

SC-5007: Implement retention, eDiscovery, and Communication compliance in Microsoft Purview

Course Outline

- 1. Implement and manage retention with Microsoft Purview**
 - Understand the differences between retention policies and retention labels
 - Configure retention policies
 - Create, publish, and automate retention labels
 - Implement event-based retention
- 2. Manage records and disposition with Microsoft Purview**
 - Plan retention and disposition strategies using labels
 - Organize and manage labels with the file plan
 - Automate label application using policy conditions
 - Declare content as records or regulatory records
 - Configure and manage disposition reviews
- 3. Create and manage eDiscovery cases**
 - Configure prerequisites for using Microsoft Purview eDiscovery
 - Create and manage eDiscovery cases for investigations
 - Assign users and guest reviewers to cases with appropriate permissions
 - Configure case-level settings for search, analytics, and review sets
- 4. Manage data sources and holds in Microsoft Purview eDiscovery**
 - Identify and configure the content sources used in eDiscovery searches and holds
 - Apply tenant-wide or scoped holds based on the needs of an investigation
 - Review and adjust existing hold policies as cases progress
 - Use PowerShell to verify hold settings and data preservation
- 5. Search for content with Microsoft Purview eDiscovery**
 - Assign the roles and permissions to access Microsoft Purview eDiscovery
 - Create and manage cases used to run eDiscovery searches
 - Define search scope and build queries using conditions, keywords, and Copilot-generated prompts
 - Run searches and validate results using statistics or random samples
- 6. Analyze and prepare content in eDiscovery review sets**
 - Create and populate review sets with case content
 - Filter, group, and tag items for legal and compliance review
 - Run analytics to reduce data volume and identify key documents
 - Export reviewed items or reuse them in other review sets
 - Generate query reports to compare keyword and KeyQL query results
- 7. Detect and address communication risks with Microsoft Purview**

Communication Compliance

- 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

8. Implement retention, eDiscovery, and Communication compliance in Microsoft Purview

- Create retention policies
- Implement retention labels
- Conduct an eDiscovery (Premium) investigation
- Create a communication compliance policy
- Lab: Create retention policies
- Lab: Create and publish retention labels
- Lab: Conduct an eDiscovery search
- Lab: Create a communication compliance policy

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