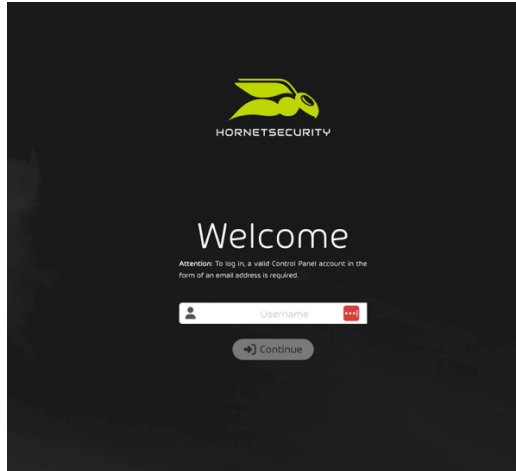


HORNET SECURITY USER PANEL GUIDE

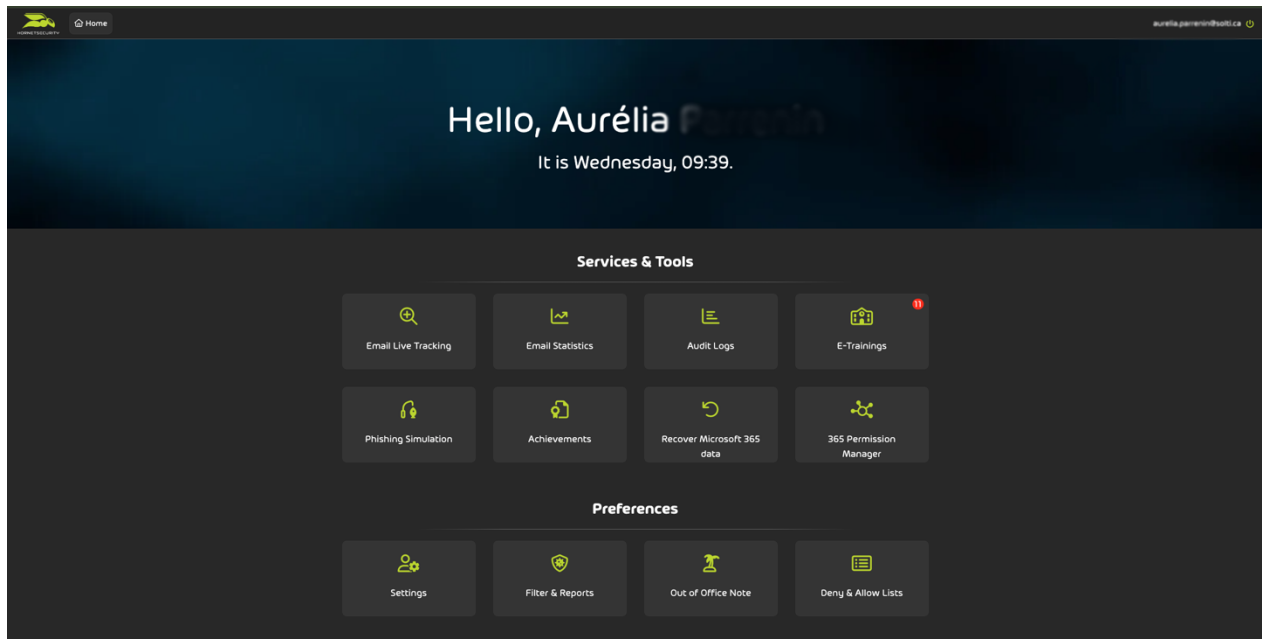
To open the panel, please enter <https://cp.hornetsecurity.com> in your browser.

1. Login

To log in to the Hornet Security user panel, use your Microsoft 365 credentials.

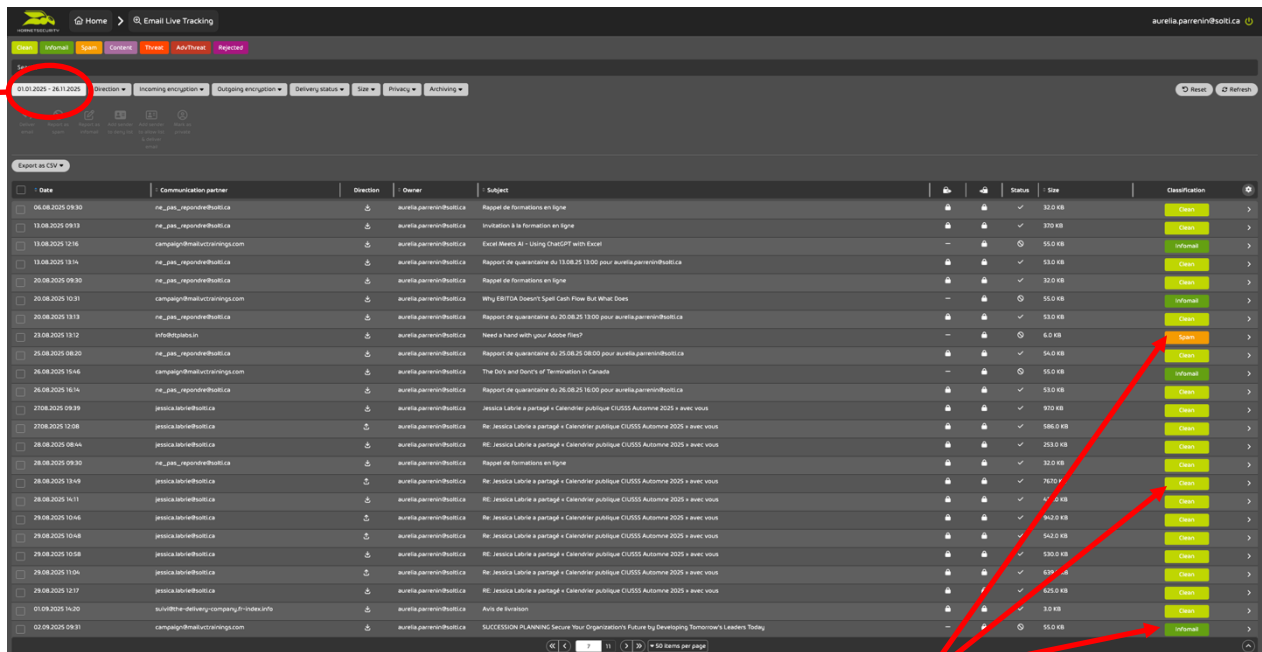
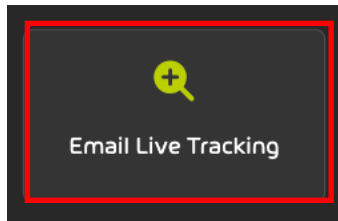


