

Administering Information Protection and Compliance in Microsoft 365

Authorized Microsoft Information Protection Administrator
SC-400 Distance Learning training.

Target audience:

- Administrator
- IT specialist
- Security specialist
- Security engineer



Purpose of the training

For IT professionals involved in creating policies and rules for content classification, loss prevention, data management and protection.

This training is for people who are interested in:

- Implementing information protection in Microsoft 365
- Implementing data loss prevention in Microsoft 365
- Implementing information management in Microsoft 365

This course provides basic knowledge on:

- Data management

- Information protection in an organization
- Implementing data loss prevention policies, confidential information types, sensitivity labels
- Data retention policies and Office 365 message encryption



Benefits of completing the training

The Information Protection Administrator plans and implements controls that meet the compliance needs of the organization. This person is responsible for translating compliance requirements and controls into technical implementation. They are responsible for creating policies and rules for content classification, data loss prevention, management, and protection.

During the course, the participant will learn how to protect information when using Microsoft 365. The course focuses on data management and information protection within the organization. It includes implementing data loss prevention policies, types of sensitive information, sensitivity labels, data retention policies, and Office 365 message encryption.

The course helps participants prepare for the SC-400 exam.

Recipients of this course will learn:

- how to manage information and data within the organization
- how to protect data
- how to manage compliance and data retention



Examination method

The exam is on-line. You can enroll at: <https://home.pearsonvue.com/Clients/Microsoft.aspx>



Exam description

After the **SC-400** course, you can take **Microsoft** certification **exams**:an Authorized Test Center,online being monitored by an offsite proctor. Details on the website:

<https://docs.microsoft.com/pl-pl/learn/certifications/exams/sc-400>



Expected Listener Preparation

- Basic knowledge of Microsoft 365
- Basic knowledge of Microsoft security and compliance technologies.

- Basic knowledge of information protection concepts.
- Understanding of cloud computing concepts.
- Knowledge of Microsoft 365 products and services.
- Ability to use English-language materials
- Pre-training: AZ-900, MS-900, SC-900

To make work more convenient and training more effective we suggest using additional screen. Lack of extra screen does not make it impossible to participate in the training, but significantly influences the convenience of work during classes

Information and requirements concerning participation in distance learning trainings is available at: <https://www.altkomakademia.pl/distance-learning/#FAQ>



Training Language

- **Training:** English
- **Materials:** English

Training Includes

* electronic handbook available at:

<https://learn.microsoft.com/pl-pl/training/>

- access to the Altkom Akademia student portal
- training conducted in the form of a presentation
- trainer demonstrations
- practical exercises (laboratories)

Training method:

- Distance Learning formula

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Training agenda

- 1: Implement Information Protection in Microsoft 365
 - Introduction to information protection in Microsoft Purview
 - Classify data for protection and governance
 - Create and manage sensitive information types
 - Describe Microsoft 365 encryption
 - Deploy message encryption in Microsoft Purview
 - Protect information in Microsoft Purview
 - Apply and manage sensitivity labels
- 2: Implement Data Loss Prevention
 - Prevent data loss with Microsoft Purview
 - Implement Endpoint data loss prevention
 - Configure DLP policies for Microsoft Defender for Cloud Apps and Power Platform
 - Manage DLP policies and reports in Microsoft Purview
- 3: Implement Data Lifecycle and Records Management
 - Data Lifecycle Management in Microsoft Purview
 - Manage data retention in Microsoft 365
 - Implement records management in Microsoft 365
- 4: Monitor and Investigate Data and Activities by using Microsoft Purview
 - 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)
- 5: Manage Insider and Privacy Risk in Microsoft 365
 - Prepare Microsoft Purview Communication Compliance
 - Manage Insider Risk in Microsoft Purview
 - Implement Microsoft Purview Information Barriers
 - Manage Regulatory and Privacy Requirements with Microsoft Priva