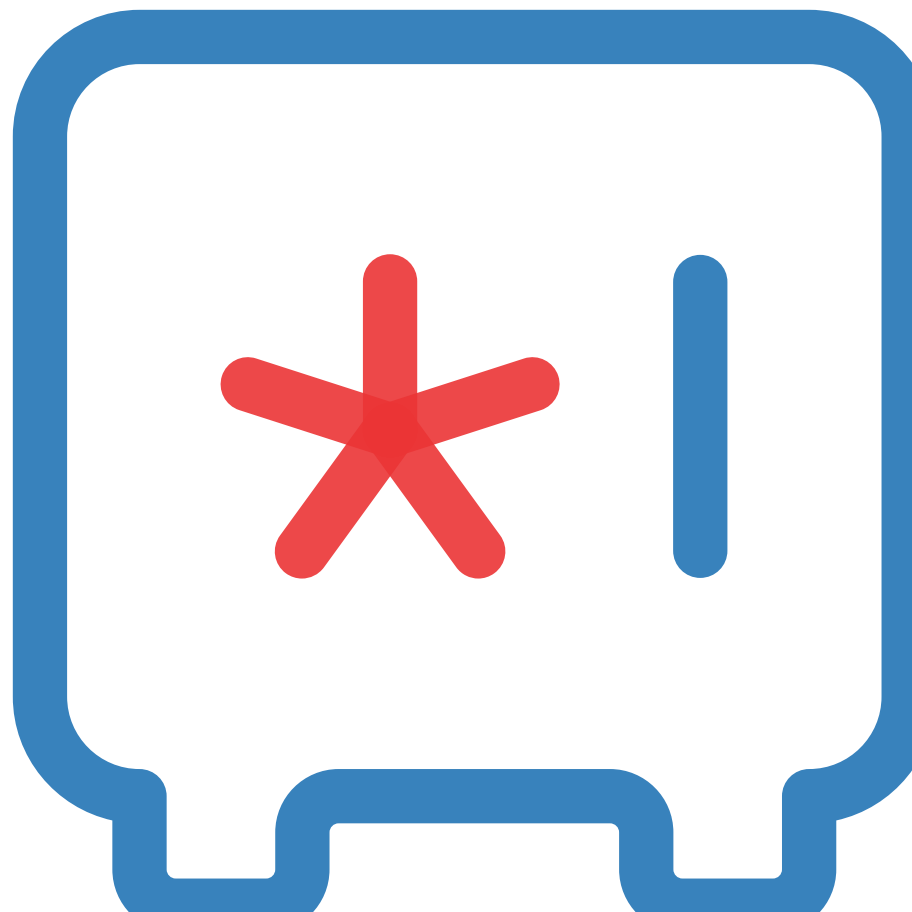## ZOHO Vault

One-to-One
Training Agenda

About

This course offers fundamental and advanced configuration training for new Zoho Vault admins and super admins. Through this course, you will gain a clearer picture of the functions in Zoho Vault and learn how to customize your enterprise vault to suit your business.

Who it is for?

Organization admins who are responsible for the setup, configuration, and maintenance of their enterprise's Zoho Vault.

Duration: One Day | 5 Hours

Basics + Advanced features

Module 1: User Management

- Adding new users
- Provisioning users (from AD, GSuite, Office 365, and Okta)
- Creating user groups
- Updating user roles

Module 2: Password Managementt

- Adding passwords manually

- Importing passwords (from browsers, CSV or TSV files,
  and other password managers)

- Creating custom categories

- Setting password classifications

- Creating folders

- Sharing passwords and folders

- Sharing passwords with third parties

Module 3: Automating Authentication

- Configuring passwordless authentication with single sign-on (SSO)

- Enabling auto login and password autofill

- Configuring browser extension settings

- Configuring mobile app settings

Module 4: Basic Security Settings

- Enforcing multi-factor authentication

- Analyzing Password Assessment Scores (dashboard reports)

- Creating a customized password policy

- Setting up fine-grained controls

- Nominating emergency contacts

Advanced Security Settings

- Setting up password access control (for shared passwords)

- Filtering access based on IPs

- Creating custom security alerts (for admins)

- Enabling password reset alerts

- Acquiring business passwords from employees

Module 5: Audits and Reports

- Understanding real-time audits

- Analyzing user reports

Module 6: Integrations

- Zoho App Integrations (Mail, Desk, Projects, and Flow)

- SIEM Integration (Loggly, Logz.io, Rapid7, Sematext, Sumo Logic, and Timber)

- Cloud Backup (Amazon S3, Box, DropBox, Google Drive, OneDrive, and Zoho WorkDrive)

- Help desk integration (JIRA, Manage Engine ServiceDesk Plus, Service Now, Zendesk, and Zoho Desk)

Module 7: Off-site support

- Offline access

- Exporting passwords

Personalization

- Rebranding your vault

- Customizing themes

- Setting a privacy policy