Your user panel will appear



A-SERVICES AND TOOLS SECTION

1. Email Live Tracking



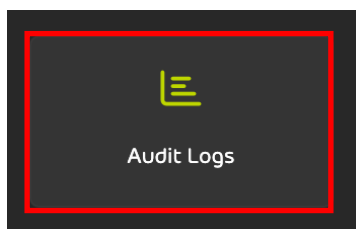
The screenshot shows the "Email Live Tracking" interface. At the top, there are navigation tabs: "Clear", "Informal", "Spam", "Content", "Threat", "Ad threat", and "Repaired". Below these is a date range selector set to "01.01.2025 - 26.11.2025", which is circled in red. To the right of the date range are filters for "Direction", "Incoming encryption", "Outgoing encryption", "Delivery status", "Size", "Privacy", and "Archiving". There are also "Reset" and "Refresh" buttons. Below the filters is an "Export as CSV" button. The main area contains a table with columns: "Date", "Communication partner", "Direction", "Owner", "Subject", "Status", "Size", and "Classification". The table lists various emails with their details. A red arrow points from the date range selector to the text below. Another red arrow points from the "Classification" column to the text below.

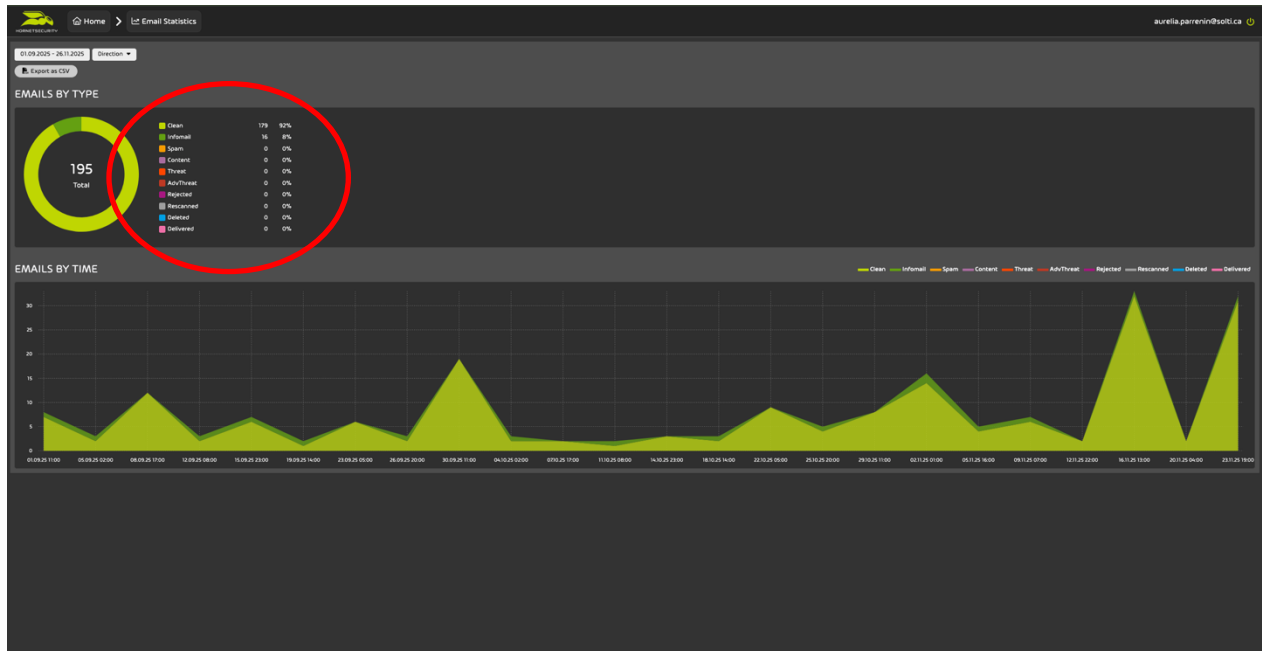
Date	Communication partner	Direction	Owner	Subject	Status	Size	Classification
06.08.2025 09:30	re_pai_reponde@bottic.ca	→	aurelia.parenin@bottic.ca	Rappel de formation en ligne	✓	32.0 KB	Clean
11.08.2025 09:13	re_pai_reponde@bottic.ca	→	aurelia.parenin@bottic.ca	Invitation à la formation en ligne	✓	370 KB	Clean
13.08.2025 12:16	campaign@matucorranings.com	→	aurelia.parenin@bottic.ca	Excel Meets AI - Using ChatGPT with Excel	✓	55.0 KB	Informal
13.08.2025 13:14	re_pai_reponde@bottic.ca	→	aurelia.parenin@bottic.ca	Rapport de quarantaine du 13.08.25 13:00 pour aurelia.parenin@bottic.ca	✓	53.0 KB	Clean
20.08.2025 09:30	re_pai_reponde@bottic.ca	→	aurelia.parenin@bottic.ca	Rappel de formation en ligne	✓	32.0 KB	Clean
20.08.2025 10:31	campaign@matucorranings.com	→	aurelia.parenin@bottic.ca	Why EB/TA Doesn't Spell Cash Flow But What Does	✓	55.0 KB	Informal
20.08.2025 13:13	re_pai_reponde@bottic.ca	→	aurelia.parenin@bottic.ca	Rapport de quarantaine du 20.08.25 13:00 pour aurelia.parenin@bottic.ca	✓	53.0 KB	Clean
23.08.2025 13:12	info@stepslin	→	aurelia.parenin@bottic.ca	Need a hand with your Adobe Files?	✓	6.0 KB	Spam
25.08.2025 08:20	re_pai_reponde@bottic.ca	→	aurelia.parenin@bottic.ca	Rapport de quarantaine du 25.08.25 08:00 pour aurelia.parenin@bottic.ca	✓	54.0 KB	Clean
26.08.2025 15:44	campaign@matucorranings.com	→	aurelia.parenin@bottic.ca	The Dots and Dots's of Termination in Canada	✓	55.0 KB	Informal
