MS-500T04: Administering Microsoft 365® Built-In Compliance

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

***Certification:** Microsoft 365 Certified: Security Administrator Associate —*
***Exam:** MS-500: Microsoft 365 Security Administration*

Course Description

Internal policies and external requirements for data retention and investigation may be necessary for your organization. In this course, participants 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 participants and their organization prepare for Global Data Protection Regulation (GDPR).

Target Audience

This course is intended for:

- IT Professionals

Prerequisites

To attend this course, candidates must have:

- 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.

Course Objectives

Upon successful completion of this course, attendees 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.

Course Topics

Module 1: Archiving and Retention

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

Module 2: Data Governance in Microsoft 365

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

Module 3: Managing Search and Investigations

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

LABS INCLUDED