISITES

Security Awareness Training Platform-Level 1

## REGISTRATION

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

This course provides knowledge, step-by-step processes, videos, troubleshooting and best practices for user management, user bulk management, groups and properties.

## COURSE OUTLINE

### Lesson 1: User Management

Gain knowledge about the Manage Users page, steps to add a new user, and steps to edit an existing user.

### Lesson 2: User Bulk Management

Gain familiarity with the Bulk Manage page, CSV template, and the steps to bulk add, edit and archive users.

### Lesson 3: User Bulk Management in Action: Training Video

Watch the processes covered in the User Bulk Management section in action in the platform.

### Lesson 4: User Bulk Management Troubleshooting

Gain confidence as an administrator to solve common issues with bulk management processes.

### Lesson 5: Groups

Understand groups, steps to create a new group and add users, steps to add users to an existing group, and steps to remove users from an existing group.

### Lesson 6: Properties

Overview of the required user properties and custom properties, steps to add a custom property using properties page, steps to add a custom property using bulk manage, and steps to remove a custom property.

## ABOUT PROOFPOINT

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