26.08.2025 16:14	re_pai_reponde@bottic.ca	→	aurelia.parenin@bottic.ca	Rapport de quarantaine du 26.08.25 16:00 pour aurelia.parenin@bottic.ca	✓	53.0 KB	Clean
27.08.2025 09:39	jessica.labrie@bottic.ca	→	aurelia.parenin@bottic.ca	Jessica Labrie a partagé « Calendrier publicque CIUSSS Automne 2025 » avec vous	✓	970 KB	Clean
27.08.2025 12:08	jessica.labrie@bottic.ca	→	aurelia.parenin@bottic.ca	Re: Jessica Labrie a partagé « Calendrier publicque CIUSSS Automne 2025 » avec vous	✓	586.0 KB	Clean
28.08.2025 08:44	re_pai_reponde@bottic.ca	→	aurelia.parenin@bottic.ca	RE: Jessica Labrie a partagé « Calendrier publicque CIUSSS Automne 2025 » avec vous	✓	253.0 KB	Clean
28.08.2025 09:30	re_pai_reponde@bottic.ca	→	aurelia.parenin@bottic.ca	Rappel de formation en ligne	✓	32.0 KB	Clean
28.08.2025 13:44	jessica.labrie@bottic.ca	→	aurelia.parenin@bottic.ca	Re: Jessica Labrie a partagé « Calendrier publicque CIUSSS Automne 2025 » avec vous	✓	767.0 KB	Clean
28.08.2025 14:11	jessica.labrie@bottic.ca	→	aurelia.parenin@bottic.ca	RE: Jessica Labrie a partagé « Calendrier publicque CIUSSS Automne 2025 » avec vous	✓	47.0 KB	Clean
29.08.2025 10:46	jessica.labrie@bottic.ca	→	aurelia.parenin@bottic.ca	Re: Jessica Labrie a partagé « Calendrier publicque CIUSSS Automne 2025 » avec vous	✓	942.0 KB	Clean
29.08.2025 10:48	jessica.labrie@bottic.ca	→	aurelia.parenin@bottic.ca	Re: Jessica Labrie a partagé « Calendrier publicque CIUSSS Automne 2025 » avec vous	✓	542.0 KB	Clean
29.08.2025 10:58	jessica.labrie@bottic.ca	→	aurelia.parenin@bottic.ca	Re: Jessica Labrie a partagé « Calendrier publicque CIUSSS Automne 2025 » avec vous	✓	530.0 KB	Clean
29.08.2025 11:04	jessica.labrie@bottic.ca	→	aurelia.parenin@bottic.ca	Re: Jessica Labrie a partagé « Calendrier publicque CIUSSS Automne 2025 » avec vous	✓	639.0 KB	Clean
29.08.2025 12:17	jessica.labrie@bottic.ca	→	aurelia.parenin@bottic.ca	Re: Jessica Labrie a partagé « Calendrier publicque CIUSSS Automne 2025 » avec vous	✓	629.0 KB	Clean
01.09.2025 14:20	live@the-delivery-company.fr@mx.cloudflaremail.com	→	aurelia.parenin@bottic.ca	Avril de Surinam	✓	3.0 KB	Clean
02.09.2025 09:31	campaign@matucorranings.com	→	aurelia.parenin@bottic.ca	SUCCESSION PLANNING Secure Your Organization's Future by Developing Tomorrow's Leaders Today	✓	55.0 KB	Informal

Here you can see all your emails, both incoming and outgoing, color-coded according to their status (valid, newsletter, spam, etc.).

