

**WEBROOT®**

Security Awareness Training  
Launching Training Campaigns

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## Overview

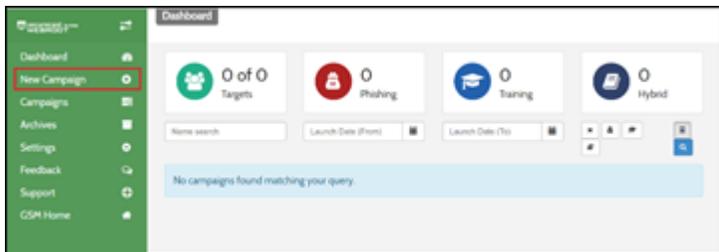
Use this guide to help you launch a training campaign.

## Launching a Training Campaign

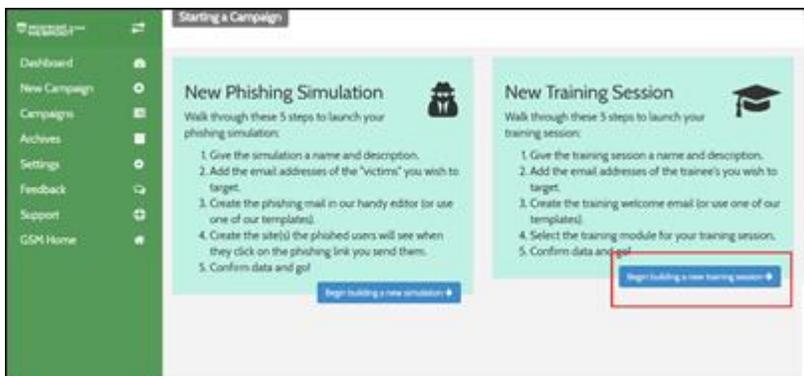
Once you've uploaded your target list, you're ready to send out a training campaign.

To launch a training campaign:

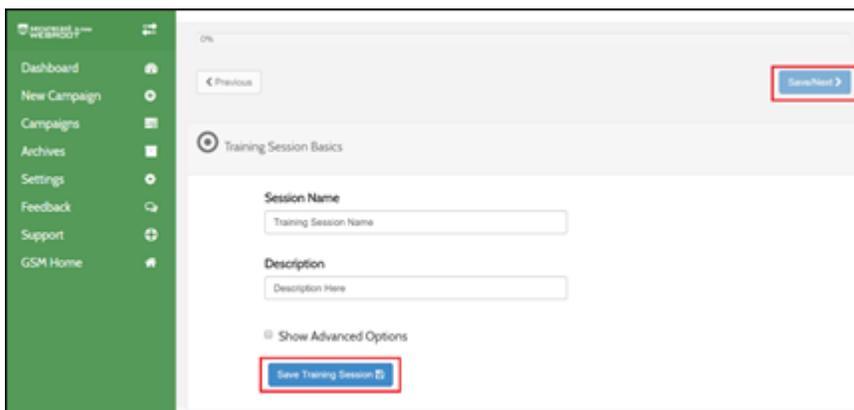
1. Click **New Campaign**.



