



# Implement retention, eDiscovery, and Communication compliance in Microsoft Purview

**Course SC-5007: 1 day; Instructor-Led; Level: Intermediate**

## Introduction

Manage data lifecycle, records management, eDiscovery, and communication compliance with Microsoft Purview.

## Prerequisites

- 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.

## Course Outline

### 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.

After completing this module, you'll 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.

### Lessons

- 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

### Module 2: Manage Microsoft Purview eDiscovery (Premium)

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

By the end of this module, you'll be able to:

- 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.
- Analyze case content and use analytical tools to reduce the size of search result sets.

**Lessons**

- 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
- Analyze case content

**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.

Upon completion of this module, you should be able to:

- 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.

**Lessons**

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

**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.

In this module you learn how to:

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

**Lessons**

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