Getting Started & FAQ

Own your Mimecast Solution

Welcome to Mimecast Education, your comprehensive resource for starting and advancing your learning journey. Our training programs are designed to equip you with the knowledge and skills needed to master various aspects of the Mimecast platform.

Training Options

Mimecast Education provides comprehensive training tailored for administrators. Our offerings include both instructor-led and self-paced courses, ensuring flexibility and accessibility to meet diverse learning needs.

- **Instructor-Led Virtual Training:** Delivered by a live instructor, these sessions provide guided instruction with the opportunity to ask questions in real-time.
- **Self-Paced Learning:** On-demand video courses that you can access at your convenience, allowing you to learn at your own pace.

Education Resources

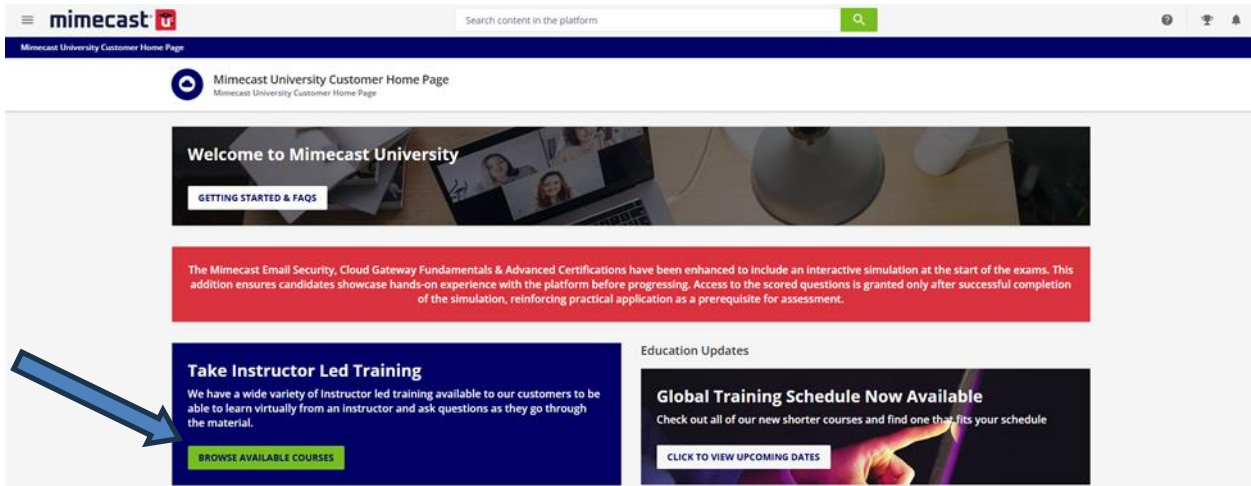|	
Mimecaster Central	Our hub for Knowledge articles, blogs, and education.
Education Course listing	All our courses with descriptions, prerequisites & links to register for the sessions.
Certification Program	An overview of our Certification Program
Questions?	Contact Mimecast University for any questions/issues on mimecastu@mimecast.com

Mimecast-University

NOTE: Visit the Mimecast Education Knowledge hub on Mimecaster Central for quick how-to videos!

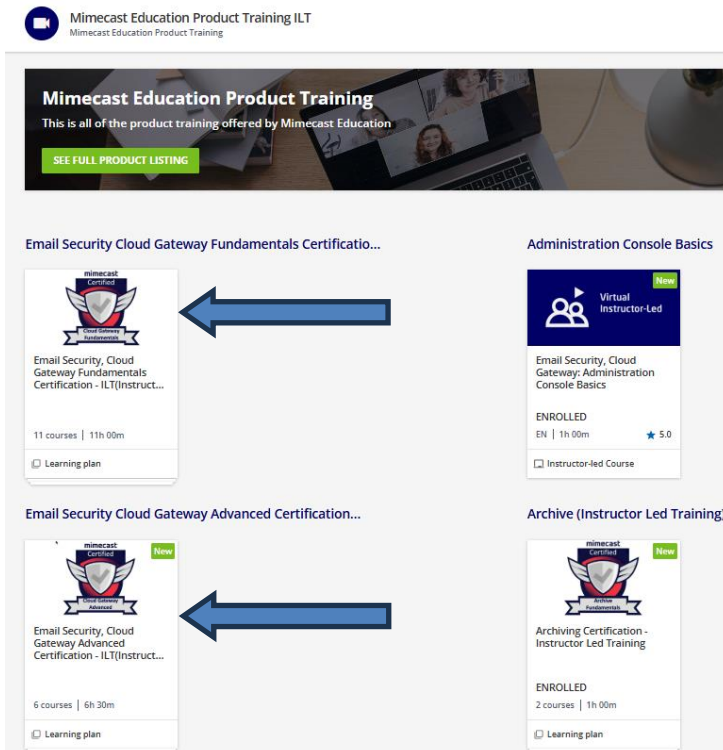If you have any questions, email: mimecastu@mimecast.com and support agent will assist you.