You can choose the desired period by changing the dates

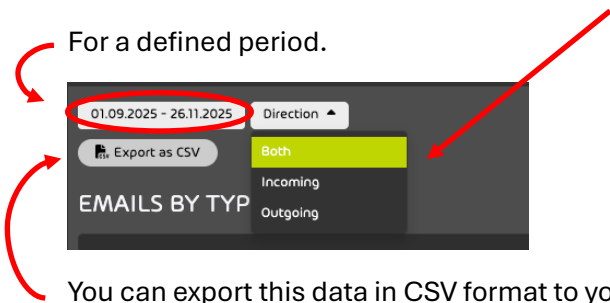
2. Email Statistics





This diagram shows the percentage of your emails according to their status (valid, newsletter, spam, etc.) for incoming or outgoing emails, or both.

For a defined period.

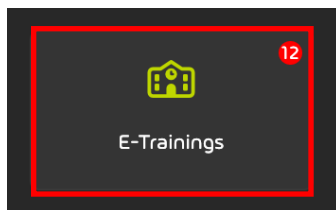


You can export this data in CSV format to your computer to keep a copy.

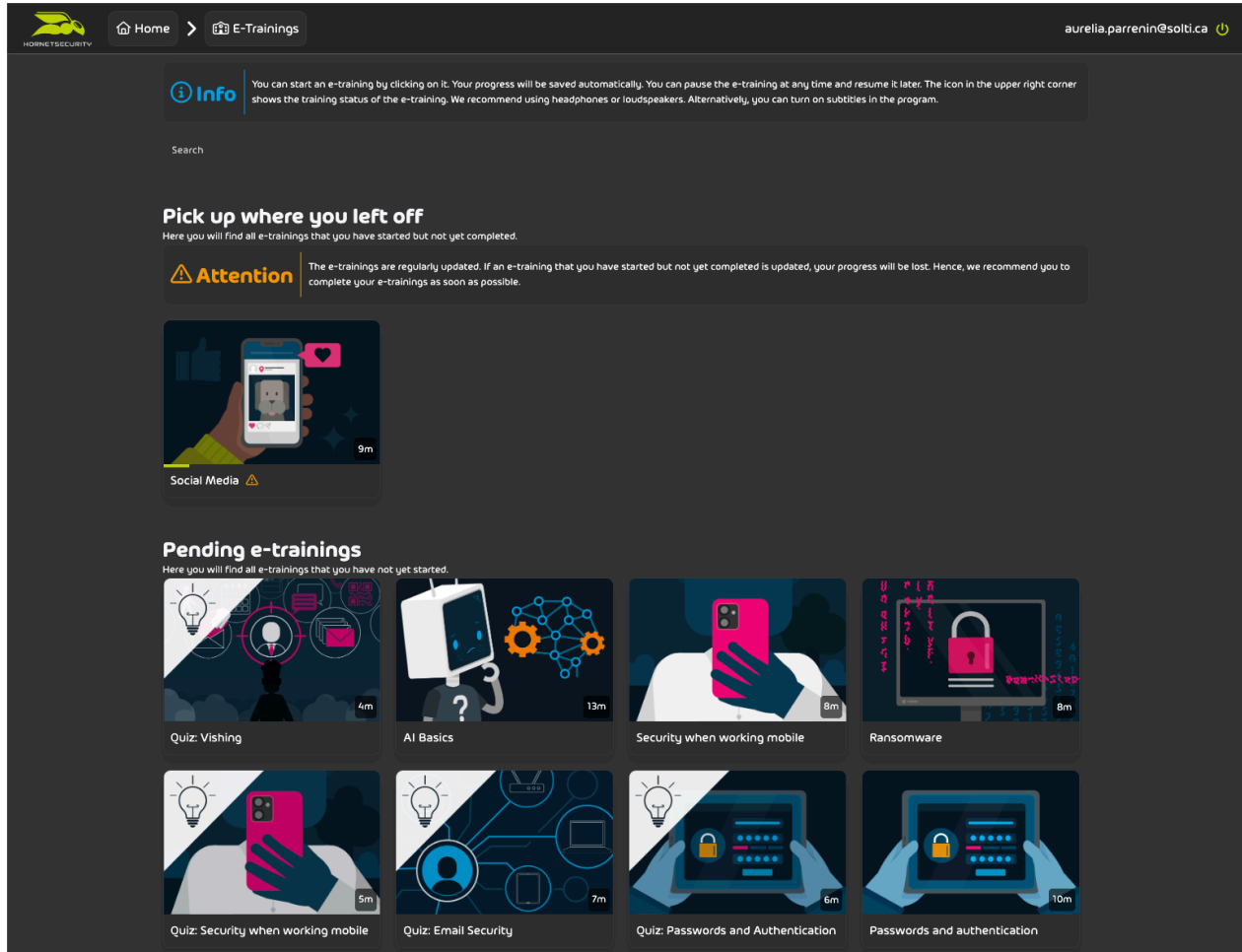
3. Audit 2.0

The Audit 2.0 module in the User Panel allows you to view all activities relating to logged-in users. This includes both activities that the user has performed themselves in the User Panel and activities that administrators have performed in the Control Panel on behalf of the user. The user can track these activities in the audit log.

