Microsoft ADC Cybersecurity Skilling Program

Week 4 Lab Assignment

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Student ID: ADC-CSS02-25052

Introduction

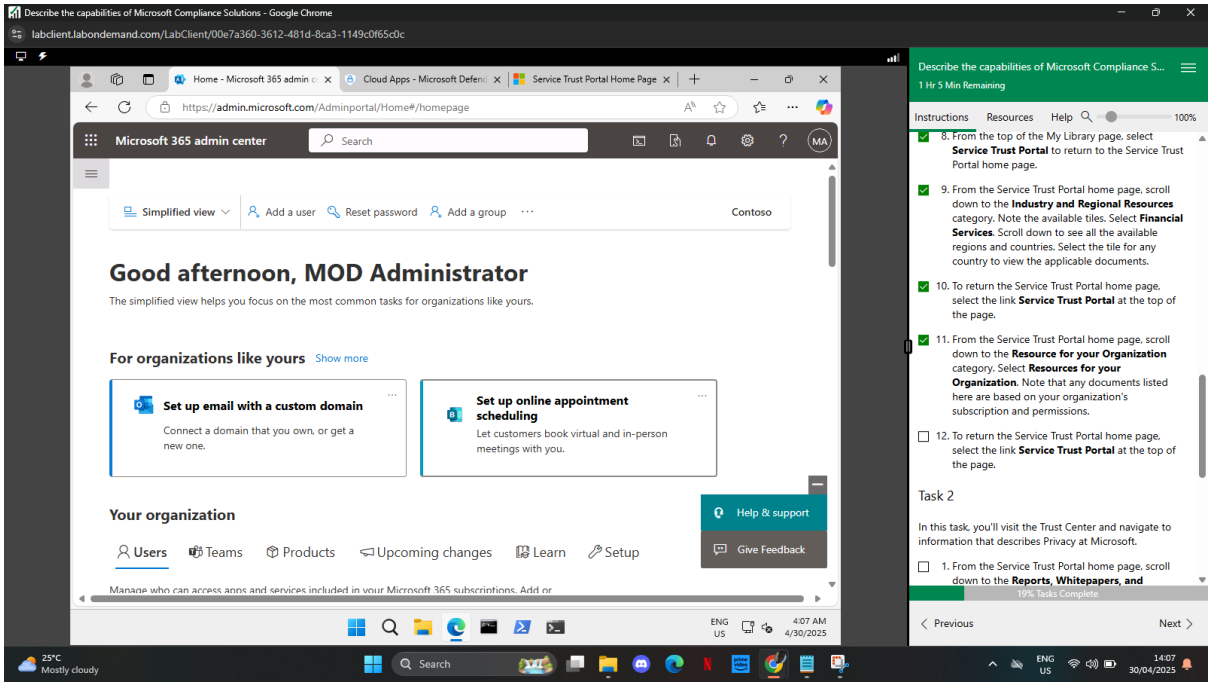
The series of labs provided hands-on experience with the core features and compliance tools within the Microsoft 365 ecosystem, focusing on enhancing organizational security, transparency, and data governance. Through configuring auditing features, exploring compliance resources like the Service Trust Portal and Microsoft Purview, and managing data classification, insider threats, and eDiscovery cases, the labs demonstrated how Microsoft 365 supports regulatory compliance, risk management, and secure information handling. Each lab progressively built on the previous to provide a comprehensive understanding of Microsoft's compliance and security capabilities.

This week, I completed the third lab: Describe the capabilities of Microsoft Compliance Solutions. The labs I completed include:

1. Lab: Setup of the Microsoft 365 tenant
2. Lab: Explore the Service Trust Portal
3. Lab: Explore the Microsoft Purview portal and Compliance Manager
4. Lab: Explore sensitivity labels in Microsoft Purview
5. Lab: Explore insider risk management in Microsoft Purview
6. Lab: Explore eDiscovery

Lab 1: Setup of the Microsoft 365 Tenant

In this lab, I configured the Microsoft 365 tenant by enabling the Audit log and file monitoring features to support security visibility and compliance tracking. After accessing the Microsoft 365 Admin Center, I navigated to the Microsoft Defender portal and checked whether auditing was already active. Upon finding it inactive, I initiated the "Start recording user and admin activity" option. In a case where the interface failed to confirm the audit status, I proceeded to enable auditing using PowerShell commands by loading the Exchange Online module and executing Set-AdminAuditLogConfig -UnifiedAuditLogIngestionEnabled $true. I verified successful configuration through the command Get-AdminAuditLogConfig, ensuring the UnifiedAuditLogIngestionEnabled property returned true. Additionally, I enabled file monitoring by accessing the Cloud apps section under Information Protection and saving the necessary settings. This setup task was crucial in laying the foundation for secure auditing and file tracking within the Microsoft 365 environment.


