

# Security Awareness Training Launching Training Campaigns

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#### **Overview**

Use this guide to help you launch a training campaign.

## Launching a Training Campaign

Once you've uploaded your target list, you're ready to send out a training campaign.

To launch a training campaign:

1. Click New Campaign.



2. Click Begin Building A Training Session.



- 3. Name the campaign.
- 4. Add an optional description.
- 5. Click Save Training Session.

	11	0%
Dashboard	۰	
New Campaign	۰	
Campaigns		â
Archives		Training Session Basics
Settings	٠	
Feedback		Session Name
Support		Training Session Name
GSM Home		Description
		Description Here
		Show Advanced Options

- 6. Click Save/Next.
- 7. Do one of the following to select the targets that will receive a training invitation:
  - Select the checkbox next to the users that you would like to send to.
  - If you added users with tags, click on **Tags** and then select the groups you would like to send to.

e A	vailable Targets					Targets 🕘 🛛 Tags 📎
First	t Name Last N	lame	Email	Select tags t	x C	
Sel	lected Targets: 17500		Targets:		*Note: Aut only	thorized domains
Show	ving 1 of 1 records found.	00 •	< First Page	< Previous Page 1	Next Page > Last Page >	+ Import Targets
	First Name 🕈	Last Na	me 🗘	Email \$		Tags

- 8. When you're done, click **Save/Next**.
- 9. Do one of the following to determine the email template that will be used for the actual training invitation.
  - Use our pre-built template.
  - Use our WYSIWYG editor to customize the email invitation.
- 10. When you're done, click Save/Next.

	#	< Previous Save/Naxt >
Dashboard	2	
New Campaign	•	Design Training Session Welcome Email
Campaigns		
Archives		Template
Settings	٠	Basic Training Invitation
Feedback	Q	
Support	•	To: O From Name: O From Email "User": O From Email Domain: O
GSM Home	*	anger mannos Securecasi manning inves (g) securecasi-naming-inves (g) gouraner.com
		Subject:
		This is a test
		Email Body
		×の回回回 キネ の51種 等
		B I U S X <sub>2</sub> X <sup>2</sup>   I <sub>4</sub>   □ □   + + +   + + +   + + = = =   + + + = = = =

11. Select a training module and customize the landing page your users will be sent to when they click the link in the training invitation.

	#	C Previous SaveRvext >
Dashboard	60	
New Campaign	۰	Choose Training Module
Campaigns		
Archives		
Settings	٠	Select a training module:
Feedback	Q	Understanding Malware Publisher: Webrood
Support	٢	Module: Understanding Malware
GSM Home	*	Description: This course will help you Branding/Logo Image URL:
		understand malware. You will watch short videos about
		malware. Afterwards, you will be asked a few questions to test your new knowledge. ● Preview 65 • • • • • • • • • • • • • • • • • •
		Custom Background

12. When you're done, click **Save/Next**.

	#	Previous	Save/Next >
Dashboard	-		
New Campaign	٥	Choose Training Module	
Campaigns			
Archives			
Settings	۰	Select a training module:	
Feedback	9	Understanding Malware Publisher Webson	
Support	Ф		Module: Understanding Malware
GSM Home		Description: This course will help you	Branding/Logo Image URL: 🛛
		understand malware. You will watch short videos about	
		mahware. Afterwards, you will be asked a few questions to test your new knowledge. Preview C?	Background Images:
			Custom Background

- 13. Before you launch the training, we recommend that you review your settings and send a test invitation to ensure you are satisfied with the look and feel of the training invitation and training landing page.
- 14. When you are ready to send out your invitations to your targets, click Launch Simulation.

Securecast is now WEBPROOT	#	0%				
	#	Wizard: Unlaunched				
Dashboard	8	100% Complete - Ready to launch				
New Campaign	٢					
Campaigns		C Previous				
Archives					admin@quickphi • Test &	
Settings	٠					
Feedback	Q	Peview and Launch				
Support	0	p Neview and Caulton				
GSM Home	*	Simulation Details	Targets	Invite Email	Course Landing Page	
	Training Session Name : Training Session Name Description : Description Here					