

Administering Microsoft 365 Built-in Compliance (MS-500T04)

Modality: Virtual Classroom

Duration: 1 Day

SATV Value: 1

Candidates enrolling directly in the MS-500 Training Course Series without the Master Subscription Plan will receive a free official exam voucher for the MS-500 Exam (Except Purchases included in Training Vouchers/SATV). There is no free official exam voucher for candidates enrolling using the Master Subscription Plan. However, the official exam voucher can be purchased separately on request.

About this Course:

This intermediate-level course is specifically designed for Microsoft 365 Security Administrators and focuses on External Data Retention Requirements & Internal Policies. Professionals get to learn the art of Data Archiving & Retention in Microsoft 365 and get to know the fundamentals of Data Governance, Content Searches, and Investigation. This course trains professionals for success in the MS-500 Certification Exams and is a part of the MS-500 Training Series.

This course also covers the key concepts of SharePoint Record Management, eDiscovery Investigation, Email Retention, and Data Retention Tags. The main objective of this course is to help professionals develop a better understanding of the Global Data Protection Regulation (GDPR).

Course Objectives:

The core objective of this course is to help professionals develop a better understanding and sound knowledge of the following key concepts:

- Retention Systems & Data Archiving Planning & Deployment
- Working with Compliance Manager & Performing Assessments
- Email Retention Management with the aid of Exchange
- Conducting Audit Log Investigation
- eDiscovery Investigation Management & Development
- GDPR Data Subjects Request Management

Audience:

- Microsoft 365 Security Administrators
- Microsoft 365 Enterprise Administrators
- IT Professionals and Support Staff
- Professionals striving to prepare for the MS-500 Certification Exam

Prerequisites:

Professionals planning to enroll in Administering Microsoft 365 Built-in Compliance (MS-500T04) course must comply with the following prerequisites:

- Foundational Knowledge of Microsoft Azure
- Practical Experience of working with Windows 10 and Office 365
- Understanding Key Concepts of Computer Networks, Authorization, & Authentication
- Practical Experience of Mobile Device Management

Course Outline:

Module 1: Archiving and Retention

This module explains concepts related to retention and archiving of data for Microsoft 365 including Exchange and SharePoint.

Lessons

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

Lab : Archiving and Retention

- Create and license users in your organization
- Configure Retention Tags and Policies
- MRM Retention Policies

After completing this module, you should be able to:

- Describe Data Governance in Microsoft 365.
- Describe the difference between In-Place Archive and Records Management.
- Explain how data is archived in Exchange.
- Recognize the benefits of In Place Records Management in SharePoint.
- Explain the difference between Message Records Management (MRM) in Exchange and Retention in Security and Compliance center.
- Explain how a retention policy works.
- Create a retention policy.
- Enable and disable In-Place Archiving.
- Create useful retention tags.

Module 2: Data Governance in Microsoft 365

This module focuses on data governance in Microsoft 365. The module will introduce you to

Compliance Manager and discuss GDPR.

Lessons

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

After completing this module, you should be able to:

- Plan security and compliance roles.
- Describe what you need to consider for GDPR.
- Describe what an ethical wall in Exchange is and how it works.
- Work with retention tags in mailboxes
- Describe retention policies with email messages and email folders
- Explain how the retention age of elements is calculated.
- Repair retention policies that do not run as expected.

Module 3: Managing Search and Investigations

This module is focused on content searching and investigations. Specifically, it covers how to use eDiscovery to conduct advanced investigations of Microsoft 365 data. It also covers audit logs and discusses GDPR data subject requests.

Lessons

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

Lab : eDiscovery

- Create and license users in your organization
- Investigate your Microsoft 365 Data

After completing this module, you should be able to:

- Describe how to use content search.
- Designing your content search.
- Configuring search permission filtering.
- Describe what the audit log is and the permissions that are necessary to search the Office 365 audit log.
- Configure Audit Policies.

- Enter criteria for searching the audit log.
- Export search results to a CSV file.
- Describe what Advanced eDiscovery is and what requirements are needed.
- Analyze data in Advanced eDiscovery.
- Viewing the Advanced eDiscovery event log.
- Use Express Analytics.