

# Administration Console Basics



*Take the first step to becoming a Mimecast expert*

<p><b>Overview:</b></p> <hr/> <p>This is the first technical training session that anyone new to Mimecast should attend.</p> <p>An introductory session that explores the Mimecast Administration Console covering topics such as the connections into and out of the organization's infrastructure, the default account configuration and how Mimecast is designed to process emails.</p>	<p><b>Course Information:</b></p> <hr/> <p><b>Cost</b> – Free</p> <p><b>Duration</b> – Webinar (1 Hour)</p> <hr/> <p><b>Bookings</b> - <a href="https://www.mimecast.com/customer-success/training/book-training/">https://www.mimecast.com/customer-success/training/book-training/</a></p>	
<p><b>Why Attend?</b></p> <hr/> <ul style="list-style-type: none"> <li>• Log into your company Administration Console</li> <li>• Be empowered to work with internal and external groups and domains</li> <li>• Troubleshoot email delivery</li> <li>• Pull effective and informative reports</li> <li>• Use the early warning system to monitor your account</li> </ul>	<p><b>Course Outline:</b></p> <hr/> <ul style="list-style-type: none"> <li>• Mimecast Introduction</li> <li>• Account Settings</li> <li>• Administrator Roles</li> <li>• Connectivity Basics</li> <li>• User and Group Management</li> <li>• Monitoring</li> <li>• Reporting</li> <li>• Service Monitor</li> </ul>	
<p><b>Prerequisites:</b></p> <hr/> <p>None</p>	<p><b>Who Should Attend?</b></p> <hr/> <ul style="list-style-type: none"> <li>• System Administrators</li> <li>• Network Administrators</li> <li>• Desktop Support Engineers</li> </ul>	<p><b>What's Next?</b></p> <hr/> <p>Policy Configuration</p>



SECURITY



ARCHIVING



CONTINUITY

# Gateway Policy Configuration



*Dive deeper into becoming a Mimecast expert.*

<p><b><u>Overview:</u></b></p> <hr/> <p>The second technical training session in the series which covers gateway policy configuration.</p>	<p><b><u>Course Information:</u></b></p> <hr/> <p><b>Cost</b> – Free</p> <hr/> <p><b>Duration</b> – Webinar (1 Hour)</p> <hr/> <p><b>Bookings</b> -  <a href="https://www.mimecast.com/customer-success/training/book-training/">https://www.mimecast.com/customer-success/training/book-training/</a></p>
<p><b><u>Why Attend?</u></b></p> <hr/> <ul style="list-style-type: none"> <li>• Learn about the benefits of Mimecast policies</li> <li>• Create and understand policies that do not need definitions</li> <li>• Create and understand policies that do need definitions</li> <li>• Understand specificity</li> </ul>	<p><b><u>Course Outline:</u></b></p> <hr/> <ul style="list-style-type: none"> <li>• Policy Basics             <ul style="list-style-type: none"> <li>• Anti-Spoofing</li> <li>• Blocked Senders</li> <li>• Permitted Senders</li> <li>• Content Examination</li> </ul> </li> <li>• Managed Senders</li> </ul>

<p><b>Prerequisites:</b></p> <hr/> <p>Administration Console Basics</p>	<p><b>Who Should Attend?</b></p> <hr/> <ul style="list-style-type: none"> <li>• System Administrators</li> <li>• Network Administrators</li> <li>• Desktop Support Engineers</li> </ul>	<p><b>What's Next?</b></p> <hr/> <p>Any other Mimecast webinar</p>
---	---	--

# Targeted Threat Protection

*Experience the final instalment of the Mimecast trilogy!*

<p><b>Overview:</b></p> <hr/> <p>The third technical training session in the series which covers Targeted Threat Protection and associated Policies</p>	<p><b>Course Information:</b></p> <hr/> <p><b>Cost</b> – Free</p> <hr/> <p><b>Duration</b> – Webinar (1 Hour)</p> <hr/> <p><b>Bookings</b> - <a href="https://www.mimecast.com/customer-success/training/book-training/">https://www.mimecast.com/customer-success/training/book-training/</a></p>
<p><b>Why Attend?</b></p> <hr/> <ul style="list-style-type: none"> <li>• Learn about URL Protection and the associated policies</li> <li>• Understand Attachment Protection and the associated policies</li> <li>• Learn about Impersonation Protect and the associated policies</li> </ul>	<p><b>Course Outline:</b></p> <hr/> <ul style="list-style-type: none"> <li>• URL Protection</li> <li>• Attachment Protection</li> <li>• Impersonation Protection</li> </ul>

