

KOENIG SOLUTIONS · COURSE OUTLINE

Security: Protect Sensitive Information

Learn to protect sensitive information in Microsoft 365 using data loss prevention, information governance, compliance management and insider risk controls.

4

MODULES

19

TOPICS

COURSE OVERVIEW

This course covers information protection, including sensitivity labels, data loss prevention (DLP) policies and their customisation, Information Rights Management, Secure Multipurpose Internet Mail Extension and Office 365 Message Encryption. It then addresses information governance through archiving and retention in Microsoft 365 and Exchange, along with in-place records management in SharePoint. It also covers compliance management using the Compliance Center and Compliance Manager. Finally, it covers insider risk management, including insider risk policies, communication compliance, privileged access management, customer lockbox and information barriers.

WHO THIS COURSE IS FOR

Compliance Officers

Security Administrators

IT Administrators

Information Governance Managers

Microsoft 365 Administrators

LEARNING OBJECTIVES

- Explain core information protection concepts and sensitivity labels
- Create and customise data loss prevention (DLP) policies
- Describe Information Rights Management and message encryption methods
- Apply archiving and retention settings in Microsoft 365 and Exchange
- Configure in-place records management in SharePoint
- Assess compliance using the Compliance Center and Compliance Manager
- Identify insider risk scenarios and communication compliance controls
- Apply privileged access management, customer lockbox and information barriers

4 Modules, 19 Topics

01

Information Protection

TOPICS

- Information Protection Concepts
- Sensitivity Labels
- Data Loss Prevention (DLP) basics
- Create a DLP policy
- Customize DLP policies
- Information Rights Management (IRM)
- Secure Multipurpose Internet Mail Extension
- Office 365 Message Encryption

02

Information Governance

TOPICS

Archiving in Microsoft 365 · Retention in Microsoft 365 · Archiving and Retention in Exchange · In-place records management in SharePoint

03

Compliance Management

TOPICS

Compliance Center · Compliance Manager

04

Insider Risk Management

TOPICS

Insider Risk · Communication compliance · Privileged Access Management · Customer Lockbox · Information barriers

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.

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