

Customizing Email and Landing Page Templates

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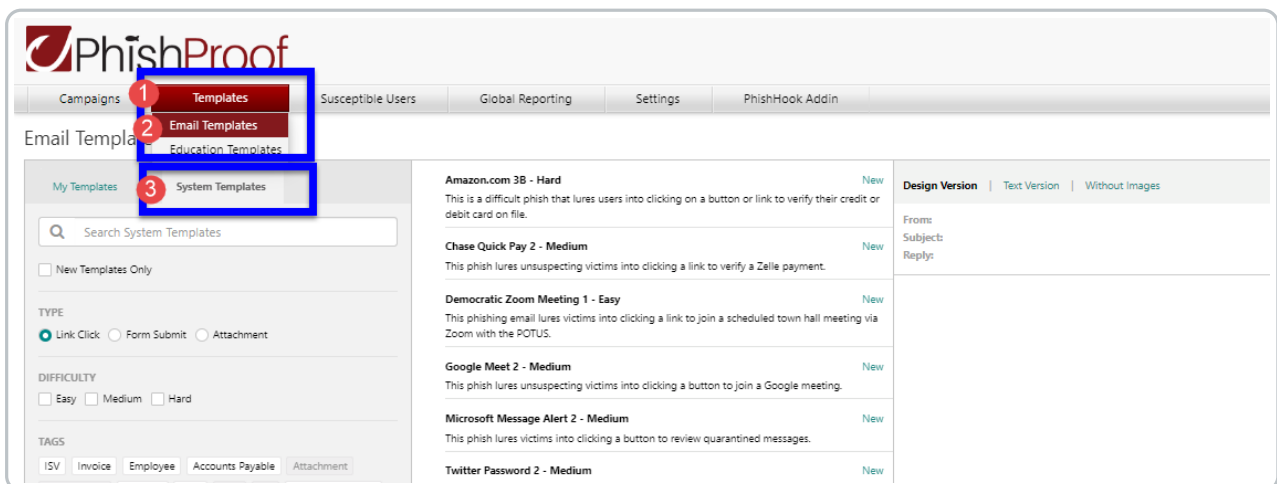
PhishProof now offers the ability to clone System Templates and Education landing pages, customize them, and save them as “My Templates”.

Customize Templates

Templates -> Email Templates -> System Templates

Navigate to the (1) Templates main tab and select (2) Email Templates. Once you have saved customized templates, they will be displayed in the My Templates sub-tab.

To start, click on the (3) System Templates sub-tab. Use the search and filter options to locate a template. You can preview any template by clicking on the template name in the center column.



Shortcodes in Org Admin and Super Admin Templates

The Org Admin and Super Admin email template editors now have shortcodes available, including:

- 27 new user profile variables
- iLMS console user variables (e.g., organization name, first name, email address, hire date, etc.) with the ability to include custom fields

Please note that while the Super Admin console shows all available variables, the Org Admin console only shows those added in iLMS.

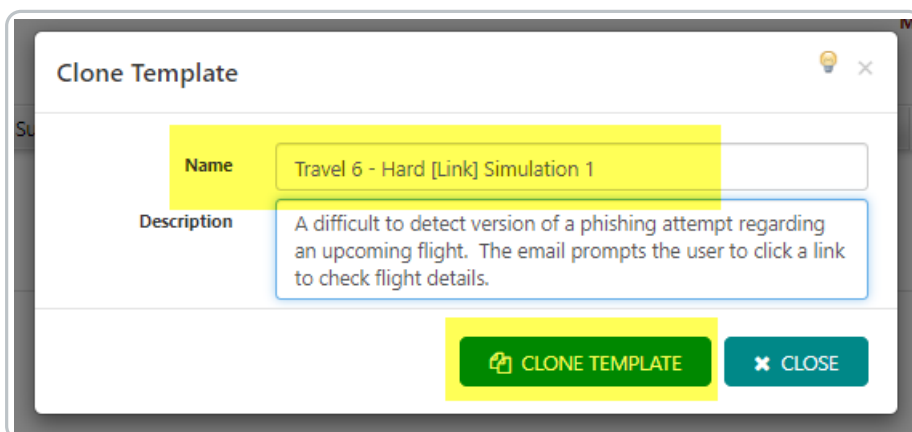


Clone a System Email

Once you've identified a template you'd like to serve as a starting point for your custom template, hover over the template and the clone icon will appear.

When you click the clone icon, the "Clone Template" dialogue will pop-up.

