

## LEVEL TWO

## PROOFPOINT SUPERVISION FOR ADMINISTRATORS

**FORMAT**

Offered as either:

- Virtual Instructor-Led Training (VILT)
- Instructor-Led Training (ILT).

**DURATION**

2 days

**INTENDED AUDIENCE**

Customers, Partners, and Proofpoint Employees—  
Compliance Administrators

**PREREQUISITE**

Knowledge of compliance regulations such as FINRA, SEC, and IIROC

**REGISTRATION**

Contact your account representative  
or [training@proofpoint.com](mailto:training@proofpoint.com)  
for registration information.

This course will walk you through the configuration process of Proofpoint Supervision while explaining features and exploring use cases to suit your needs. The course provides both instruction and hands-on experience. You will create and configure a compliance division; create flagging and sampling rules; and create risk-based policies that allow you to add monitored staff, rules, and review team members. You will also explore and configure different workflow options and use tools to improve review efficiency. You will learn how to use reporting for monitoring, improving rule effectiveness, and identify staff and rules with higher confirmed flags. The course also shows administrators the tasks performed by reviewers via the Dashboard, Message Review, Past Review, and Search. At the conclusion of the course you will receive reference material for future use.

**COURSE OUTLINE**

- Introduction, Overview, and Access
- Compliance Divisions
- Dashboards
- Rules
- Review Teams
- Policies
- Exclusions
- Pre-Approved Content
- Selection Scope
- Compliance Division Options
- Comment Library
- Email Templates
- Export / Import Configurations
- Message Review
- Past Review and Search
- Review Sets
- Reporting
- Alerts
- Exporting
- Challenge Exercises

**ABOUT PROOFPOINT**

Proofpoint, Inc. 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](http://www.proofpoint.com).

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