Describe the capabilities of Microsoft Compliance Solutions - Google Chrome
labclient.labondemand.com/LabClient/00e7a360-3612-481d-8ca3-1149c0f65c0c
Microsoft 365 admin center
Search
Simplified view
Add a user
Reset password
Add a group
Contoso
Good afternoon, MOD Administrator
The simplified view helps you focus on the most common tasks for organizations like yours.
For organizations like yours
Show more
Set up email with a custom domain
Connect a domain that you own, or get a new one.
Set up online appointment scheduling
Let customers book virtual and in-person meetings with you.
Your organization
Users
Teams
Products
Upcoming changes
Learn
Setup
Help & support
Give Feedback
Describe the capabilities of Microsoft Compliance S...
1 Hr 5 Min Remaining
Instructions
Resources
Help
100%
8. From the top of the My Library page, select Service Trust Portal to return to the Service Trust Portal home page.
9. From the Service Trust Portal home page, scroll down to the Industry and Regional Resources category. Note the available tiles. Select Financial Services. Scroll down to see all the available regions and countries. Select the tile for any country to view the applicable documents.
10. To return the Service Trust Portal home page, select the link Service Trust Portal at the top of the page.
11. From the Service Trust Portal home page, scroll down to the Resource for your Organization category. Select Resources for your Organization. Note that any documents listed here are based on your organization's subscription and permissions.
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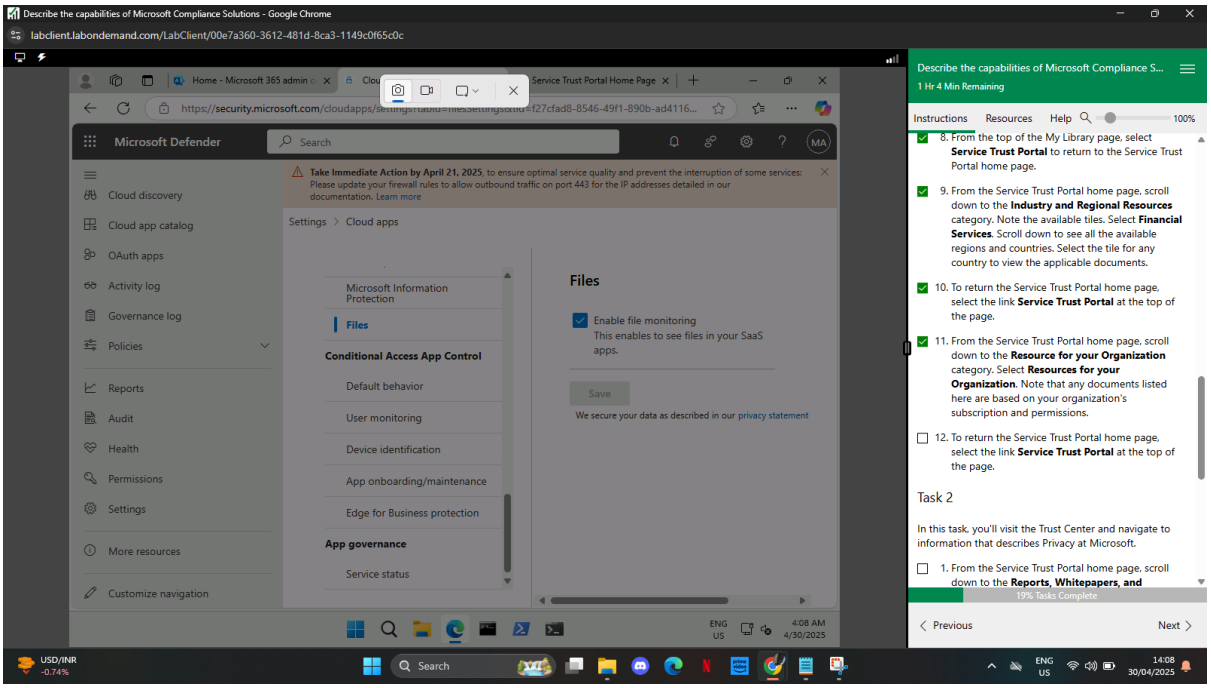
Task 2
In this task, you'll visit the Trust Center and navigate to information that describes Privacy at Microsoft.
1. From the Service Trust Portal home page, scroll down to the Reports, Whitepapers, and
19% Tasks Complete
Previous
Next


