

KOENIG SOLUTIONS • COURSE OUTLINE

# SC 400 Exam Prep

Learn to implement information protection, data loss prevention and information governance across Microsoft 365.

**3**

MODULES

**35**

TOPICS

**14**

HANDS-ON ACTIVITIES

## COURSE OVERVIEW

This course covers implementing information protection in Microsoft 365, including classifying data, configuring sensitive information types, encryption and sensitivity labels. It then addresses data loss prevention, covering DLP policy configuration, endpoint DLP, integration with Microsoft Cloud App Security and Power Platform, and managing DLP reports and violations. Finally, it covers information governance, including managing data retention across Microsoft 365 workloads and configuring records management.

## WHO THIS COURSE IS FOR

Compliance Administrators

Security Administrators

Information Protection Officers

Records Managers

IT Administrators

## LEARNING OBJECTIVES

- Describe Microsoft's approach to information protection and governance
- Explain how to use sensitive information types and trainable classifiers
- Configure sensitivity labels and manage message encryption in Office 365
- Configure DLP policies for Microsoft Cloud App Security and Power Platform
- Identify and mitigate DLP policy violations
- Analyse DLP reports across Microsoft 365
- Configure retention settings in Microsoft Teams and SharePoint Online
- Implement records management and retention for Exchange mailboxes

## 3 Modules, 35 Topics

01

5 Activities

### Implement Information Protection in Microsoft 365

Organizations require information protection solutions to protect their data against theft and accidental loss. Learn how to protect your sensitive information. Learn how Microsoft 365 information protection and governance solutions help you protect and govern your data, throughout its lifecycle, wherever it lives, or wherever it travels. Learn about the information available to help you understand your data landscape and know your data. Learn how to use sensitive information types to support your information protection strategy. Learn about how sensitivity labels are used to classify and protect business data while making sure that user productivity and their ability to collaborate are not hindered.

#### LESSONS

- Introduction to information protection and governance in Microsoft 365
- Classify data for protection and governance
- Create and manage sensitive information types
- Describe Microsoft 365 encryption
- Deploy message encryption in Office 365
- Configure sensitivity labels
- Apply and manage sensitivity labels

#### AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO

- Describe Microsoft's approach to information protection and governance
- List the components of the Data Classification solution
- Describe how to use sensitive information types and trainable classifiers
- Implement document fingerprinting
- Create custom keyword dictionaries
- Deploy message encryption in Office 365

02

4 Activities

### Implement Data Loss Prevention in Microsoft 365

In this module we discuss how to implement data loss prevention techniques to secure your Microsoft 365 data. Learn how to discover, classify, and protect sensitive and business-critical content throughout its lifecycle across your organization. Learn how to configure and implement data loss prevention policies and integrate them with Microsoft Cloud App Security. Learn how to respond to and mitigate data loss policy violations.

#### LESSONS

- Prevent Data loss in Microsoft 365
- Implement Endpoint data loss prevention
- Configure DLP policies for Microsoft Cloud App Security and Power Platform
- Manage DLP policies and reports in Microsoft 365

#### AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO

- Describe the information protection configuration process
- Articulate deployment and adoption best practices
- Describe the integration of DLP with Microsoft Cloud App Security (MCAS)
- Configure policies in Microsoft Cloud App Security

## Implement Data Loss Prevention in Microsoft 365 (continued)

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO (CONTINUED)

- Review and analyze DLP reports
- Identify and mitigate DLP policy violations
- Mitigate DLP violations in MCAS

03

5 Activities

## Implement Information Governance in Microsoft 365

*In this module you will learn how to plan and implement information governance strategies for an organization. Learn how to manage your content lifecycle using solutions to import, store, and classify business-critical data so you can keep what you need and delete what you don't. Learn how to manage retention for Microsoft 365, and how retention solutions are implemented in the individual Microsoft 365 services. Learn how to use intelligent classification to automate and simplify the retention schedule for regulatory, legal, and business-critical records in your organization.*

### LESSONS

- Govern information in Microsoft 365
- Manage data retention in Microsoft 365 workloads
- Manage records in Microsoft 365

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO

- |                                                                         |                                                         |
|-------------------------------------------------------------------------|---------------------------------------------------------|
| ■ Describe the information governance configuration process             | ■ Implement retention for Exchange Mailbox items        |
| ■ Articulate deployment and adoption best practices                     | ■ Recover content protected by retention settings       |
| ■ Describe the retention features in Microsoft 365 workloads            | ■ Regain protected items from Exchange Mailboxes        |
| ■ Configure retention settings in Microsoft Teams and SharePoint Online | ■ Describe the records management configuration process |

# Practise What You Learn

| #  | MODULE                                            | ACTIVITY                                                                                                                                                                                                                                                                                                       |
|----|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01 | Implement Information Protection in Microsoft 365 | <b>LAB : IMPLEMENT INFORMATION PROTECTION</b> <ul style="list-style-type: none"> <li>■ Assign permissions for compliance</li> <li>■ Manage Office 365 message encryption</li> <li>■ Manage Sensitive Information Types</li> <li>■ Manage Trainable Classifiers</li> <li>■ Manage Sensitivity Labels</li> </ul> |
| 02 | Implement Data Loss Prevention in Microsoft 365   | <b>LAB : IMPLEMENT DATA LOSS PREVENTION</b> <ul style="list-style-type: none"> <li>■ Manage DLP policies</li> <li>■ Manage Endpoint DLP</li> <li>■ Test DLP policies</li> <li>■ Manage DLP reports</li> </ul>                                                                                                  |
| 03 | Implement Information Governance in Microsoft 365 | <b>LAB : IMPLEMENT INFORMATION GOVERNANCE</b> <ul style="list-style-type: none"> <li>■ Configure Retention Labels</li> <li>■ Implement Retention Labels</li> <li>■ Configure Service-based Retention</li> <li>■ Use eDiscovery for Recovery</li> <li>■ Configure Records Management</li> </ul>                 |

#### 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](https://koenig-solutions.com)

✉ [info@koenig-solutions.com](mailto:info@koenig-solutions.com)