

SC-5007: Implement retention, eDiscovery, and Communication compliance in Microsoft Purview

Course Code: SC-5007

Duration: 1 day

Instructor-led Training (ILT) | Virtual Instructor-led Training (VILT)

OVERVIEW

Implement retention, eDiscovery, and Communication compliance in Microsoft Purview

In today's digital environment, managing organizational data efficiently and securely is crucial. Microsoft Purview Data Lifecycle and Records Management solutions help businesses govern their data throughout its lifecycle, ensuring compliance with regulatory requirements. By implementing retention labels and policies, organizations can consistently manage data, minimize risks associated with breaches, and reduce unnecessary storage. Understanding these tools ensures data is available when needed and securely deleted when it's not.

SKILLS COVERED

In this module, you learn to:

- Understand the differences between retention policies and retention labels
- Configure retention policies
- Create, publish, and automate retention labels
- Implement event-based retention
- Configure adaptive and static scopes
- Declare items as records and manage them through disposition reviews

WHO SHOULD ATTEND?

- Anyone who are interested.

PREREQUISITES

- Basic understanding of data management concepts
- Familiarity with Microsoft Purview portal
- Access to Microsoft Purview compliance features

MODULES

Module 1: Implement and manage retention with Microsoft Purview

Microsoft Purview provides tools to manage data retention and records, ensuring compliance through policies, labels, event-based retention, adaptive and static scopes, and disposition reviews.

Learning objectives

After completing this module, you'll be able to:

- Understand the differences between retention policies and retention labels.
- Configure retention policies.
- Create, publish, and automate retention labels.
- Implement event-based retention.
- Configure adaptive and static scopes.
- Declare items as records and manage them through disposition reviews.

Prerequisites

- Basic understanding of data management concepts.
- Familiarity with the Microsoft Purview portal.

Module 2: Manage Microsoft Purview eDiscovery (Premium)

This module explores how to use Microsoft Purview eDiscovery (Premium) to preserve, collect, analyze, review, and export content that's responsive to an organization's internal and external investigations, and communicate with custodians involved in a case.

Learning objectives

By the end of this module, you'll be able to:

- Describe how Microsoft Purview eDiscovery (Premium) builds on eDiscovery (Standard).
- Describe the basic workflow of eDiscovery (Premium).
- Create and manage cases in eDiscovery (Premium).
- Manage custodians and non-custodial data sources.
- Analyze case content and use analytical tools to reduce the size of search result sets.

Module 3: Prepare Microsoft Purview Communication Compliance

Microsoft Purview Communication Compliance is a solution that helps organizations address code-of-conduct policy violations in company communications, while also assisting organizations in regulated industries meet specific supervisory compliance requirements. Communication Compliance uses machine learning to intelligently detect violations across different communication channels such as Microsoft Teams, Exchange Online, or Yammer messages.

Learning objectives

Upon completion of this module, you should be able to:

- List the enhancements in communication compliance over Office 365 Supervision policies, which it will replace.
- Explain how to identify and remediate code-of-conduct policy violations.
- List the prerequisites that need to be met before creating communication compliance policies.
- Describe the types of built-in, pre-defined policy templates.

Prerequisites

- Cloud computing concepts
- Microsoft 365 product and services

Module 4: Implement retention, eDiscovery, and Communication compliance in Microsoft Purview

This module guides you through implementing data compliance and governance using Microsoft Purview, ensuring your organization meets regulatory requirements and manages data effectively.

Learning objectives

In this module you learn how to:

- Create retention policies.
- Implement retention labels.
- Conduct an eDiscovery (Premium) investigation.
- Create a communication compliance policy.

Prerequisites

- Basic understanding of data management concepts.
- Familiarity with the Microsoft Purview portal

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