Describe the capabilities of Microsoft Compliance Solutions - Google Chrome
labclient.labondemand.com/LabClient/00e7a360-3612-481d-8ca3-1149c0f65c0c
Microsoft Defender
Search
Take Immediate Action by April 21, 2025, to ensure optimal service quality and prevent the interruption of some services: Please update your firewall rules to allow outbound traffic on port 443 for the IP addresses detailed in our documentation. Learn more
Cloud discovery
Cloud app catalog
OAuth apps
Activity log
Governance log
Policies
Reports
Audit
Health
Permissions
Settings
More resources
Customize navigation
Settings > Cloud apps
Microsoft Information Protection
Files
Conditional Access App Control
Default behavior
User monitoring
Device identification
App onboarding/maintenance
Edge for Business protection
App governance
Service status
Files
Enable file monitoring
This enables to see files in your SaaS apps.
Save
We secure your data as described in our privacy statement
Describe the capabilities of Microsoft Compliance S...
1 Hr 4 Min Remaining
Instructions
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100%
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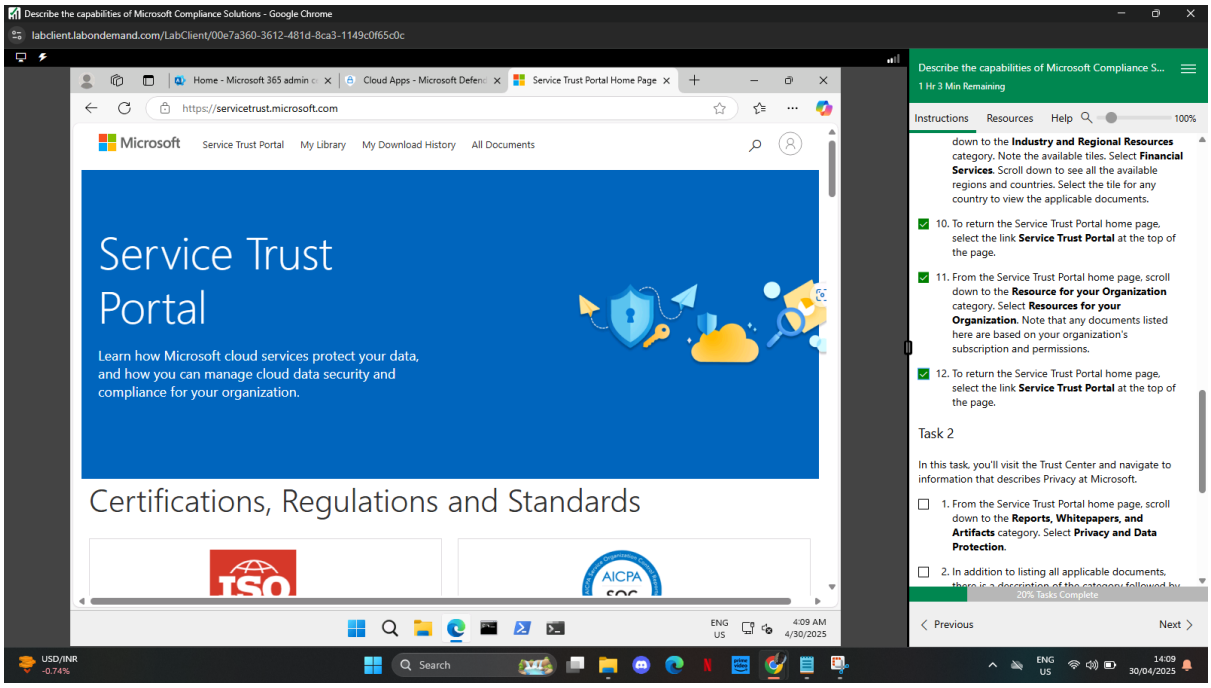
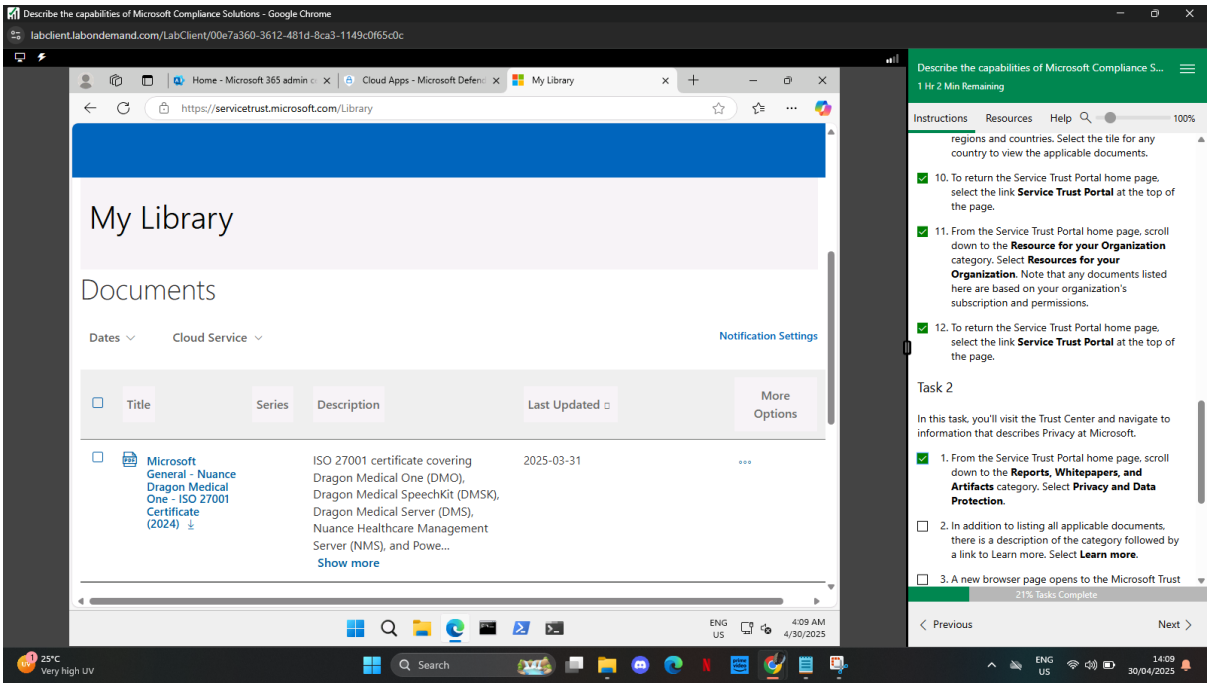
19% Tasks Complete
Previous
Next