<p><b>Prerequisites:</b></p> <hr/> <p>Policy Configuration</p>	<p><b>Who Should Attend?</b></p> <hr/> <ul style="list-style-type: none"> <li>• System Administrators</li> <li>• Network Administrators</li> <li>• Desktop Support Engineers</li> </ul>	<p><b>What's Next?</b></p> <hr/> <p>Any other Mimecast webinar</p>
--	---	--

# Archiving & eDiscovery Essentials



*Become an expert in Archive Searches and manage an eDiscovery investigation.*

<p><b><u>Overview:</u></b></p> <hr/> <p>The basics of archiving and email retention are covered in this technical webinar including details on how to perform archive searches and how email retention works. It also looks at archive searches as well as exports and eDiscovery fundamentals.</p>	<p><b><u>Course Information:</u></b></p> <hr/> <p><b>Cost</b> – Free</p> <hr/> <p><b>Duration</b> – Webinar (1 Hour)</p> <hr/> <p><b>Bookings</b> - <a href="https://www.mimecast.com/customer-success/training/book-training/">https://www.mimecast.com/customer-success/training/book-training/</a></p>	
<p><b>Why Attend?</b></p> <hr/> <ul style="list-style-type: none"> <li>• Conduct effective archive searches as an administrator</li> <li>• Export archived data from Mimecast to host in your environment</li> <li>• Manage an eDiscovery Case and provide access to a group for an investigation</li> </ul>	<p><b>Course Outline:</b></p> <hr/> <ul style="list-style-type: none"> <li>• Archiving             <ul style="list-style-type: none"> <li>○ Search</li> <li>○ Saved Searches</li> <li>○ Exports</li> </ul> </li> <li>• eDiscovery             <ul style="list-style-type: none"> <li>○ Case Review Application</li> </ul> </li> <li>• Sync &amp; Recover (high level)</li> </ul>	
<p><b>Prerequisites:</b></p>	<p><b>Who Should Attend?</b></p>	<p><b>What's Next?</b></p>

Administration Console Basics	<ul style="list-style-type: none"> <li>• System Administrators</li> <li>• Network Administrators</li> <li>• Desktop Support Engineers</li> <li>• Discovery Officers</li> </ul>	Any other Mimecast webinar
-------------------------------	--	----------------------------

# Employee Productivity & Mobility



*As an end user, you now have the magic of Mimecast at your fingertips!*

<p><b>Overview:</b></p> <hr/> <p>Attend this webinar to understand how to use application settings and how to control continuity during a planned or unplanned outage scenario.</p>	<p><b>Course Information:</b></p> <hr/> <p><b>Cost</b> – Free</p> <hr/> <p><b>Duration</b> – Webinar (1 Hour)</p> <hr/> <p><b>Bookings</b> - <a href="https://www.mimecast.com/customer-success/training/book-training/">https://www.mimecast.com/customer-success/training/book-training/</a></p>
<p><b>Why Attend?</b></p> <hr/> <ul style="list-style-type: none"> <li>• Learn more how to give users access to certain Mimecast applications</li> <li>• Understand how to affect the user experience regarding the various Mimecast applications</li> <li>• Generate a continuity event for planned or unplanned infrastructure outages</li> </ul>	<p><b>Course Outline:</b></p> <hr/> <ul style="list-style-type: none"> <li>• Application Settings</li> <li>• Continuity Events</li> </ul>

Prerequisites:	Who Should Attend?	What's Next?
<hr/> <p>None</p>	<hr/> <ul style="list-style-type: none"> <li>• System Administrators</li> <li>• Network Administrators</li> <li>• Desktop Support Engineers</li> </ul>	<hr/> <p>Any other Mimecast webinar</p>

