



Mimecast Education Courses and Certification Track

Course	Duration	Certification track
Administration Console Basics	1 Hour (Optional 30 minute Q&A)	Email Security, Cloud Gateway Fundamentals
Connectivity	1 Hour (Optional 30 minute Q&A)	Email Security, Cloud Gateway Fundamentals
User Management	1 Hour (Optional 30 minute Q&A)	Email Security, Cloud Gateway Fundamentals
Basic Policy Configuration	1 Hour (Optional 30 minute Q&A)	Email Security, Cloud Gateway Fundamentals
Gateway Security Policies Fundamentals	1 Hour (Optional 30 minute Q&A)	Email Security, Cloud Gateway Fundamentals
Data Leak Prevention Policies Fundamentals	1 Hour (Optional 30 minute Q&A)	Email Security, Cloud Gateway Fundamentals
Attachment Policies	1 Hour (Optional 30 minute Q&A)	Email Security, Cloud Gateway Fundamentals
Email Continuity	1 Hour (Optional 30 minute Q&A)	Email Security, Cloud Gateway Fundamentals
Message Center Part 1 of 2	1 Hour (Optional 30 minute Q&A)	Email Security, Cloud Gateway Fundamentals
Targeted Threat Protection - Overview	1 Hour (Optional 30 minute Q&A)	Email Security, Cloud Gateway Fundamentals
Notifications	1 Hour (Optional 30 minute Q&A)	Email Security, Cloud Gateway Fundamentals
Gateway Security Policies Advanced	1 Hour (Optional 30 minute Q&A)	Email Security, Cloud Gateway Advanced
Message Center Part 2 of 2	1 Hour (Optional 30 minute Q&A)	Email Security, Cloud Gateway Advanced
Targeted Threat Protection – Attachment Protection	1 Hour (Optional 30 minute Q&A)	Email Security, Cloud Gateway Advanced
Targeted Threat Protection – Impersonation Protection	1 Hour (Optional 30 minute Q&A)	Email Security, Cloud Gateway Advanced
Targeted Threat Protection – Internal Email Protect and Threat Remediation	1 Hour (Optional 30 minute Q&A)	Email Security, Cloud Gateway Advanced

Targeted Threat Protection – URL Protection	1 Hour (Optional 30 minute Q&A)	Email Security, Cloud Gateway Advanced
Data Leak Prevention Policies Advanced	1 Hour (Optional 30 minute Q&A)	Email Security, Cloud Gateway Advanced
Stationery Part 1 of 2	1 Hour (Optional 30 minute Q&A)	Email Security, Cloud Gateway Advanced
Stationery Part 1 of 2	1 Hour (Optional 30 minute Q&A)	Email Security, Cloud Gateway Advanced
Mimecast for Everyone	1 Hour (Optional 30 minute Q&A)	N/A
Supervision	1 Hour (Optional 30 minute Q&A)	Supervision Certification
DMARC Analyzer Part 1 of 2	1 Hour (Optional 30 minute Q&A)	DMARC Certification
DMARC Analyzer Part 2 of 2	1 Hour (Optional 30 minute Q&A)	DMARC Certification
Web Security Part 1 of 2	1 Hour (Optional 30 minute Q&A)	Web Security Certification
Web Security Part 2 of 2	1 Hour (Optional 30 minute Q&A)	Web Security Certification
Awareness Training Part 1 of 2	1 Hour (Optional 30 minute Q&A)	Awareness Training Certification
Awareness Training Part 2 of 2	1 Hour (Optional 30 minute Q&A)	Awareness Training Certification
Archive Fundamentals	1 Hour (Optional 30 minute Q&A)	Archive Certification
Case Review Application	1 Hour (Optional 30 minute Q&A)	Archive Certification

See full certification program [here](#)

To learn more about Mimecast Education [click here](#)

Course Name	Prerequisites	Description	Learning Objectives
1) Administration Console Basics	Prerequisites: N/A	Description: This course is designed to help you get started with Mimecast by learning how to set up and navigate the Mimecast Administration Console, which provides central administrative control for all your security policies.	Learning Objectives: Following the course, you should be able to: <ul style="list-style-type: none"> · Navigate and understand the functionality the Administration Console · Explain the relevancy of the Mimecast Services status page · Explain the Account Settings menu item and its subsections · Access and export Audit Logs as needed · Explain the differences between various Roles and Security Permissions · Schedule and read the reports Mimecast provides
2) Connectivity	Prerequisites: Administration Console Basics	Description: This course is designed to help you understand how to navigate Directory Synchronization options, understand outbound traffic, journaling, inbound traffic, and connectors.	Learning Objectives: Following the course, you should be able to: <ul style="list-style-type: none"> · Navigate and understand Directory Synchronization · Understand Outbound Traffic · Explain Journaling · Understand Inbound Traffic · Create and Manage Connectors