Navigation

Learning Plan Enrollment

- From the Mimecast University Customer Home Page, you will be able to find and enrol into our available courses.
- Select the "**Browse available courses**" button under the "**Take Instructor Led Training**" option to view all the training courses available.
  - *NOTE: You could access the applicable link in Mimecast Education Courses and Certification Tracks - this provides all our courses with descriptions, prerequisites & links to register for the sessions.*

- On the left of the screen, you will be presented with our Mimecast Certification Learning Paths.

- When clicking on either of these tiles, you can click on enroll and will therefore be enrolled into the Learning Plan.

Email Security, Cloud Gateway Fundamentals Certification - ILT(Instructor-led Training)

Learning plan

< SHARE

Learning plan description

This is a description of the new learning plan

Courses in the learning plan
1 eLearning | 10 Instructor-led Course | 11h average time

	Email Security, Cloud Gateway: Administration Console Basics
Virtual Instructor-Led	ENROLLED
	Mandatory	EN	Instructor-led Course	1h 00m

	Email Security, Cloud Gateway: Connectivity
Virtual Instructor-Led	ENROLLED
	Mandatory	EN	Instructor-led Course	1h 00m

	Email Security, Cloud Gateway: User Management
Virtual Instructor-Led	ENROLLED
	Mandatory	EN	Instructor-led Course	1h 00m

Enrollment options ^

ENROLL

Learning plan details ^

Average completion time
11 hours

Time to complete
Unlimited access

Learning plan ID
LP-P086EV

- Now you are able to enroll into the Instructor-Led courses for this learning plan. Simply click on the "Play" button on the right-hand side of the course that you would like to attend (keeping in mind that it is highly recommended that you attend the courses in the same order as they are listed in the Learning Plan).

Courses in the learning plan
1 eLearning | 10 Instructor-led Course | 11h average time

Courses Not Started Instructor-Led	Email Security, Cloud Gateway: Administration Console Basics
	Mandatory	EN	Instructor-led Course	1h 00m	**PLAY** ∨

- You will be presented with a list of sessions with different dates and times. Clicking on the arrow on the right-hand side of any session, will allow you to see the session date, time and instructor.
- Click on "Enroll" on the right-hand side of the session.

Course sessions
8 full online sessions

February 3, 2025 (EMEA)
📅 02/3/2025, 08:00 am - 09:30 am (GMT +01:00) Europe/Amsterdam
1 event | Full online | 1 instructor | VILT for Microsoft Teams Meeting | 1h 30m   **ENROLL** ∧

Session instructors
1 Instructor

SM   Shirizane Magadla

Session events
0 ended events | 1 scheduled events   OLDEST TO NEWEST ∨   AGENDA ∨

2025   ✓ Show ended events

Mon 03 Feb	Administration Console Basics
	🌐 02/3/2025, 09:00 am - 10:30 am (GMT +02:00) Africa/Johannesburg
	🕐 02/3/2025, 08:00 am - 09:30 am (GMT +01:00) Europe/Amsterdam
	Online	VILT for Microsoft Teams Meeting |1h 30m

February 3, 2025 (US)
📅 02/3/2025, 04:00 pm - 05:30 pm (GMT +01:00) Europe/Amsterdam
1 event | Full online | 1 instructor | VILT for Microsoft Teams Meeting | 1h 30m   **ENROLL** ∨

February 17, 2025 (EMEA)
📅 02/17/2025, 08:00 am - 09:30 am (GMT +01:00) Europe/Amsterdam
1 event | Full online | 1 instructor | VILT for Microsoft Teams Meeting | 1h 30m   **ENROLL** ∨

- You will now be presented with a summary of the session.

February 3, 2025 (EMEA)
02/3/2025 (GMT -05:00) America/New_York

SESSION INFORMATION   EVENTS   SYLLABUS   INSTRUCTORS

Session information

📅 Event 1   📹 Attendance Full online   🎧 Video conference tool VILT for Microsoft Teams Meeting   ⏳ Duration 1h 30m

Completion status

Attend at least 1 event to complete this session

0 of 1 events attended

Course upcoming events

Administration Console Basics
The event is scheduled for 02/3/2025 at 02:00:00 am

Session events
0 ended events | 1 scheduled events

OLDEST TO NEWEST ▾   AGENDA ▾

2025   ✅ Show ended events

| Mon 03 Feb | Administration Console Basics
🌐 02/3/2025, 09:00 am - 10:30 am (GMT +02:00) Africa/Johannesburg
🕐 02/3/2025, 02:00 am - 03:30 am (GMT -05:00) America/New_York
Online \| VILT for Microsoft Teams Meeting \|1h 30m | ⌄ |

The session time is displayed in your time

Course syllabus
1 Lesson | 1h 00m

Administration Console Basics Student Guide
File

Session instructors
1 Instructor

SM Shirizane Magadla
Email

- Once you enroll into a session, you will receive an email notification with a calendar ICS file to add it to your calendar.

