

MS-SC5007: Implement retention, eDiscovery, and Communication compliance in Microsoft Purview



DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day	Intermediate	Security	Instructor Led	NA

INTRODUCTION

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.

AUDIENCE PROFILE

This course is designed for those with a basic understanding of data governance and compliance concepts. It equips participants with practical skills to manage data lifecycle, eDiscovery processes, and communication compliance using Microsoft Purview.

PREREQUISITES

Before attending this course, delegates must know:

- Basic understanding of data governance and compliance concepts.
- Familiarity with Microsoft Purview and its interface.
- Knowledge of data lifecycle management principles.
- Experience with eDiscovery processes.
- Awareness of communication compliance requirements.
- Working knowledge of Microsoft security products and services

COURSE OBJECTIVES

After completing this course, delegates will 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

COURSE CONTENT

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.

Lessons

- Introduction
- Overview of retention with Microsoft Purview

- Create and configure retention policies
- Create and configure adaptive scopes
- Create and publish retention labels
- Apply retention labels across Microsoft 365 services
- Configure event-based retention
- Create and manage auto-apply retention labels
- Declare records by using retention labels

- Conduct disposition reviews
 - Knowledge check
 - Summary
- #### Learning Objectives
- 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.

Module 2: Manage Microsoft Purview eDiscovery (Premium)

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

- Lessons
- Introduction
 - Explore Microsoft Purview eDiscovery (Premium)
 - Implement Microsoft Purview eDiscovery (Premium)
 - Create and manage an eDiscovery (Premium) case
 - Manage custodians and non-custodial data sources
 - Collect content for a case
 - Review and manage case content
 - Analyse case content
 - Knowledge check
 - Summary

Learning Objectives

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.

- 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.
- Analyse 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.

Lessons

- Introduction to communication compliance

Lessons

- Introduction.
- Exercise – Create retention policies
- Exercise – Create and publish retention labels
- Exercise – Conduct an eDiscovery search
- Exercise – Create a communication compliance policy

- Plan for communication compliance
- Identify and resolve communication compliance workflow
- Introduction to communication compliance policies
- Communication compliance with Copilot for Microsoft 365
- Knowledge check
- Case study—Configure an offensive language policy
- Investigate and remediate communication compliance alerts
- Summary and knowledge check

Learning Objectives

- 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.

Summary

Learning Objectives

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

ASSOCIATED CERTIFICATIONS & EXAM

There is no Associated certification or exam for this course.