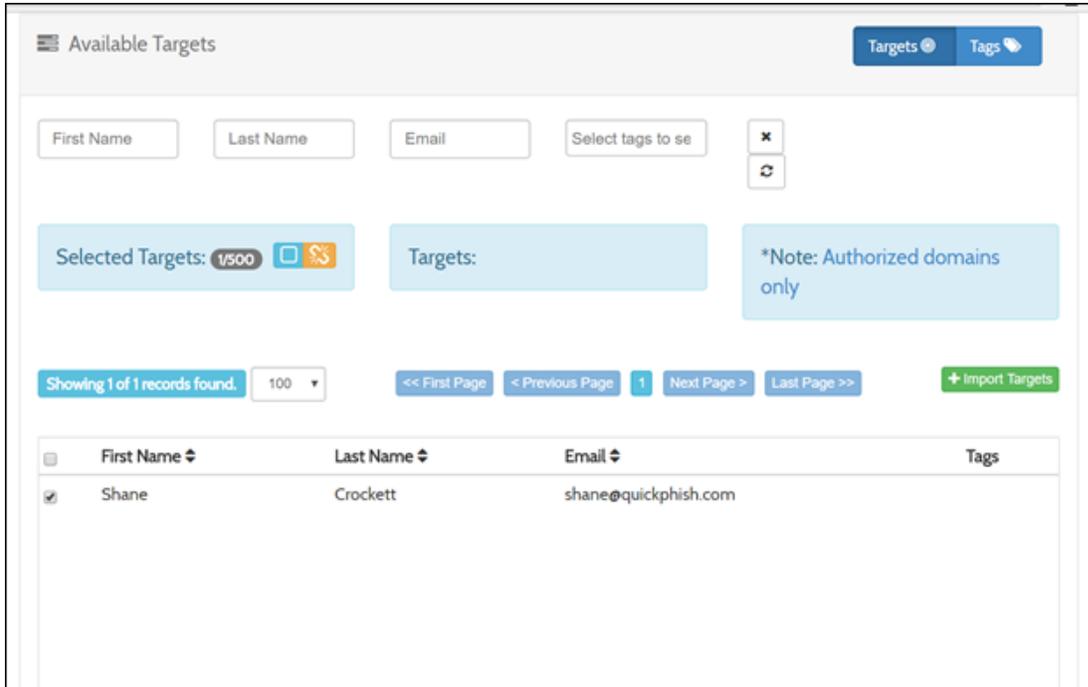
2. Click **Begin Building A Training Session**.



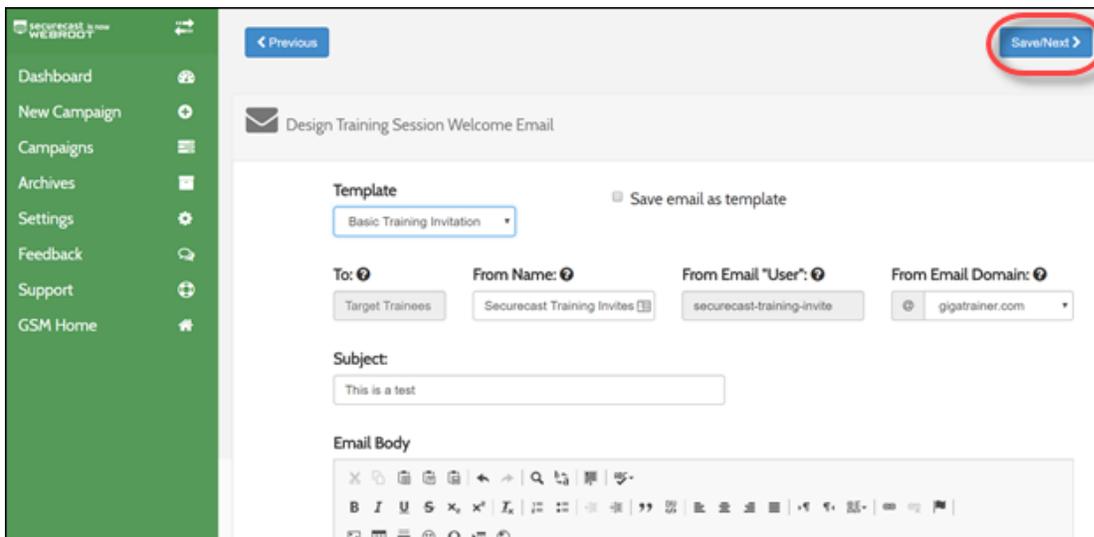
3. Name the campaign.
4. Add an optional description.
5. Click **Save Training Session**.