4. Online training courses



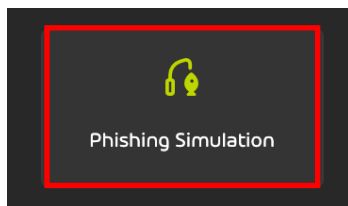
- This is a summary of the training courses and tests available to you.
- Not all training courses are available immediately. You will receive them gradually.
- Two sections appear: training courses you have not yet viewed and those you have already completed.



5. Phishing simulation (malicious phishing):

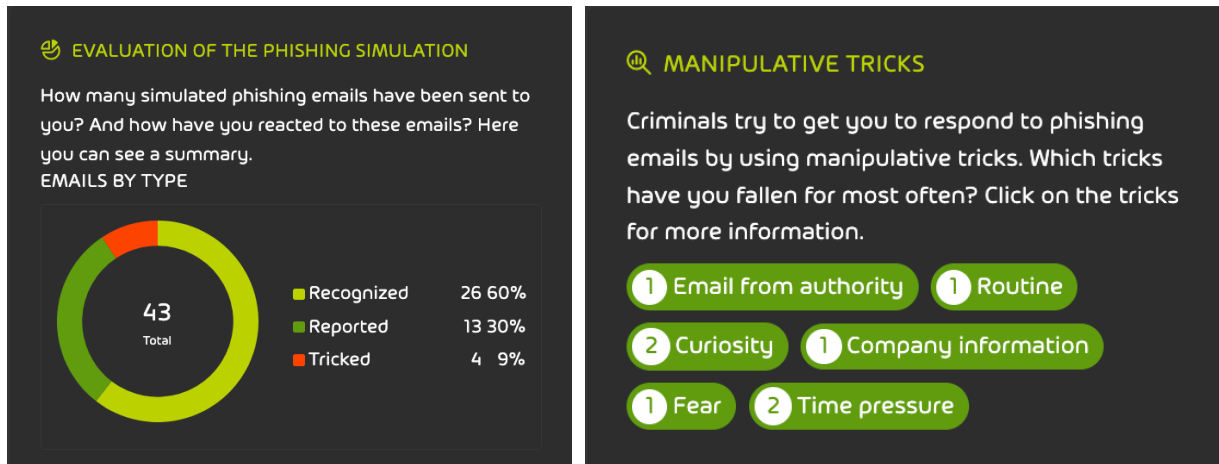
This feature allows you to view your results for the phishing simulations that were sent to you.

Select Phishing simulation:

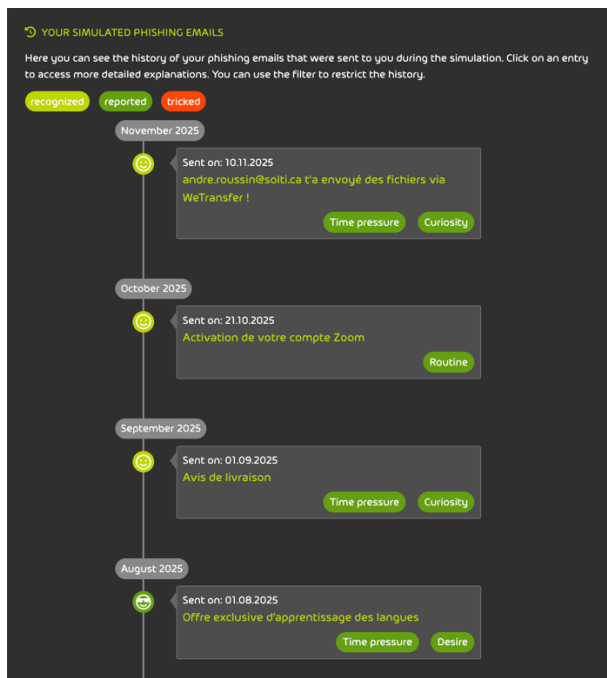


In this submenu, you can see:

- The phishing simulation assessment
- The types of traps you fell into



- A summary of the simulated emails you received

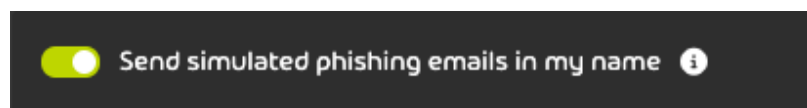


- You can enable or disable messages in your name that could be sent to your colleagues to simulate phishing.
- To do this, click on **ACCESS YOUR SETTINGS**

Then click on the gray slider to enable emails to be sent in your name

The screenshot shows the user settings interface. At the top, there is a navigation bar with 'Home' and 'Settings' buttons, and the user's email 'aurelia.parrenin@solti.ca'. The main content is divided into three sections: 'BASIC DATA', 'TIMEZONE AND LANGUAGE', and 'SECURITY AWARENESS SERVICE'. The 'SECURITY AWARENESS SERVICE' section contains a toggle switch for 'Send simulated phishing emails in my name', which is currently turned off (gray). A red arrow points from the text above to this toggle. Below the toggle are three dropdown menus: 'Form of address' (set to 'First name'), 'Position for Security Awareness Service' (set to 'Other'), and 'Language for Security Awareness Service' (set to 'French'). There are 'Save' buttons at the bottom of each section.