Course Enrollment

- From the Mimecast University Customer Home Page, you will be able to find and enrol into our available courses.
- Select the "**Browse available courses**" button under the "**Take Instructor Led Training**" option to view all the training courses available.
  - *NOTE: You could access the applicable link in* [Mimecast Education Courses and Certification Tracks](#) *- this provides all our courses with descriptions, prerequisites & links to register for the sessions.*

- On the right of the screen, you will be presented with our Mimecast Instructor-Led Courses.

- You will be presented with a list of sessions with different dates and times. Clicking on the arrow on the right-hand side of any session, will allow you to see the session date, time and instructor.
- Click on "Enroll" on the right-hand side of the session.

- You will now be presented with a summary of the session.

February 3, 2025 (EMEA)
02/3/2025 (GMT -05:00) America/New_York

SESSION INFORMATION   EVENTS   SYLLABUS   INSTRUCTORS

Session information

Event 1 | Attendance Full online | Video conference tool VILT for Microsoft Teams Meeting | Duration 1h 30m

Session events
0 ended events | 1 scheduled events

OLDEST TO NEWEST ▼   AGENDA ▼

Show ended events

2025

Mon 03 Feb
Administration Console Basics
🌐 02/3/2025, 09:00 am - 10:30 am (GMT +02:00) Africa/Johannesburg
🕐 02/3/2025, 02:00 am - 03:30 am (GMT -05:00) America/New_York
Online | VILT for Microsoft Teams Meeting | 1h 30m

Course syllabus
1 Lesson | 1h 00m

Administration Console Basics Student Guide
File

Session instructors
1 Instructor

SM Shirizane Magadla
Email

Completion status
Attend at least 1 event to complete this session
0 of 1 events attended

Course upcoming events
Administration Console Basics
The event is scheduled for 02/3/2025 at 02:00:00 am

The session time is displayed in your time

- Once you enroll into a session, you will receive an email notification with a calendar ICS file to add it to your calendar.

Session Information

- After enrolling, you will see the session information, events, and syllabus, including an option to download the student guide.

Email Security, Cloud Gateway: Administration Console Basics
Instructor-led Course • English • 0 of 44 sessions completed

SESSION INFORMATION   EVENTS   SYLLABUS   INSTRUCTORS

Session events
0 ended events | 1 scheduled events

OLDEST TO NEWEST ▼   AGENDA ▼
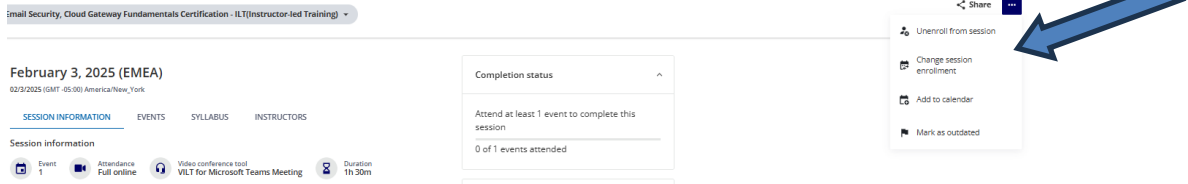
Show ended events

2025

Tue 21 Jan
Administration Console Basics
🌐 20/01/2025, 10:00 - 11:30 (GMT -05:00) America/New_York
🕐 21/01/2025, 2:00 - 3:30 (GMT +11:00) Australia/Melbourne
Online | VILT for Microsoft Teams Meeting | 1h 30m

Time and schedule

Local time
10:00 - 11:30 (GMT -05:00) America/New_York

Your time
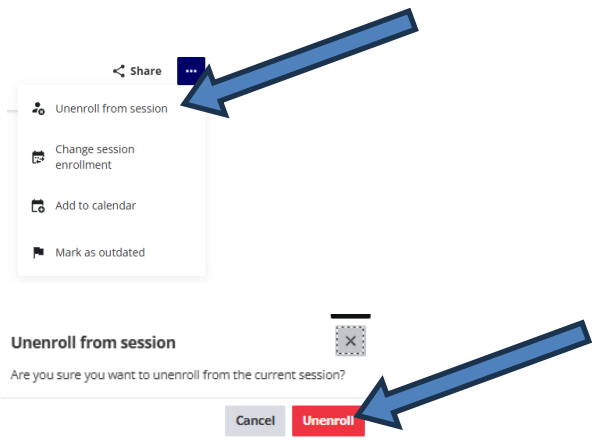21/01/2025 , 2:00 - 3:30 (GMT +11:00) Australia/Melbourne

Duration
1h 30m

- You can "Change Session Enrollment" or "Unenroll from Session" by clicking on the ellipsis icon in the top-right corner of the screen.

