

MS-500T04 A Administering Microsoft 365 Built-in Compliance

Course Summary

Description

In this 1-day course for internal policies and external requirements for data retention and investigation may be necessary for your organization. In this course you will learn about archiving and retention in Microsoft 365 as well as data governance and how to conduct content searches and investigations. Specifically, this course covers data retention policies and tags, in-place records management for SharePoint, email retention, and how to conduct content searches that support eDiscovery investigations. The course also helps your organization prepare for Global Data Protection Regulation (GDPR).

This class is part of the following 4-day comprehensive class: MOC 28500 Microsoft 365 Security Administrator <https://www.protechtraining.com/ms-500-microsoft-365-security-administrator-pt21922>.

Objectives

After taking this course, students will be able to:

- Plan and deploy a data archiving and retention system.
- Perform assessments in Compliance Manager.
- Manage email retention through Exchange.
- Conduct an audit log investigation.
- Create and manage an eDiscovery investigation.
- Manage GDPR data subject requests.

Topics

- Archiving and Retention
- Data Governance in Microsoft 365
- Managing Search and Investigations

Prerequisites

Learners should start this course already having the following skills:

- Basic conceptual understanding of Microsoft Azure.
- Experience with Windows 10 devices.
- Experience with Office 365.
- Basic understanding of authorization and authentication.
- Basic understanding of computer networks.
- Working knowledge of managing mobile devices.

Duration

One day

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Course Outline

I. Archiving and Retention

This module explains concepts related to retention and archiving of data for Microsoft 365 including Exchange and SharePoint.

- A. Archiving in Microsoft 365
- B. Retention in Microsoft 365
- C. Retention Policies in the Security and Compliance Center
- D. Archiving and Retention in Exchange
- E. In-place Records Management in SharePoint

Lab : Archiving and Retention

- Create and license users in your organization
- Configure Retention Tags and Policies
- MRM Retention Policies

II. Data Governance in Microsoft 365

This module focuses on data governance in Microsoft 365. The module will introduce you to Compliance Manager and discuss GDPR.

- A. Planning Security and Compliance Needs
- B. Building Ethical Walls in Exchange Online
- C. Manage Retention in Email
- D. Troubleshooting Data Governance
- E. Analytics and Telemetry
- F. Repair retention policies that do not run as expected.

III. Managing Search and Investigations

This module is focused on content searching and investigations. Specifically, it covers how to use eDiscovery to conduct advanced investigations of Microsoft 365 data. It also covers audit logs and discusses GDPR data subject requests.

- A. Searching for Content in the Security and Compliance Center
- B. Audit Log Investigations
- C. Advanced eDiscovery

Lab : eDiscovery

- Create and license users in your organization
- Investigate your Microsoft 365 Data