Here you can change the name of your custom template before clicking the Clone Template button.

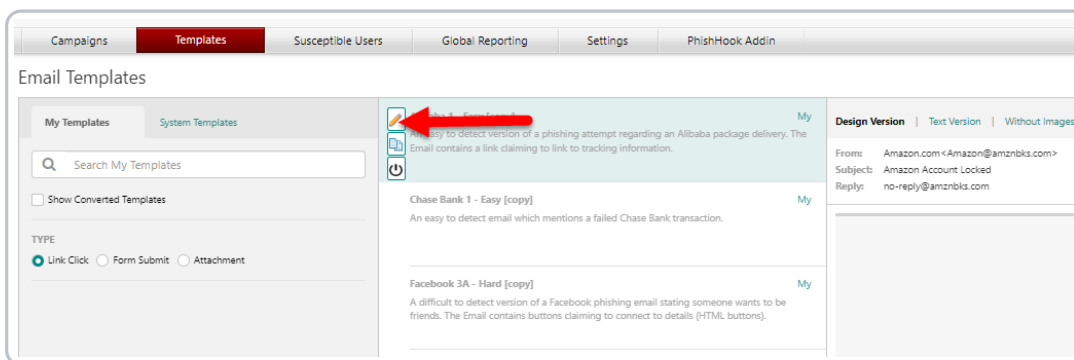
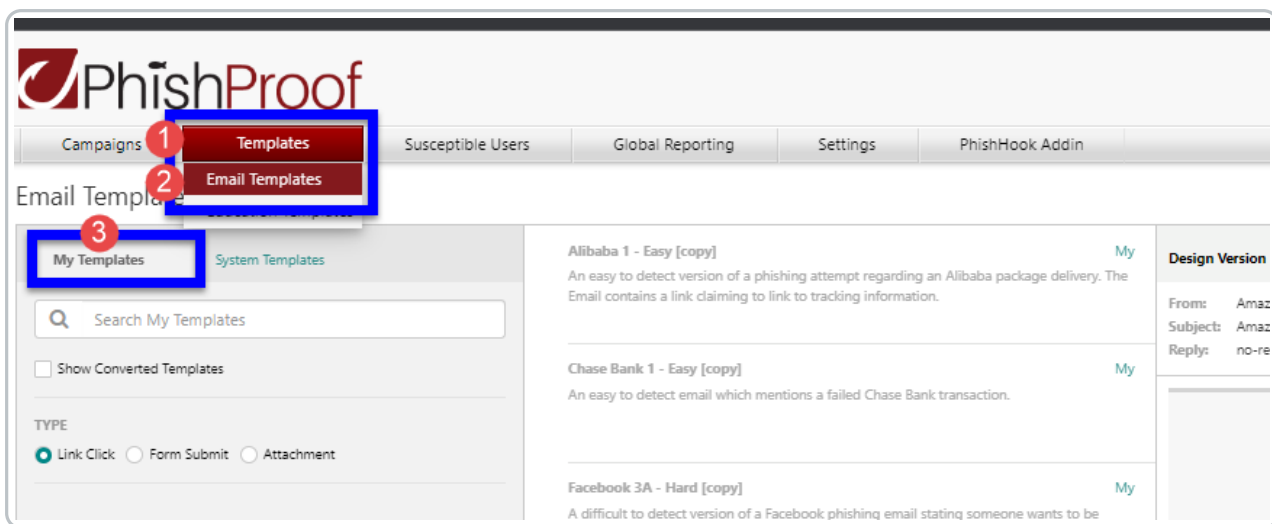


Once you have cloned a system template, it will now appear under the "My Templates" sub-tab.

You can navigate to the template type by choosing one from the "Show All Templates" dropdown list.

Edit the Cloned Template

- Find the template that you have cloned under the My Templates sub-tab.
- Hover over the template name to reveal the edit icon. Click on the Edit icon to modify the template. This will open the "Customize Email Template page" where you can edit the header and email content for each available language option.



NOTE: Custom templates must be enabled after creation in order to appear in the campaign builder for selection. Once your custom template is finalized hover over the template in this list and click the power button to enable it for use in campaigns.

Edit the Email Template Header and Contents

The PhishProof Editor offers the option to manipulate pre-designed content blocks or upload images through its embedded drag and drop function. The header information and sections of email content can be edited by hovering over the section and clicking the pencil icon that appears.

Additional content sections can be added to your email template by dragging items from the "Blocks" column shown on the left into the body of your email template.