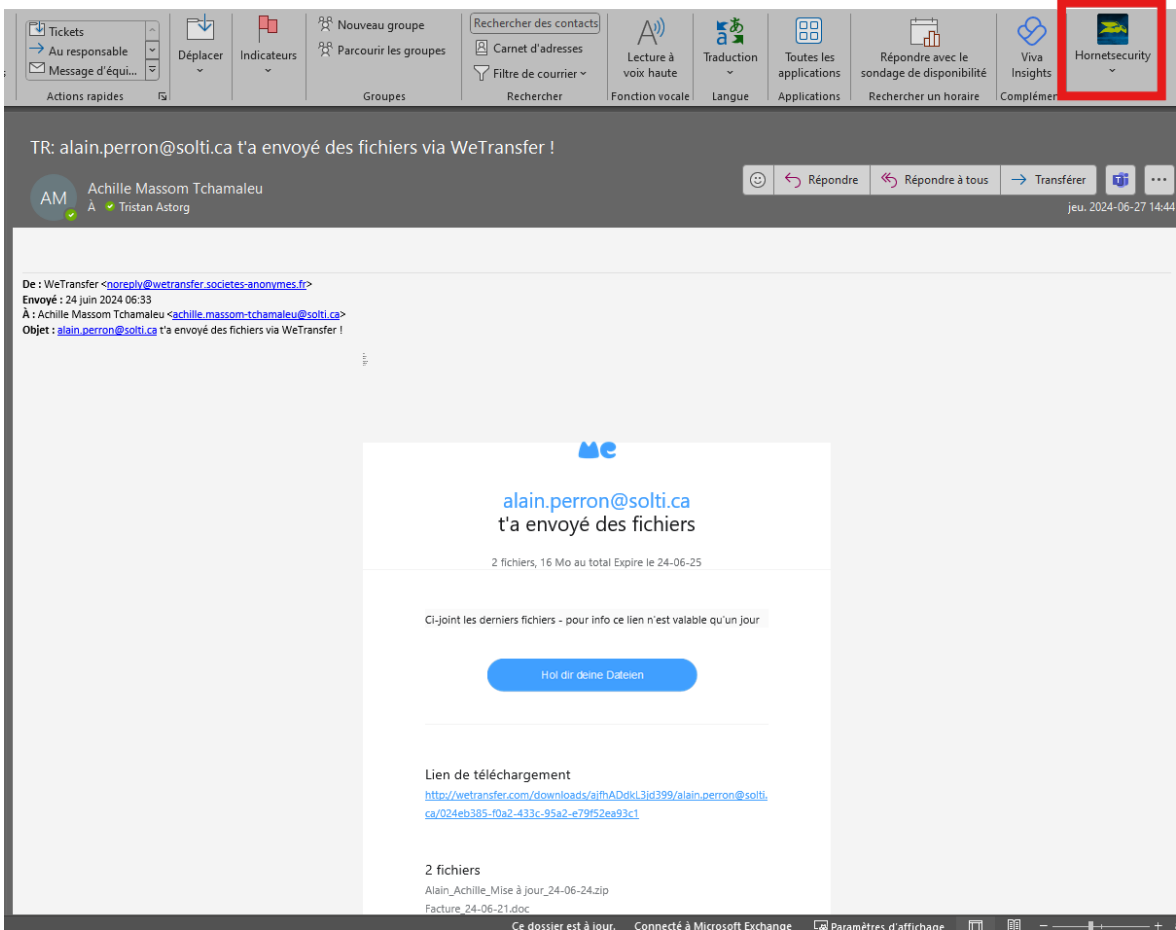
The slider will turn green



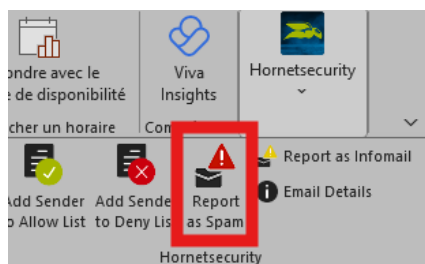
6. Reporting malicious phishing

When you spot phishing, you must report it.

In the Outlook window, in your inbox, when you have opened an email and you think it is phishing, click on **the Hornetsecurity button in the top right corner.**

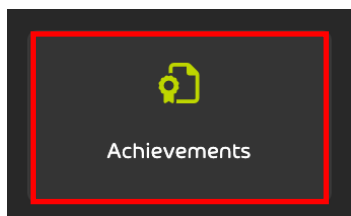


Then click on “Report as Spam”



7. Achievements

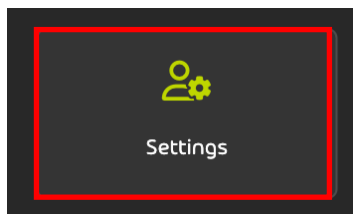
Here, Hornet Security summarizes the training courses you have completed and issues you with a certificate that you can download in different languages.



