

Awareness Training - Setup Targeted Training for new users

This is a similar process to adding modules to target training which is described in this bookstack [Here](#)

Concept here is to provide all new users with 5 modules of Mimecast Awareness Training when they start

Log into Mimecast

Navigate to Awareness Training

Expand Training Queues

Go to Targeted Training

Select the module you wish to send to new user

Click on Add to Campaign

Give it a name like 'New User Campaign - David Diamond'

Provide a date you want to send the module

Select the user group for **Group_Awareness_New_User**

You will need to do this for all 5 modules you want to assign to the new user

At this stage you should also be considering which Awareness Training Groups they need to be allocated to once they have completed the New User Training

- **Group_Awareness_Casual**
- **Group_Awareness_Regular**
- **Group_Awareness_HighRisk**

Refer to [this bookstack](#) for details of the groups and ascertaining who should be assigned

Revision #2

Created 7 March 2025 04:47:08 by David Diamond

Updated 10 March 2025 22:46:38 by David Diamond