

MS101.2x

Microsoft 365 Compliance Management

Course Prerequisites

This course is designed for persons who are aspiring to the Microsoft 365 Enterprise Administrator role. Students should have completed one of the Microsoft 365 work load administrator certification paths prior to taking this course.

Course Objectives

After completing this course, students 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 Center
- 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
- Troubleshoot data governance
- Implement information protection
- Implement Advanced Implementation Protection
- Understand Windows Information Protections
- Search for content in the Security and Compliance Center
- Audit log investigations
- Manage advanced eDiscovery

Course Outline

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 Center
- Auditing Log Investigations
- Managing Advanced eDiscovery

Module 6: Course Conclusion

- Hands-On Lab

Hands-On Lab

There are four exercises in this lab, each of which contains one or more tasks. For a successful outcome to the lab, the exercises and their corresponding tasks must be completed in order. The four exercises include:

Lab 1 – Setting Up your Lab Environment

- Exercise 1: Initialize Compliance in Your Organization
 - Task 1 – Obtain your Office 365 credentials
 - Task 2 - Create the tenant account
 - Task 3 – Create users and groups for the trial tenant
 - Task 4 – Configure MDM auto-enrollment

Lab 2 – Archiving and Retention in Microsoft 365

- Exercise 1: Configure Retention Tags and Policies
 - Task 1 – Activating In-Place Archiving
 - Task 2 – Create an MRM retention tag and policy in the Exchange Admin Center
 - Task 3 – Create a retention policy in the Security and Compliance Center
 - Task 4 – Create a DLP policy with custom settings
- Exercise 2: Configure AIP and WIP
 - Task 1 – Configure Azure Information Protection
 - Task 2 - Configure Windows Information Protection

Lab 3 – Implementing Data Governance

- Exercise 1: Testing DLP Policies
 - Task 1 – Use Archiving (MRM Retention Tags)
 - Task 2 – Send sensitive emails (DLP policy)
- Exercise 2: Using Azure Information Protection
 - Task 1 – Use AIP on a client
 - Task 2 – Verify AIP policy
- Exercise 3: Using Windows Information Protection
 - Task 1 – Use WIP

Lab 4 – Verify Your Data Governance Policies

- Exercise 1: Investigate your Microsoft 365 Data
 - Task 1 – Perform a content search for deleted emails

- Task 2 – Create an eDiscovery case

Coursework and Grading

There is a graded assessment exam at the end of each module as well as at the end of the course. The course also includes a gradable lab exercise that allows you to apply the concepts that you learned.

You are graded on the following:

- **30% of total available points - Module assessment exams.** There will be a short quiz at the end of each module that covers just the material from that module. There will be 10 questions in each module exam. You will have one attempt to answer each module assessment question correctly.
- **30% of total available points - Course assessment exam.** This is the final exam at the end of the course that has 25 questions covering all modules. You will have one attempt to answer each course assessment question correctly.
- **40% of total available points – Gradable Hands-on Lab.** There is a gradable hands-on lab exercise at the end of the course that tests your ability to apply the skills you have acquired.

You need to score 70% or better to pass this course.