Course Name	Prerequisites	Description	Learning Objectives
3) User Management	Prerequisites: Administration Console Basics	Description: This course is designed to help you understand how to control user access to Mimecast end user applications, managing users and groups within the Administration Console and using Attributes effectively.	Learning Objectives: Following the course, you should be able to: <ul style="list-style-type: none"> • Control user access to End User Applications and the limits within • Manage your users and groups • Explain what Attributes and how they are used
4) Basic Policy Configuration	Prerequisites: Administration Console Basics	Description: The course is designed to help administrators to understand the basics regarding Mimecast Policy configuration.	Learning Objectives: Following the course, you should be able to: <ul style="list-style-type: none"> • Navigate and understand what policies are • Understand policies without definitions • Understand policies with definitions • Create basic policies
5) Gateway Security Policies	Prerequisites: Administration Console Basics	Description: This course is designed to provide you with knowledge and skills needed to effectively protect your organization's email with Mimecast. Focusing on basic email security policy configuration and discussion of best practices, this course will help you stop spam and malware before it reaches your email system. This is a Two-part course.	Learning Objectives: Following the course, you should be able to: <ul style="list-style-type: none"> • Identify the policies that are set up by default • Understand basic spam and virus protection concepts • Explain what each of the policies do and where to find them

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6) Data Leak Prevention Policies	Prerequisites: Administration Console Basics	Description: This course is designed to equip Mimecast administrators with the skills needed to navigate and understand what secure messaging is and how it works, understanding Content Examination Policies and use Document Services. This is a Two-part course.	Learning Objectives: Following the course, you should be able to: <ul style="list-style-type: none"> • Navigate and understand Secure Messaging • Understand Content Examination • Explain Document Services
7) Attachment Policies	Prerequisites: Administration Console Basics	Description: This course will provide a solid foundation in the understanding, creation and troubleshooting of Attachment Policies such and Suspected Malware and Attachment Management.	Learning Objectives: Following the course, you should be able to: <ul style="list-style-type: none"> • Explain what a Suspected Malware policy is used for. • Explain what Attachment Management is. • Describe the various types of Attachment Management.
8) Message Center	Prerequisites: Administration Console Basics	Description: This course is designed to provide you with the skills and knowledge needed to effectively monitor email flows and message queues within the Mimecast Message Center. This is a Two-part course.	Learning Objectives: Following this course, you should be able to: <ul style="list-style-type: none"> • Effectively monitor email flows and message queues • Search across multiple queues • Analyze information provided in logs • Effectively deal with most common queries from users • Troubleshoot message delivery

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9) Web Security	Prerequisites: Administration Console Basics	Description: This course will equip you with practical skills and knowledge needed to understand what Mimecast's Web Security is capable of, this includes network level protection, configuration and post-configuration. This is a Two-part course.	Learning Objectives: Following the course, you should be able to: <ul style="list-style-type: none"> • Understand what Mimecast's Web Security can do • Be able to explain both Network Level and MSA Level Protection • Understand the additional benefits of using MSA • Understand Web Security Configuration • Understand Web Security Post-Configuration
10) Awareness Training	Prerequisites: Administration Console Basics	Description: This course will equip you with practical skills and knowledge needed to understand, utilize and configure the Mimecast Awareness Training platform. This is a Two-part course.	Learning Objectives: Following the course, you should be able to understand: <ul style="list-style-type: none"> • Learn what Awareness Training provides for a company • Configure your settings • Schedule training • Understand the end user experience • Manage Reminder and Watchlist Notifications • Leverage information from the Dashboard and Reports • Learn how to use Phishing Templates, Campaigns and Logs
11) Archive Fundamentals	Prerequisites: Administration Console Basics	Description: This course is designed to help administrators understand the basics of searching the Mimecast Archive and End User Applications, exporting the results and which Archive logs are kept within the Administration Console.	Learning Objectives: Following the course, you should be able to: <ul style="list-style-type: none"> • Search the email archive in the Mimecast Administration Console and End User Apps • Save and export Archive Searches • Export archived message data and monitor exports • Work with Archive View and Search Logs • Explain the method for recovering a deleted message from a user's inbox

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12) Case Review Application	Prerequisites: Administration Console Basics	Description: This course is designed to help you understand the Case Review Application. The course will cover the essentials of Archive searching, creating cases, and exporting from the Case Review Application.	Learning Objectives: Following this course, you should be able to understand how to: <ul style="list-style-type: none"> • Access the Case Review application • Search by mailbox and from/to • Create a saved search • Create a Case and Review set • Add messages to a case • Check the Status • Re-index and set a Litigation Hold by adding messages to a Review Set • Manage, Search and Remove mailbox holds • Review and tag messages • Add Custom labels • Work within the different queues • Export archived message data • Download an export file • Forward and print a message • Set a Retention Adjustments
13) Supervision	Prerequisites: Administration Console Basics	Description: This course is designed to help you understand the Mimecast Supervision tool, from using lexicons to reviewing queues.	Learning Objectives: Following this course, you should be able to understand: <ul style="list-style-type: none"> • How the Supervision Tool is used to monitor email for non-compliance • How Administrators can configure it in the Administration Console • What Lexicons are and how they can be used to identify your search terms • What Escalation Queues are and how they can be used to escalate emails for review by Compliance Officers • How Review Queues are used to enable managers to review emails for non-compliance • How Rules are created to identify the group to be monitored and tie in the Lexicons and Queues • How Reports can be downloaded to show activity in an Audit

