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

OBJECTIVE

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).

COURSE TOPICS

Module 1: Archiving and Retention

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

Lessons

- Archiving in Microsoft 365
- Retention in Microsoft 365
- Retention Policies in the Security and Compliance Center
- Archiving and Retention in Exchange
- In-place Records Management in SharePoint

After completing this module, you should be able to:

- Describe Data Governance in Microsoft 365.
- Describe the difference between In-Place Archive and Records Management.
- Explain how data is archived in Exchange.
- Recognize the benefits of In Place Records Management in SharePoint.
- Explain the difference between Message Records Management (MRM) in Exchange and Retention in Security and Compliance center.
- Explain how a retention policy works.
- Create a retention policy.
- Enable and disable In-Place Archiving.
- Create useful retention tags.

Module 2: 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.

Lessons

- Planning Security and Compliance Needs
- Building Ethical Walls in Exchange Online
- Manage Retention in Email
- Troubleshooting Data Governance
- Analytics and Telemetry

After completing this module, you should be able to:

- Plan security and compliance roles.
- Describe what you need to consider for GDPR.
- Describe what an ethical wall in Exchange is and how it works.
- Work with retention tags in mailboxes
- Describe retention policies with email messages and email folders
- Explain how the retention age of elements is calculated.
- Repair retention policies that do not run as expected.

Module 3: 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.

Lessons

- Searching for Content in the Security and Compliance Center
- Audit Log Investigations
- Advanced eDiscovery

After completing this module, you should be able to:

- Describe how to use content search.
- Designing your content search.
- Configuring search permission filtering.
- Describe what the audit log is and the permissions that are necessary to search the Office 365 audit log.
- Configure Audit Policies.
- Enter criteria for searching the audit log.
- Export search results to a CSV file.
- Describe what Advanced eDiscovery is and what requirements are needed.
- Analyze data in Advanced eDiscovery.
- Viewing the Advanced eDiscovery event log.
- Use Express Analytics.

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

TRAINING APPROACH

This course includes lectures, course notes, exercises and hands-on practice.

COURSE DURATION

Bundle Course in 2 days

Time: 9:00am to 6:00pm

Lunch Time: 1:00pm to 2:00pm

CERTIFICATION COMPLETION

A certificate of completion is provided for all trainees attending the course.