

Mimecast Awareness Training - Setup & Configuration

Awareness Training is sent to users based on AD Group membership -

- **Group_Awareness_Casual**

- This group is for Team Members with casual/irregular interactions w/ Computers.
- This group is primarily made up of all users who are part of SG_DUO_M365MFA with a few manual additions
- These team members get sent 1 module every 6 weeks (8-9 per year)
- Basic Training modules are sent to this group using the Company Wide Training queue

- **Group_Awareness_Regular**

- This group is for Regular users of Computers
- This group is manually managed by IT
- These team members get sent the same modules as those in **Group_Awareness_Casual** plus an additional 3 modules per year (in total 12 per year)
- More involved training modules are sent to this group using the Targeted Training Queue

- **Group_Awareness_HighRisk**

- This group is for High Risk users, HR, IT, Executive, Managers
- This group is manually managed by IT
- These team members get sent the same modules as those in **Group_Awareness_Casual** and **Group_Awareness_Regular** plus an additional 12 modules per year (in total 24 per year)
- More advanced and executive training modules are sent to this group using the Targeted Training Queue

There are 2 types of training queue -

- **Company Wide Training**

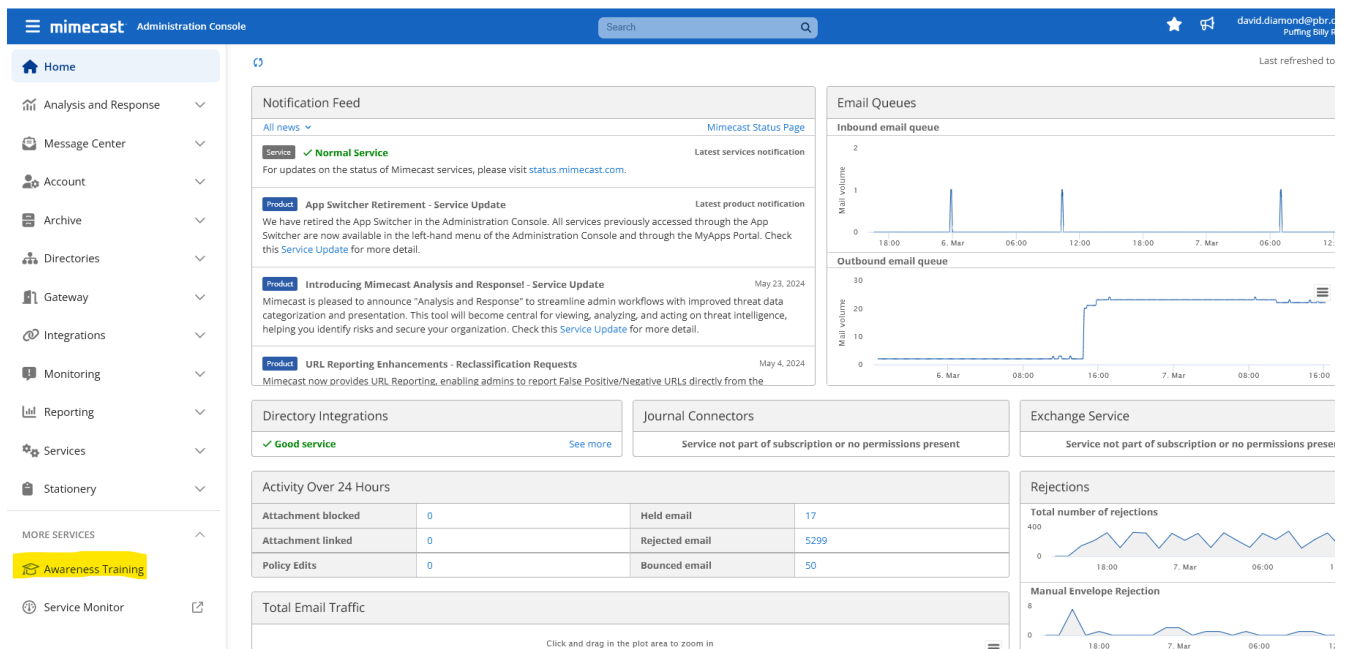
- This training is sent to all users who are a member of **Group_Awareness_Casual** and is the main way training is distributed from Mimecast. The idea with this queue is to provide 1 module every 6 weeks..

- **Targeted Training**

- This training is the way extra modules are sent to members of
 - Group_Awareness_Regular
 - Group_Awareness_HighRisk

Adding Modules to Company Wide Training -

- Log into Mimecast
- Go to Awareness Training



- Expand 'Training Queues'
- Select Content Library
- Choose the module you want to add to **Company Wide Training Queue**. (You can watch the video's of the modules in this section in order for you to decide if they are suitable)
- Hover over the module and click on add to Company Queue
- Select the release date
- Select 'Don't Assign to new users' and click confirm
- the module is now added to the Company Wide training Queue. The queue is in date order

Adding Modules to Targeted Training -

- This is the same as for company wide training, except when you hover over the module you want to assign to targeted training in the content library you select **Add to Targeted Queue**
- you are then prompted for Name of the training
- launch date
- Group (make sure to change to the Active Directory tab, and then navigate to the appropriate group)

Add Campaign
×

For: This CCPA Thing

NAME (LIMIT: 100 CHARACTERS)

LAUNCH DATE

SELECTED GROUP

Please select from groups below
🗑️

Local Groups
Active Directory Groups

🔍

Administrator Alerts

▶ Awareness Training Groups

▶ Blocked Senders (426)

Case 00762365 (4)

Enforced TLS Group

Finance Card Alerts (1)

Permitted senders (88)

▶ Relay

- the module is now added to the Targeted Training Queue. The queue appears not to be in date order

Notes:

- Be careful deleting modules that have been completed as can delete the data (completion rate etc) associated with that module

- Once a module has been scheduled for Company Wide Training or Targeted Training you cannot assign from within the content library. Instead you need to find it in the Company Wide Training or Targeted Training Queue and select from there
- Awareness training has been scheduled until end of 2025, [Link To Schedule](#)

Revision #3

Created 7 March 2025 05:08:16 by David Diamond

Updated 7 March 2025 06:02:27 by David Diamond