

WorkshopPLUS

Power Platform for Admins

Module 7 – Analytics and Audit Logs

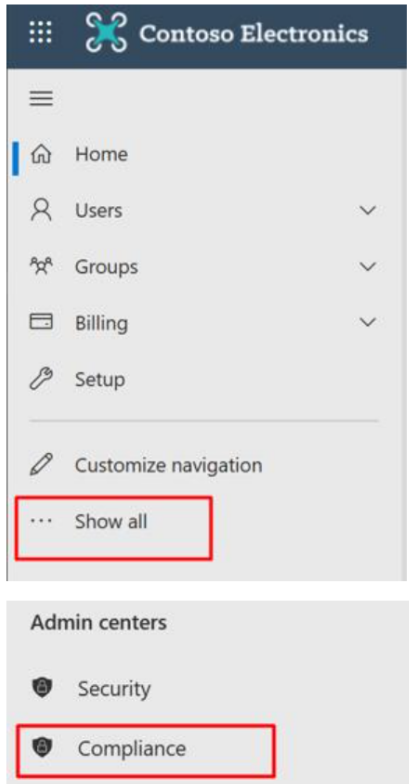
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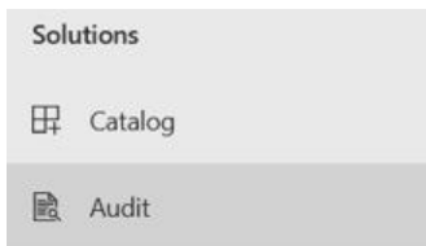
Lab 1 – Analytics and Audit Logs

Exercise 1 - Create Audit Retention Policy

1. Navigate to the Office 365 admin center <https://admin.microsoft.com>.
2. In left navigation pane, click ... **Show all**, then select **Compliance** admin center.



3. At the Compliance center, click on ...**Show all**, then select **Audit**





- Click on the **Audit retention policies** and then click **Create audit retention policy**, then fill in details as shown in screen shot, then click save.

Audit

Search **Audit retention policies**

Create audit retention policy

 **Create audit retention policy**  Delete

New audit retention policy ×

Create a policy to retain audit logs for up to one year based on the Microsoft 365 service where the activities occur, specific activities in the selected services, and the user who performs an activity. [Learn more](#)



Name *

Power Apps audit retention policy

Description

Please choose users or record types to apply this policy to.

Users

 Alex Wilber ×  Megan Bowen × Search

Record type

PowerAppsApp

Activities

If no activities are selected, then this policy will apply to all activities for the selected record types.

Created app, Edited app, Deleted app, Launched app, Published app, Marked app as H... ▼

Duration *

☒ 90 Days

☐ 6 Months

☐ 9 Months

☐ 1 Year

☐ 10 Years

Priority *

1

Save **Cancel**


Audit

Show in navigation

Search Audit retention policies

Create audit retention policy

1 item

Priority	Name	Record type	Activities	Users	Duration
 1	Power Apps audit retention policy	PowerAppsApp	CreatePowerApp, UpdatePowerApp, D...	AlexW@M365x141415.OnMicrosoft.co...	90 Days