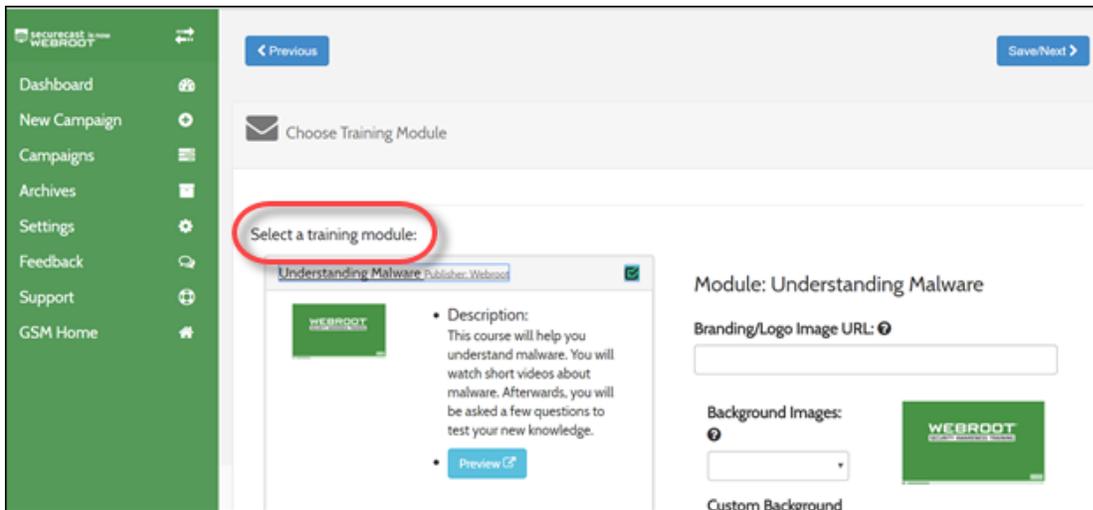
6. Click **Save/Next**.
7. Do one of the following to select the targets that will receive a training invitation:
  - Select the checkbox next to the users that you would like to send to.
  - If you added users with tags, click on **Tags** and then select the groups you would like to send to.



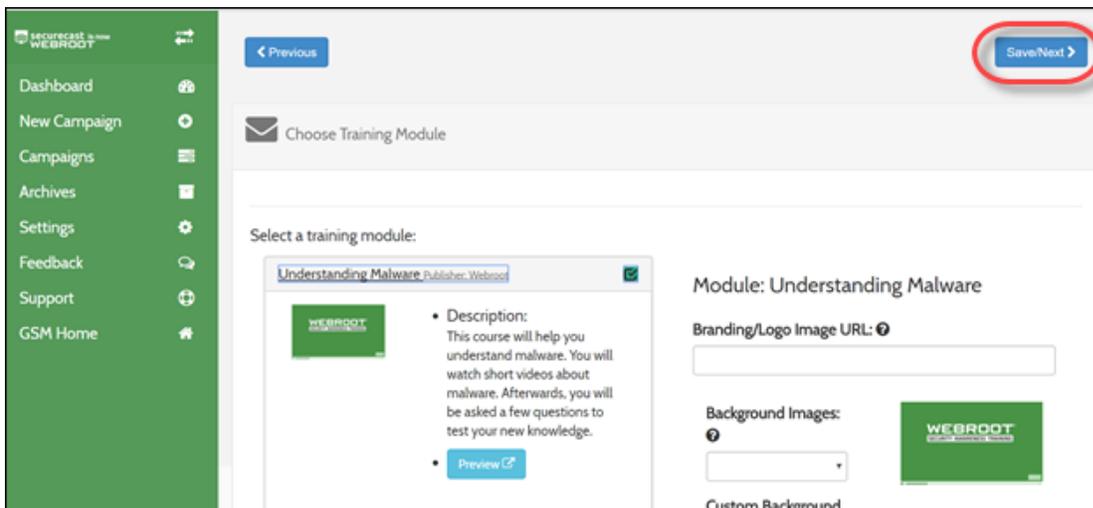
8. When you're done, click **Save/Next**.
9. Do one of the following to determine the email template that will be used for the actual training invitation.
  - Use our pre-built template.
  - Use our WYSIWYG editor to customize the email invitation.
10. When you're done, click **Save/Next**.



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.



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



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**.

