MS-101T02: Microsoft® 365 Compliance Management

Duration: 2 Days
Method: Instructor-Led Training (ILT)

Certification: Microsoft 365 Certified: Enterprise Administrator Expert —
Exam 2 of 2: MS-101 Microsoft 365 Mobility and Security

Course Description

In this course, participants will learn about Microsoft 365 Compliance Management, which includes topics such as data retention and data loss prevention solutions in Microsoft 365, archiving and retention in Microsoft 365, implementing and managing data governance, and managing search and investigations.

NOTE: This course is the second part of a three-course series that covers the skills needed to prepare for one of the certification exams, MS-101:

- *MS-101T01: Microsoft 365 Security Management*
- *MS-101T02: Microsoft 365 Compliance Management* (This course)
- *MS-101T03: Microsoft 365 Device Management*

Target Audience

This course is intended for:

- IT Professionals
- Persons who are aspiring to the Microsoft 365 Enterprise Administrator role

Prerequisites

To attend this course, participants must have completed the following course:

  o *MS-101T01: Microsoft 365 Security Management*

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Understand Data Governance in Microsoft 365, including Archiving, Retention, Information Rights Management, Secure Multipurpose Internet Mail Extension (S/MIME), Office 365® Message Encryption, Data Loss Prevention.
- Implement In-Place Records Management in SharePoint®.
- Implement archiving and retention in Exchange.
- Create retention policies in the Security and Compliance Centre.
- Plan their security and compliance needs.
- Build ethical walls in Exchange Online.
- Create a DLP Policy from a built-in template.
- Create a custom DLP policy.
- Create a DLP policy to protect documents.
- Implement policy tips.
- Manage retention in email.

Course Objectives *Continued*

- Troubleshoot data governance.
- Implement information protection.
- Implement Advanced Implementation Protection.
- Understand Windows Information Protections.
- Search for content in the Security and Compliance Centre.
- Audit log investigations.
- Manage advanced eDiscovery.

Course Topics

Module 1: Introduction to Data Governance in Microsoft 365

- Introduction to Archiving in Microsoft 365
- Introduction to Retention in Microsoft 365
- Introduction to Information Rights Management
- Introduction to Secure Multipurpose Internet Mail Extension
- Introduction to Office 365 Message Encryption
- Introduction to Data Loss Prevention

Module 2: Archiving and Retention in Microsoft 365

- In-Place Records Management in SharePoint
- Archiving and Retention in Exchange
- Retention Policies in the SCC
- Implementing Your Domain Services

Module 3: Implementing Data Governance in Microsoft 365 Intelligence

- Planning Your Security and Compliance Needs
- Building Ethical Walls in Exchange Online
- Creating a Simple DLP Policy from a Built-in Template
- Creating a Custom DLP Policy
- Creating a DLP Policy to Protect Documents
- Working with Policy Tips

Module 4: Managing Data Governance in Microsoft 365

- Managing Retention in Email
- Troubleshooting Data Governance
- Implementing Information Protection
- Implementing Advanced Information Protection
- Introduction to Windows Information Protection

Module 5: Managing Search and Investigations

- Searching for Content in the Security and Compliance Centre
- Auditing Log Investigations
- Managing Advanced eDiscovery

Module 6: Hands-On Labs

- Initialize Compliance in The Organization
- Configure Retention Tags and Policies
- Configure AIP and WIP
- Testing DLP Policies
- Using Azure Information Protection
- Using Windows Information to Investigate Microsoft 365 Data