- To change the session, click on "Change Session Enrollment". You will then be presented with a list of alternate sessions. Click on the radio button on the left-hand side of the session you would like to change to. Click on "Change" on the bottom right of the screen.

- To unenroll from the session, please click on the ellipsis icon and select "Unenroll from Session", then click on the "Unenroll" button.

Joining the Session

Once you have enrolled into a session, you will receive an email from Mimecast-U confirming the session details and a calendar invite. **Please note you will be able to join your session 15 minutes prior to start time.**

You have just enrolled in course Email Security, Cloud Gateway: Administration Console Basics

Mimecast University <mimecastu@mimecast.com>
To ● Gary Bezuidenhout

(i) If there are problems with how this message is displayed, click here to view it in a web browser.

2025_02_03_67989822ecfcf.ics
2 KB

Hi Gary,

You have just enrolled into the Email Security, Cloud Gateway: Administration Console Basics course.

Course information is as follows:

- 2/3/2025 9:00:00 am - 2/3/2025 10:30:00 am
  (Your time GMT +02:00 Africa/Johannesburg)
  Video conference

Training Room: [session_classroom]

A calendar invite is attached.

If you have any questions or issues, please contact mimecastu@mimecast.com
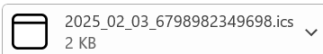

Mimecast University Course Confirmation

Mimecast University <mimecastu@mimecast.com>
To ● Gary Bezuidenhout

(i) If there are problems with how this message is displayed, click here to view it in a web browser.

2025_02_03_6798982349698.ics
2 KB

mimecast

Hello Gary,

This email is to confirm that you have enrolled in Email Security, Cloud Gateway: Administration Console Basics.

- 2/3/2025 9:00:00 am - 2/3/2025 10:30:00 am
  (Your time GMT +02:00 Africa/Johannesburg)
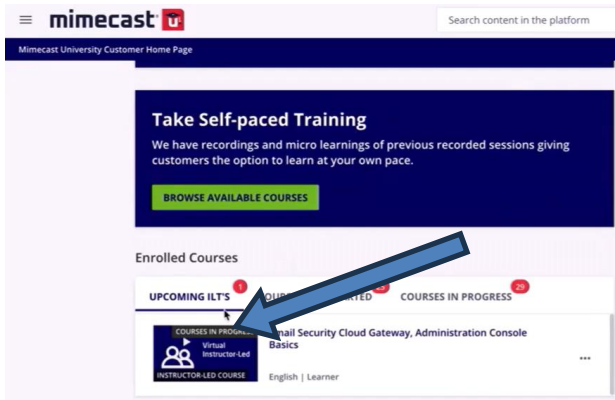 Video conference

Attached is your calendar invite.

Please note you will be able to join your session 15 minutes prior to start time. click here to learn how.

For questions, please contact us at: mimecastu@mimecast.com

Regards,

The Mimecast University Team

- When you are ready to join the session, navigate to Mimecast University and from the Home Page, you will be able to see all your upcoming ILT Training Sessions.
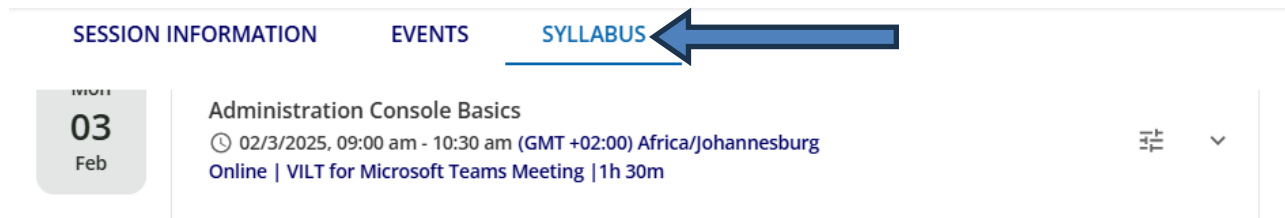
- Click on the session that you would like to join and you will be able to join the webinar.

How to download content

The course content is tied to your course – once enrolled on Mimecast University, click on the Syllabus tab and then click on the name of the guide. Then click on "Download File".
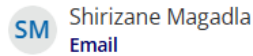
Email Security, Cloud Gateway: Administration Console Basics

Instructor-led Course • English • 0 of 1 sessions completed

Syllabus
1 Lesson • 1hr

Courses In Progress
Administration Console Basics Student Guide
File

Administration Console Basics Student Guide

AdCon Basics_Student Guide_Oct_02_2024.pdf

File size: 2.02 MB

Download file