Note: Misspellings and grammatical errors found in the email content are intentional and reflective of true phishing attack characteristics.

Note: The editor does not support content that has been dragged and dropped into the template from external sources. Content must be added using existing building blocks and upload tools. Templates containing unsupported content may fail to send.

Customize Email Template

Settings Email Template

Template Language: English

Blocks

- Image
- Content with Image on Left
- Content with Image on Right
- Text
- Featured Text
- Article
- Featured Article
- Confidentiality Notice

PREVIEW

SAVE TEMPLATE

Travel 6 - Hard [copy]

Sender's Friendly Name: Friendly Airlines

Sender's Email Address: notify@systemadsm

Subject: Online Check-in for Your Flight

@firstname @lastname,

You have to check in from 24 hours and up to 60 minutes before your flight (2 hours if you're flying international). That's why, that, all you have to do is print your boarding pass and go to the gate.

Confirmation code: 524623432

Check-in online: [Online reservation details](#)

Flight *1202
Departure city and time *LAX 08.25
Depart Date *04/1/2017

We are committed to protecting your privacy. Your information is kept private and confidential.

Tip: If your template has an image, double-click the image to modify or replace the image.

Edit the Translated Versions

Most system templates have been translated into the languages listed under the Template Language dropdown. Select the language in which your users will receive phishing emails to edit the template in that language. You will have to do this for each language that your users use.

Note: Edits to the English system template will NOT carry over to other language templates.

Once desired changes have been made to each email template, click Save Template to save changes. To make your template available for use, return to the main My Templates page and click the toggle under the Active column to turn the template on.

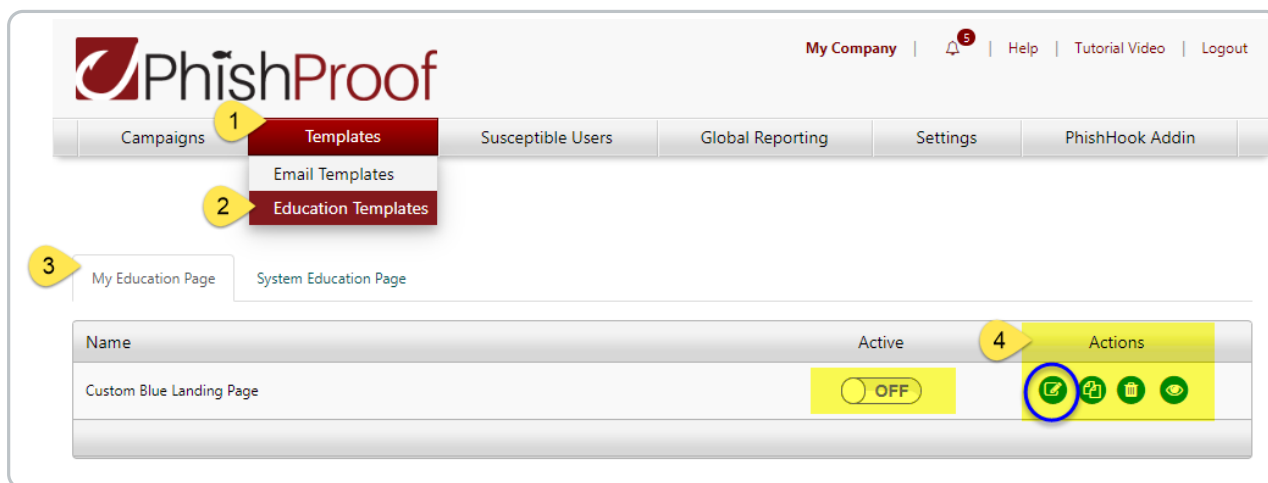
Customize Education Landing Pages

Templates -> Education Templates -> System Education Page

Education Landing Pages are teaching components that will be displayed in correspondence to the type of phishing email selected. When a target user clicks on a "target link or attachment," this educational page will open with a video that identifies the common notable phishing attack characteristics.