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14) DMARC Analyzer	Prerequisites: Administration Console Basics	Description: This course is designed to help you understand what DMARC is, how alignment works and be able to work on the Mimecast DMARC Analyzer platform. This is a Two-part course.	Learning Objectives: Following this course, you should be able to: <ul style="list-style-type: none"> • Understand what DMARC is and explain how it works • Understand Identifier Alignment in DMARC • Know what a DMARC record looks like and explain its components • Be able to describe and compare three different DMARC policy levels and how they affect the way email is handled • Be familiar with the types of DMARC reports • Be able to navigate the DMARC Analyzer dashboard and read report data
15) Email Continuity	Prerequisites: Administration Console Basics	Description: This course is designed to help you understand Email Continuity Events, use the Continuity Monitor and how to manage alerts.	Learning Objectives: Following the course, you should be able to: <ul style="list-style-type: none"> • Creating and Cloning Continuity Events • Understand what happens during and after an event • What you need to create a Continuity Monitor • How to manage a Continuity Event • Respond to a continuity monitor alert • Build an SMS response to continuity events
16) Stationery	Prerequisites: Administration Console Basics	Description: This course is designed to help you understand what Mimecast Stationery is, how to build a Stationery layout, and how to test a Stationery layout. This is a Two-part course.	Learning Objectives: Following the course, you should be able to: <ul style="list-style-type: none"> • Understand what Mimecast Stationery is • Create a brief which will guide the creation of a stationery layout. • Create a stationery layout. • Test a Stationery Layout • Understand how to create a Policy to apply a Stationery Layout. • Create Inline Stationery

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17) TTP – Attachment Protection	Prerequisites: Administration Console Basics	Description: This course is designed to help you learn how to configure Attachment Protect to take the attachments that come in inbound email and transcribe them to safe files or sandbox them.	Learning Objectives: Following the course, you should be able to: <ul style="list-style-type: none"> · Creating and Cloning Continuity Events · Understand what happens during and after an event · What you need to create a Continuity Monitor · How to manage a Continuity Event · Respond to a continuity monitor alert · Build an SMS response to continuity events
18) TTP – Impersonation Protection	Prerequisites: Administration Console Basics	Description: This course is designed to help you learn how Impersonation Protect works to detect social engineering based attacks.	Learning Objectives: Following the course, you should be able to: <ul style="list-style-type: none"> · Identify the need for Impersonation Protection · Understand the recommended policy that’s set up by default · Have experience with policy configuration for known use cases
19) TTP – URL Protection	Prerequisites: Administration Console Basics	Description: This course is designed to help you learn how to configure URL Protection to rewrite all links in inbound emails and give Administrators the ability to block, warn or allow employee access to certain websites.	Learning Objectives: Following the course, you should be able to: <ul style="list-style-type: none"> · Identify the need for URL Protection · Understand the recommended policy that’s set up by default · Understand user awareness and the settings and how to configure · Have experience with policy configuration for known use cases

Course Name	Prerequisites	Description	Learning Objectives
20) TTP – Internal Email Protect and Threat Remediation	Prerequisites: Administration Console Basics	Description: This course is designed to help you understand Email Continuity Events, use the Continuity Monitor and how to manage alerts.	Learning Objectives: Following the course, you should be able to: <ul style="list-style-type: none"> • Understand the IEP Best Practices • Understand how Internal Email Protect works • Remediate against internal threats using Threat Remediation
21) TTP – Overview	Prerequisites: Administration Console Basics	Description: This course is designed to help you learn how Mimecast Targeted Threat Protection, which includes URL Protect, Attachment Protect and Impersonation Protect, safeguards your organization and employees against sophisticated email-borne attacks..	Learning Objectives: Following the course, you should be able to: <ul style="list-style-type: none"> • Identify Targeted Threat Protection policies that are set up by default • Configure TTP end-user awareness • Understand user awareness and the settings and how to configure • Configure Browser Isolation for email • Monitor and analyse TTP dashboards and logs
22) Mimecast for Everyone	Prerequisites: Administration Console Basics	Description: This course is designed to help you learn about Mimecast for Outlook which gives you the ability to search your archive, report spam, block and permit senders, apply stationery, send secure messages, large files, and so much more.	Learning Objectives: Following the course, you should be able to: <ul style="list-style-type: none"> • Explain what Mimecast is • Search the Mailbox Archive • Understand Mimecast for Outlook Security Features • Use Managed Senders • Understand Personal Blocked and Permitted • Understand Large File Send
23) Notification	Prerequisites: Administration Console Basics	Description: This course is designed to help you learn about Digest Sets and how to configure them so users can release, block, or permit messages.	Learning Objectives: Following the course, you should be able to: <ul style="list-style-type: none"> • Configure a Digest Set Definition and Policy • Use End User Notification Sets Policies • Understand URL Protection Page Sets