

# Essentials Administrator Certification Course



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The Proofpoint Essentials Administrator course equips cybersecurity professionals with the expertise to effectively manage and configure the Proofpoint Essentials platform. Focusing on key administrative tasks such as email protection, user management, security awareness, and threat detection, this course enables administrators to safeguard their organization's email communications from evolving threats. Delivered as self-paced e-learning, the course provides in-depth instruction on configuring and managing core Essentials features, allowing learners to gain the skills needed to address common email security challenges.

## Essentials Admin Certification Course

### FORMAT

Self-Paced  
E-Learning Course

### DURATION

**5**  
hours

### INTENDED AUDIENCE

IT professionals, system administrators,  
and security-focused personnel responsible  
for managing email security in small to  
medium-sized businesses (SMBs)

## Course Syllabus

**Introduction to Proofpoint Essentials:** In this lesson, you will learn:

- The purpose and key features of Proofpoint Essentials
- How its components work together to provide layered email protection
- Core concepts that guide administration and configuration

**User Management:** In this module, you will learn:

- How to manage users, roles, and permissions effectively
- The purpose of groups and functional accounts in role-based access
- User import methods and how to choose the right one for your organization

**Customer Management:** In this lesson, you will learn:

- The differences between account types and available product packages
- How to create and manage customer and partner accounts
- How to assign licenses, manage subscriptions, and use customer templates

**Email Security:** In this lesson, you will learn:

- How to configure filter policies and sender lists to control email flow
- The difference between organization and user-level spam settings
- How to manage quarantine digests, and leverage email logs for effective threat detection

**Advanced Security Features:** In this lesson, you will learn:

- How to implement anti-spoofing controls using SPF, DKIM, and DMARC
- How to enable and fine-tune Attachment Defense and URL Defense
- How to use Email Warning Tags and One-Click Message Pull to respond to threats

**Account Management:** In this lesson, you will learn:

- How to manage domains, sending servers, and SMTP authentication
- How to configure login settings, SSO, and two-step authentication
- How to customize branding to match your organization's identity

**Security Awareness:** In this lesson, you will learn:

- How to create phishing simulations and auto-enroll users in training
- How to design teachable moments and track campaign effectiveness
- How to use reporting tools to improve user behavior and awareness

**Email Archive:** In this lesson, you will learn:

- How to configure retention policies and manage | archive permissions
- How to set up remote journaling and validate archive data flow
- How to search and retrieve messages from the archive efficiently

**Troubleshooting:** In this lesson, you will learn:

- How to resolve common issues such as message blocking and delivery failures
- How to troubleshoot configuration errors when creating customers
- How to diagnose sync issues with Azure AD and address failed message pulls



<https://www.proofpoint.com/us/cybersecurityacademy>

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# Essentials Administrator Certification Exam



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The Proofpoint Essentials Administrator certification exam validates your ability to configure, manage, and optimize Proofpoint Essentials in real-world environments. Focused on assessing day-to-day operational proficiency, the exam covers core capabilities including Account Management, Email Security, Security Awareness Training, and the Proofpoint Essentials Archive. Candidates will be tested on their practical knowledge of threat protection, policy management, and platform administration—ensuring they can effectively safeguard users and data from email-based threats. Passing this exam demonstrates advanced administrative expertise and confirms your readiness to manage and support Proofpoint Essentials in small to medium-sized business environments.

## Essentials Admin Certification Exam

### FORMAT

Exams Are Available  
On Certiverse.

Please Purchase At

[www.certiverse.com/#/store/proofpoint](http://www.certiverse.com/#/store/proofpoint)

DURATION  
up to

**90**  
minutes

### INTENDED AUDIENCE

This exam is designed for IT professionals, system administrators, and security-focused personnel responsible for managing email security in small to medium-sized businesses (SMBs). It is ideal for those looking to deepen their understanding of Proofpoint Essentials and effectively manage its features to protect users from phishing, malware, and other email-based threats. This exam helps validate your role as a capable Essentials Administrator.

### RECOMMENDED LEARNING

Proofpoint Essentials  
Administrator Course

## Exam Core Components

- **Introduction to Proofpoint Essentials:** Understand key product features and how they function as part of an integrated email security platform for SMBs.
- **User Management:** Define user roles, manage users and groups, configure functional accounts, and import users via multiple methods.
- **Customer Management:** Manage account types, products, customer/partner accounts, licenses, subscriptions, and templates for efficient customer administration.

## Exam Benefits

Successfully passing this exam validates your ability to manage and secure email communications, configure user settings, and leverage advanced email security features within the Essentials platform. Master essential areas such as email protection, user management, security awareness, and threat detection. Equip yourself with the practical skills needed to safeguard your organization's email security and join a community of professionals dedicated to defending against evolving email-based threats.

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