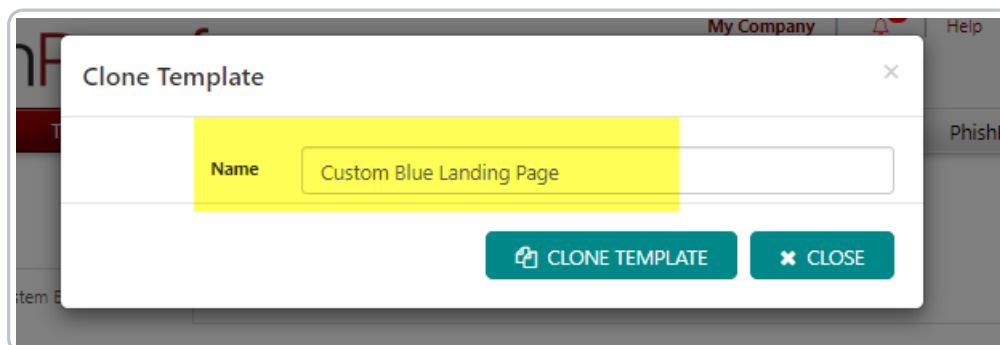
Navigate to the (1) Templates main tab and select (2) Education Templates. Once you have saved customized templates, they will be displayed in the My Education Page sub-tab.

To start, click on the (3) System Education Page sub-tab, choose a template, and click on the corresponding Clone icon under the Actions list. You can preview any template by clicking on the Preview icon under the Actions list.



Clone a System Education Landing Page Template

When you click the Clone icon, the “Clone Template” dialogue will pop-up. Don’t forget to change the template name before you click the Clone Template button.



Once you have cloned a system template, it will automatically show up under your My Templates subtab.

Edit the Cloned Template

- Under the My Education Page sub-tab, you will find the template that you have cloned. *For this example, we cloned the “Custom Blue Landing Page” template.*
- Click on the corresponding (4) Edit icon under the “Actions” list. This will open the “Customize Education Template page”.

PhishProof

My Company | Help | Tutorial Video | Logout

Campaigns | **Templates** | Susceptible Users | Global Reporting | Settings | PhishHook Addin

Email Templates
Education Templates

My Education Page | System Education Page

Name	Active	Actions
Custom Blue Landing Page	OFF	

Note: We recommend turning on the template under the “Active” column AFTER all edits are finalized and have been saved. Just return to this screen and click the toggle to the “ON” position.

Edit the Contents

The Editor offers the option to manipulate pre-designed content blocks or upload images through its embedded drag and drop function. Content can be edited where a pencil icon is displayed.

Your logo and contact information should already appear in the education template. If you need to edit either of these for all templates going forward, please edit them using the main [Settings tab in Phishproof](#).

You can also upload your own pdf version by clicking on the Replace with a PDF File button and following the instructions on the prompt.

Customize Landing Page Template

Settings | Landing Page Template

Blocks

- Image
- Video
- A Featured Text
- A Article
- A Featured Article
- A Text

Drag and Drop to add a Block

Template Language: English | Click to Select Template Language to Edit

PREVIEW

Traditional Blue Landing Page [copy]

You've Been **Phished...**

We are testing the security awareness of employees by sending out simulated phishing emails. If you are seeing this page, you must have clicked on a link in one of them.

How to Detect a Phishing Email

From: System Administrator <SysAdmin@gmail.com>
Subject: Email Account to be deactivated due to suspicious activity
Form.zip

Dear User,

This email is to inform you that your email account is about to be de-activated by your Sys Admin due to an unusual activity detected on your mailbox.

To re-activate your mailbox please click on the link below or fill out the attached form.

<http://www.my-company.com/corporate>

Re-Active Mail Box Now

Regards,
System Administrator

Note: If your mailbox remains de-activated for five days, it will be deleted. Respond now to avoid these things.

Contact Support: 1-800-555-0100

Inspired eLearning

Have Questions?
Contact the Help Desk:
Phone: 555-5555
Email: helpdesk@email.com

REPLACE WITH A PDF FILE | SAVE TEMPLATE

Entire Page can be replaced with your own PDF

Spelling and grammar mistakes

Hover over content sections to view editable sections. Click to bring up edit options.

Threats or enticements that create a sense of urgency
Toll free numbers in suspicious emails that do not match known numbers.

Once desired changes have been made to the phishing email, click Save Template to save changes.

Edit the Translated Versions

Each template has been translated into the languages listed under the Template Language dropdown. Select the language in which your users will receive phishing emails to edit the template in that language. You will have to do this for each language that your users use.

You can also upload pdf versions in any language. Be sure the correct corresponding language is selected from the Template Language dropdown list before uploading a pdf.

Note: Edits to the English system template will NOT carry over to other language templates.

Once desired changes have been made to each landing page template, click Save Template to save changes. To make your template available for use, return to the main My Templates page and click the toggle under the Active column to turn the template on.
