

Administering Information Protection and Compliance in M365



Online Course



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Administering Information Protection and Compliance in M365

Course Modules

1. Implement information protection



Create and manage sensitive info types

- Sensitive information requirements for an organization's data
- Translate sensitive info req into built-in or custom sensitive info
- Create and manage custom sensitive info types
- Create and manage exact data match (EDM) classifiers
- Implement document fingerprinting

Create and manage trainable classifiers

- Identify when to use trainable classifiers
- Design and create a trainable classifier
- Test a trainable classifier
- Retrain a trainable classifier

Implement and manage sensitivity labels

- Roles and permissions for administering sensitivity labels
- Define and create sensitivity labels
- Configure and manage sensitivity label policies
- Configure auto-labeling policies for sensitivity labels
- Monitor data classification and label usage
- Apply bulk classification to on-premises data
- Manage protection settings and marking

Design and implement encryption for email messages

- Design an email encryption soln based on methods available
- Implement Microsoft Purview Message Encryption
- Implement Microsoft Purview Advanced Message Encryption



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2. Implement DLP

Create and configure DLP policies

- Design DLP policies based on an organization's requirements
- Configure permissions for DLP
- Create and manage DLP policies
- Interpret policy and rule precedence in DLP



Implement and monitor Endpoint DLP

- Configure advanced DLP rules for devices in DLP policies
- Configure Endpoint DLP settings
- Recommend a deployment method for device onboarding
- Identify endpoint requirements for device onboarding
- Monitor endpoint activities
- Implement the Microsoft Purview Extension

Monitor and manage DLP activities

- Analyze DLP reports
- Analyze DLP activities by using Activity explorer
- Remediate DLP alerts in the MS Purview compliance portal

3. Implement data lifecycle and records management

Retain and delete data by using retention labels

- Plan for information retention and disposition
- Create retention labels for data lifecycle management
- Configure and manage adaptive scopes
- Configure a retention label policy to publish labels
- Configure a retention label policy to auto-apply labels



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Manage data retention in Microsoft 365 workloads

- Create and apply retention policies for SharePoint and OneDrive
- Create and apply retention policies for Microsoft 365 groups
- Create and apply retention policies for Teams
- Create and apply retention policies for Yammer
- Create and apply retention policies for Exchange Online
- Apply mailbox holds in Exchange Online
- Implement Exchange Online archiving policies
- Preservation locks for retention policies & retention label policies
- Recover retained content in Microsoft 365

Implement Microsoft Purview records management

- Create and configure retention labels for records management
- Manage retention labels by using a file plan
- Classify records by using retention labels & retention label policies
- Manage event-based retention
- Manage the disposition of content in records management
- Configure records management settings

4. Monitor and investigate data and activities

Regulatory reqmts by using MS Purview Compliance Manager

- Plan for regulatory compliance in Microsoft 365
- Create and manage assessments
- Create and modify custom templates
- Interpret and manage improvement actions
- Create and manage alert policies for assessments



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Plan and manage eDiscovery and Content search

- Choose bet eDiscovery (Standard) and eDiscovery (Premium)
- Plan and implement eDiscovery
- Delegate permissions to use eDiscovery and Content search
- Perform searches and respond to results from eDiscovery
- Manage eDiscovery cases

Manage and analyze audit logs and reports in Microsoft Purview

- Choose between Audit (Standard) and Audit (Premium)
- Plan for and configure auditing
- Investigate activities by using the unified audit log
- Review and interpret compliance reports and dashboards
- Configure alert policies
- Configure audit retention policies



5. Manage insider and privacy risk in Microsoft 365

Implement & manage MS Purview Communication Compliance

- Plan for communication compliance
- Create and manage communication compliance policies
- Remediate communication compliance alerts and reports

Manage Microsoft Purview Insider Risk Management

- Plan for insider risk management
- Create and manage insider risk management policies
- Remediate insider risk activities, alerts, and reports
- Manage insider risk cases
- Manage forensic evidence settings
- Manage notice templates

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Manage Microsoft Purview Information Barriers (IBs)

- Plan for IBs
- Create and manage IB segments and policies
- Configure Teams, SharePoint, and OneDrive to enforce IBs
- Investigate issues with IB policies

Implement and manage privacy requirements by using MS Priva

- Configure and maintain privacy risk management
- Create and manage Privacy Risk Management policies
- Identify and monitor potential risks involving personal data
- Evaluate and remediate alerts and issues
- Implement and manage subject rights requests



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