The screenshot shows the 'Achievements' section of the Hornet Security user interface. At the top, there are navigation buttons for 'Home' and 'Achievements', and a user profile icon with the email 'aurelia.p@soliti.ca'. The main content area features a large certificate graphic. The certificate is titled 'CERTIFICATE' and states 'We certify that Aurélia P. [redacted] participated in the Security Awareness Service and completed the following e-trainings:'. The list of completed trainings includes: Phishing Introduction, Dangerous Macros - Emotet and the Macrovirus Pandemic, Social Engineering, IT and me: My contribution to security, Malware Introduction, IT emergency card, Protect yourself against phishing, Quiz: Social Engineering, Quiz: Social Media, and Vishing. The certificate is signed by Olaf Petry, Chief Information Security Officer, and issued on 26.11.2025. A 'Download certificate' button is located on the right side of the certificate area. Below the certificate, contact information for Hornetsecurity GmbH is provided.

B- PREFERENCES SECTION

1. Settings



Here you can change your contact details, time zone, and language, as well as your security preferences.

BASIC DATA

First name: Aurélia
Last name: Perronin
Display name: Aurélia Perronin
Country/region: CA
State:
Postal code:
City:
Street, number:
Department:
Office:
Phone (business):
Mobile phone:
Fax:
Save

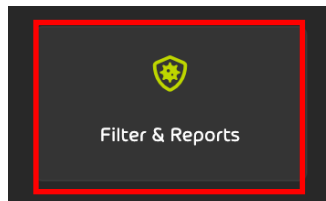
TIMEZONE AND LANGUAGE

Timezone: Canada/Eastern UTC-05:00
Language: English
Date format: 31.12.2025
Time format: 08:45:00
Save

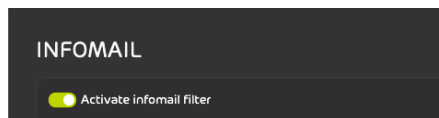
SECURITY AWARENESS SERVICE

Send simulated phishing emails in my name
Form of address: First name
Position for Security Awareness Service: Other
Language for Security Awareness Service: French
Save

2. Filters and Reports



If you activate the INFOMAIL filter, the button will turn green, meaning that the infomail filter is activated and emails classified as newsletters will be quarantined and you will be notified in your report.

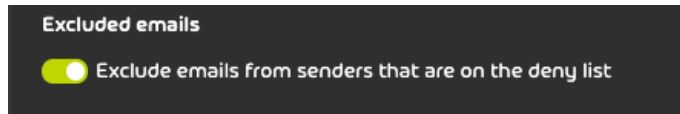


Quarantine Report :

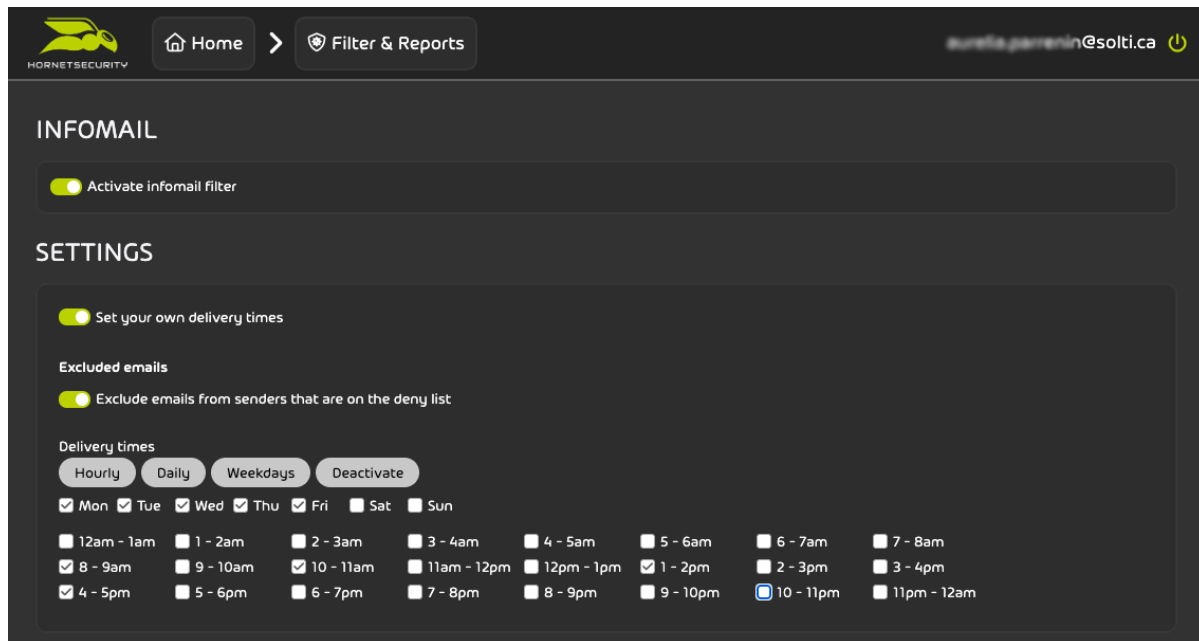
Click on SET YOUR OWN DISTRIBUTION TIMES.