# Stationery Essentials



*Become an expert in Mimecast Stationery and create effective and professional branding for your company email*

<p><b><u>Overview:</u></b></p> <hr/> <p>Mimecast offers functionality for email branding components to be applied to regular day-to-day emails. Explore email branding functionality and consistency of brand application through a centralized set of administrator-controlled policies in this technical webinar. The application of legal disclaimers for compliance purposes will also be discussed as will available reporting and tracking options.</p>	<p><b><u>Course Information:</u></b></p> <hr/> <p><b>Cost</b> – Free</p> <hr/> <p><b>Duration</b> – Webinar (1 Hour) Classroom (1 Day)</p> <hr/> <p><b>Bookings</b> - <a href="https://www.mimecast.com/customer-success/training/book-training/">https://www.mimecast.com/customer-success/training/book-training/</a></p>	
<p><b><u>Why Attend?</u></b></p> <hr/> <ul style="list-style-type: none"> <li>• Understand what Mimecast Stationery is and how the cloud fits into it</li> <li>• Generate effective resources and bring them all together in a professional layout</li> <li>• Manage your company email branding with clickable components and actions</li> <li>• Pull informative reports based on your branding elements and their effectiveness</li> </ul>	<p><b><u>Course Outline:</u></b></p> <hr/> <ul style="list-style-type: none"> <li>• Planning Stationery</li> <li>• Working with Images</li> <li>• Creating Micro Sites</li> <li>• Understanding Actions</li> <li>• Implementing Layouts</li> <li>• Learning about Policies</li> <li>• Stationery Signatures for Email Replies or Forwards</li> <li>• Pulling Reports</li> </ul>	
<p><b><u>Prerequisites:</u></b></p> <hr/> <p>Basic understanding of HTML would be an advantage, though this is not an HTML course</p>	<p><b><u>Who Should Attend?</u></b></p> <hr/> <ul style="list-style-type: none"> <li>• Graphic Designers</li> <li>• Marketing Coordinators</li> <li>• Marketing Managers</li> </ul>	<p><b><u>What's Next?</u></b></p> <hr/> <p>None</p>

# Mimecast Synchronization Engine



Manage the add-on for Folder Replication, Calendar Synchronization, etc.

<p><b>Overview:</b></p> <hr/> <p>Covering everything an administrator needs to know about the Mimecast Synchronization Engine from installation to the dashboard, tasks to monitoring.</p>	<p><b>Course Information:</b></p> <hr/> <p><b>Cost</b> – Free</p> <hr/> <p><b>Duration</b> – Webinar (1 Hour)</p> <hr/> <p><b>Bookings</b> -  <a href="https://www.mimecast.com/customer-success/training/book-training/">https://www.mimecast.com/customer-success/training/book-training/</a></p>	
<p><b>Why Attend?</b></p> <hr/> <ul style="list-style-type: none"> <li>• Understand what the Mimecast Synchronization Engine is and what it does</li> <li>• Think about the deployment and planning for your organisation</li> <li>• Create and manage the Exchange Tasks on the Mimecast Synchronization Engine dashboard</li> <li>• Monitor the effectiveness of the synchronization</li> </ul>	<p><b>Course Outline:</b></p> <hr/> <ul style="list-style-type: none"> <li>• Mimecast Synchronization Engine Introduction</li> <li>• Deployment Considerations &amp; Planning</li> <li>• Mimecast Synchronization Engine Implementation</li> <li>• Exchange Services</li> <li>• Monitoring</li> </ul>	
<p><b>Prerequisites:</b></p> <hr/> <p>Administration Console Basics</p>	<p><b>Who Should Attend?</b></p> <hr/> <ul style="list-style-type: none"> <li>• System Administrators</li> <li>• Network</li> <li>• Administrators</li> <li>• Desktop Support Engineers</li> </ul>	<p><b>What's Next?</b></p> <hr/> <p>Any other Mimecast webinar</p>