

LEVEL TWO

PROOFPOINT SUPERVISION FOR REVIEWERS

FORMAT

Offered as Virtual Instructor Led Training (VILT) or Instructor Led Training (ILT).

DURATION

1 day

INTENDED AUDIENCE

Customers, Partners, and Proofpoint Employees—Reviewers and Review Team Leads

PREREQUISITE

Knowledge of compliance regulations such as FINRA, SEC and IIROC

REGISTRATION

Contact your account representative or training@proofpoint.com for registration information.

This course will walk you through the day-to-day activities of a Reviewer within the Proofpoint Supervision platform, including interpreting Dashboard information, accessing, and acting on messages in your review queue. You will also practice using available tools and techniques to improve your review efficiency and reduce false positive flags. The course also shows you how to run reviewer related reports and interpret their results. At the conclusion of the course, you will receive reference material for future use.

COURSE OUTLINE**Lesson 1: Proofpoint Supervision Overview**

This lesson explains the how Proofpoint Supervision works with Proofpoint Archive. It covers common terminology and the roles of individuals who interact with Proofpoint Supervision. It also describes a typical workflow and common review actions.

Lesson 2: Proofpoint Supervision Access and Dashboard

Proofpoint Supervision allows administrators and reviewers to have access via a specific web user interface. Once you have access to the system, you can access information about activities and message review status in several ways.

Lesson 3: Message Review

This lesson looks at the use of the Reviewer and Compliance Risk Dashboards for each reviewer to quickly access real-time information about messages in their queue and monitored staff. This also shows reviewers multiple methods to access messages for review, and the process to act on the messages in their queue.

Lesson 4: Past Review

Past Review allows reviewers to review action previously taken on messages. Reviewers use Past Review to close out messages that await additional action.

Lesson 5: Legal Holds

This lesson teaches you how to create person-based and ad hoc legal holds. It also explains how legal holds work. You learn how to manage legal hold storage, disposition, modification, and versioning.

Lesson 6: Exporting

This lesson teaches you how to create and manage export jobs and their use. It also teaches you how to share export files.

Lesson 7: Challenge Labs

This lesson presents problems that a reviewer faces. Students will work through the problems and present their results to the instructor. The instructor will review the work and share solutions when students complete the exercises.

ABOUT PROOFPOINT

Proofpoint, Inc. is a leading cybersecurity company that protects organizations' greatest assets and biggest risks: their people. With an integrated suite of cloud-based solutions, Proofpoint helps companies around the world stop targeted threats, safeguard their data, and make their users more resilient against cyber attacks. Leading organizations of all sizes, including more than half of the Fortune 1000, rely on Proofpoint to mitigate their most critical security and compliance risks across email, the cloud, social media, and the web. More information is available at www.proofpoint.com.

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