This allows you to set how often you want to receive your quarantine report (when an email is identified as potentially dangerous, it is quarantined, i.e., placed in an area to store emails that are neither delivered directly to the recipient nor rejected).

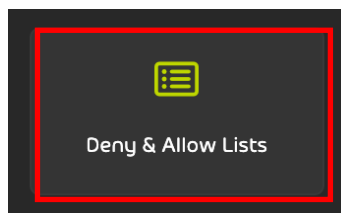
Exclude emails from blocked senders

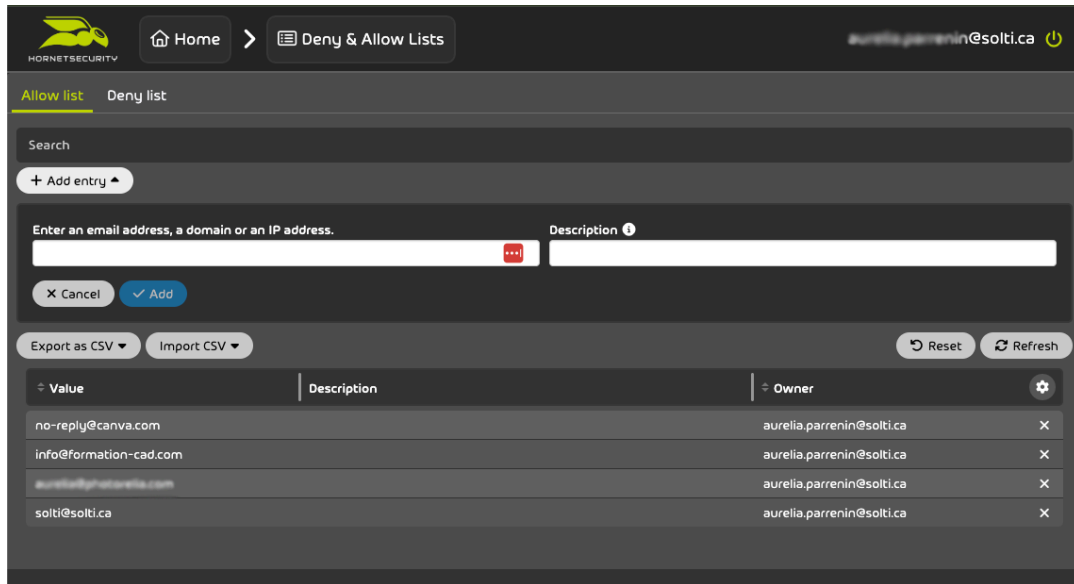


If this option is enabled, emails from senders blocked by the user or domain are not mentioned in the user's quarantine reports. The button turns green. Future quarantine reports will no longer contain emails from senders blocked from the mailbox or domain.

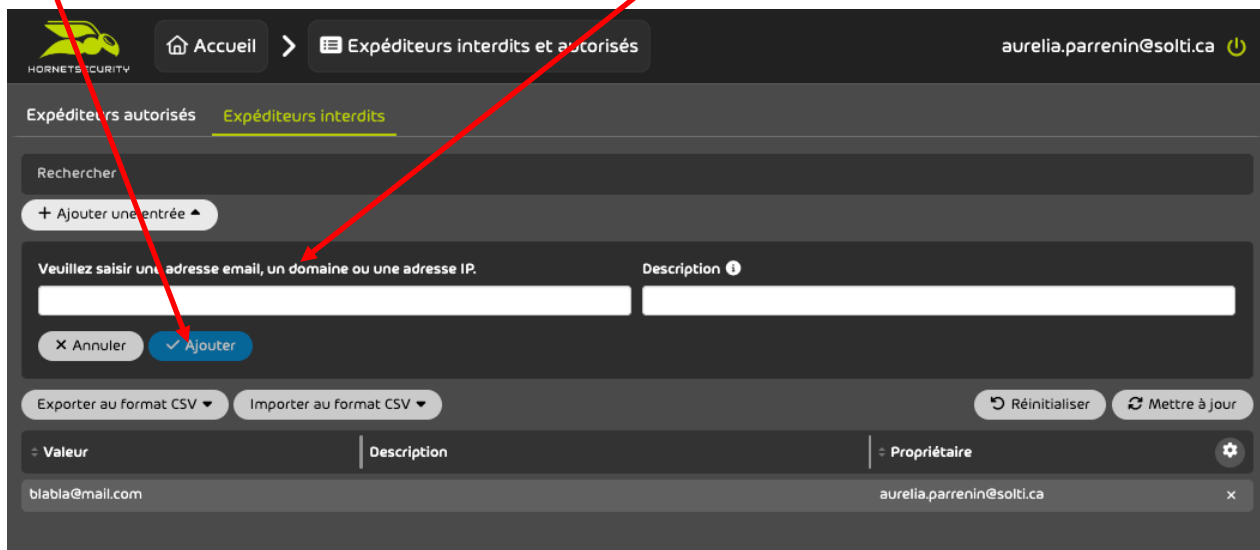


3. Blocked and allowed senders





This section allows you to enter the email addresses you want to receive (allowed senders) and those you do not want to receive (blocked senders). Enter the information in the boxes and click Add.



It is also possible to import or export a list in CSV format.