

KOENIG SOLUTIONS · COURSE OUTLINE

SC-400T00: Administering Information Protection and Compliance in Microsoft 365

Learn to classify, protect and govern data in Microsoft 365 using Purview information protection, DLP, retention and compliance tools.

4 Days

32 HOURS

5

MODULES

24

TOPICS

COURSE OVERVIEW

The Administering Information protection and Compliance in Microsoft 365 course is designed to equip learners with the skills needed to implement and manage Information protection and compliance within the Microsoft 365 environment. Through this course, students will gain a deep understanding of Information protection and governance, learning how to classify and protect data, manage sensitive information, and apply Encryption across the suite. In Module 1, participants will delve into the foundational concepts of Information protection in Microsoft 365, including Data classification, creating Sensitive information types, utilizing Microsoft 365 Encryption, deploying message Encryption, and managing Sensitivity labels. Module 2 focuses on implementing Data Loss Prevention (DLP) to safeguard data across Microsoft 365, including endpoints, cloud apps, and Power Platform, along with managing DLP policies and analysing reports. Lastly, Module 3 covers Information governance, guiding learners on how to govern information, manage Data retention, and handle records within Microsoft 365 workloads. This course is instrumental for IT professionals seeking to enhance their expertise in securing corporate data and ensuring compliance with regulations, thus preparing them to effectively manage their organization's Information protection strategies.

WHO THIS COURSE IS FOR

Administering Information Protection and Compliance in Microsoft 365 is designed for professionals managing data security and compliance.

IT Administrators

Compliance Officers

Data Protection Managers

Security Managers

Network Administrators

Information Technology Specialists

Systems Engineers

Cybersecurity Analysts

Risk Assessment Professionals

Privacy Officers

Legal Consultants specializing in data compliance

Microsoft 365 Certified: Security Administrators

Enterprise Architects

Governance, Risk, and Compliance (GRC) personnel

What You Will Learn

- Classify data using sensitive information types and sensitivity labels
- Configure Microsoft Purview Message Encryption for email protection
- Implement data loss prevention policies across apps and Power Platform
- Manage data retention and records within Microsoft 365 workloads
- Search and investigate content using Microsoft Purview eDiscovery
- Configure Microsoft Purview Audit for standard and premium scenarios
- Manage insider risk and communication compliance in Microsoft Purview
- Apply regulatory and privacy requirements using Microsoft Priva

COURSE SYLLABUS

5 Modules, 24 Topics

01

Implement Information Protection in Microsoft 365

TOPICS

- Introduction to information protection and data lifecycle management in Microsoft Purview
- Classify data for protection and governance
- Create and manage sensitive information types
- Understand Microsoft 365 encryption
- Deploy Microsoft Purview Message Encryption
- Create and configure sensitivity labels in Microsoft Purview
- Apply sensitivity labels for data protection

02

Implement Data Loss Prevention

TOPICS

- Prevent data losing Microsoft Purview
- Configure DLP policies for Microsoft Defender for Cloud
- Apps and Power Platform
- Manage data loss prevention policies and reports in Microsoft 365

03

Implement Data Lifecycle and Records Management

TOPICS

- Manage the data lifecycle in Microsoft Purview
- Manage data retention in Microsoft 365 workloads
- Manage records in Microsoft Purview

04

Monitor and Investigate Data and Activities by Using Microsoft Purview

TOPICS

- Explore compliance in Microsoft 365
- Search for content in the Microsoft Purview compliance portal
- Manage Microsoft Purview eDiscovery (Standard)
- Manage Microsoft Purview eDiscovery (Premium)
- Manage Microsoft Purview Audit (Standard)
- Manage Microsoft Purview Audit (Premium)

05

Manage Insider and Privacy Risk in Microsoft 365

TOPICS

- Prepare Microsoft Purview Communication Compliance
- Manage insider risk in Microsoft Purview
- Implement Microsoft Purview Information Barriers
- Manage regulatory and privacy requirements with Microsoft Privacy

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

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