Lab 2: Explore the Service Trust Portal

In this lab, I explored the Microsoft Service Trust Portal to understand how Microsoft maintains transparency around its compliance and data protection practices. I accessed the portal via aka.ms/STP, signed in using the provided tenant admin credentials, and accepted the Microsoft Non-Disclosure Agreement to unlock additional compliance content. I navigated to the Certifications, Regulations, and Standards section and selected ISO/IEC to view the related documents. Using the ellipsis menu, I saved a document to My Library and confirmed the action by verifying it appeared in the My Library section. I then explored the Industry and Regional Resources, selecting Financial Services to view region-specific compliance documents. Lastly, I accessed Resources for your Organization to review documents tied to my tenant's subscription. In the second task, I navigated to the Privacy and Data Protection section and followed the Learn more link to visit the Microsoft Trust Center, where I reviewed Microsoft's approach to privacy and data protection across services. This lab provided a comprehensive overview of Microsoft's transparency resources available for compliance assurance.




Describe the capabilities of Microsoft Compliance Solutions - Google Chrome
labclient.labondemand.com/LabClient/00e7a360-3612-481d-8ca3-1149c0f65c0c
Home - Microsoft 365 admin c
Cloud Apps - Microsoft Defenc
My Library
https://servicetrust.microsoft.com/Library
My Library
Documents
Dates
Cloud Service
Notification Settings
Title
Series
Description
Last Updated
More Options
Microsoft General - Nuance Dragon Medical One - ISO 27001 Certificate (2024)
ISO 27001 certificate covering Dragon Medical One (DMO), Dragon Medical SpeechKit (DMSK), Dragon Medical Server (DMS), Nuance Healthcare Management Server (NMS), and Powe...
Show more
2025-03-31
Describe the capabilities of Microsoft Compliance S...
1 Hr 2 Min Remaining
Instructions
Resources
Help
100%
regions and countries. Select the tile for any country to view the applicable documents.
10. To return the Service Trust Portal home page, select the link Service Trust Portal at the top of the page.
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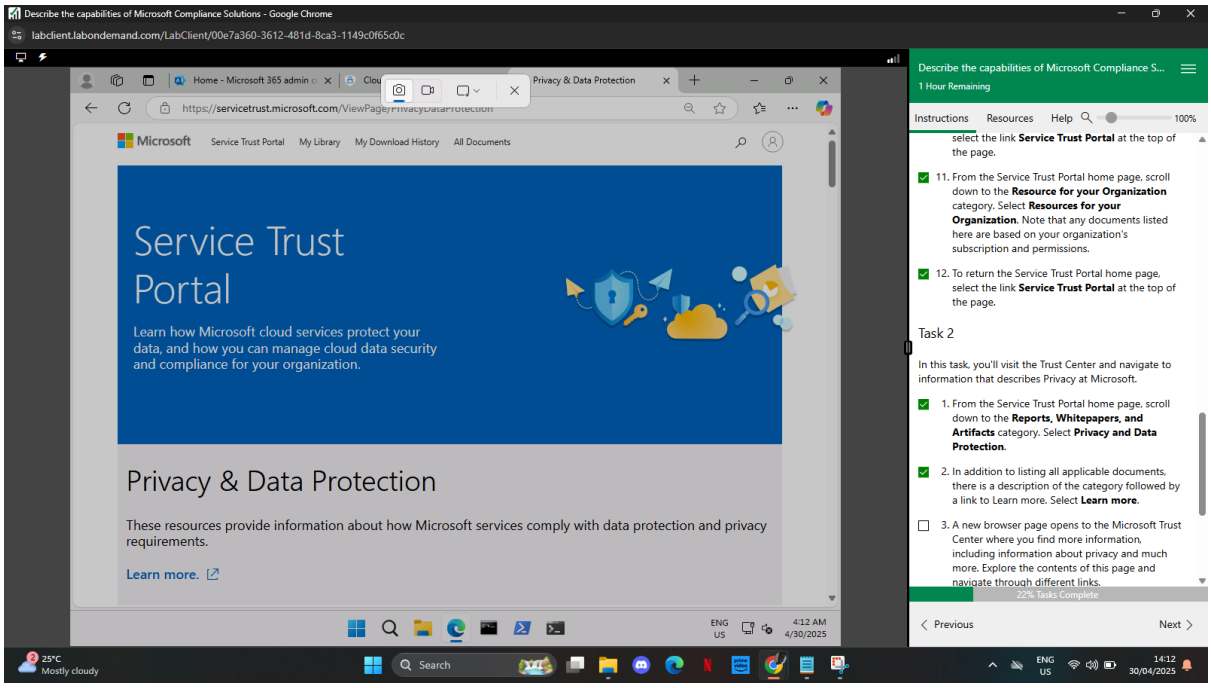
1. From the Service Trust Portal home page, scroll down to the Reports, Whitepapers, and Artifacts category. Select Privacy and Data Protection.
2. In addition to listing all applicable documents, there is a description of the category followed by a link to Learn more. Select Learn more.
3. A new browser page opens to the Microsoft Trust
21% Tasks Complete
Previous
Next
25°C
Very high UV
Search
ENG
US
4:09 AM
4/30/2025
14:09
30/04/2025


Describe the capabilities of Microsoft Compliance Solutions - Google Chrome
labclient.labondemand.com/LabClient/00e7a360-3612-481d-8ca3-1149c0f65c0c
Privacy & Data Protection
https://servicetrust.microsoft.com/ViewPage/PrivacyDataProtection
Microsoft
Service Trust Portal
My Library
My Download History
All Documents
Service Trust Portal
Learn how Microsoft cloud services protect your data, and how you can manage cloud data security and compliance for your organization.
Privacy & Data Protection
These resources provide information about how Microsoft services comply with data protection and privacy requirements.
Learn more.
Describe the capabilities of Microsoft Compliance S...
1 Hour Remaining
Instructions
Resources
Help
100%
select the link Service Trust Portal at the top of the page.
11. From the Service Trust Portal home page, scroll down to the Resource for your Organization category. Select Resources for your Organization. Note that any documents listed here are based on your organization's subscription and permissions.
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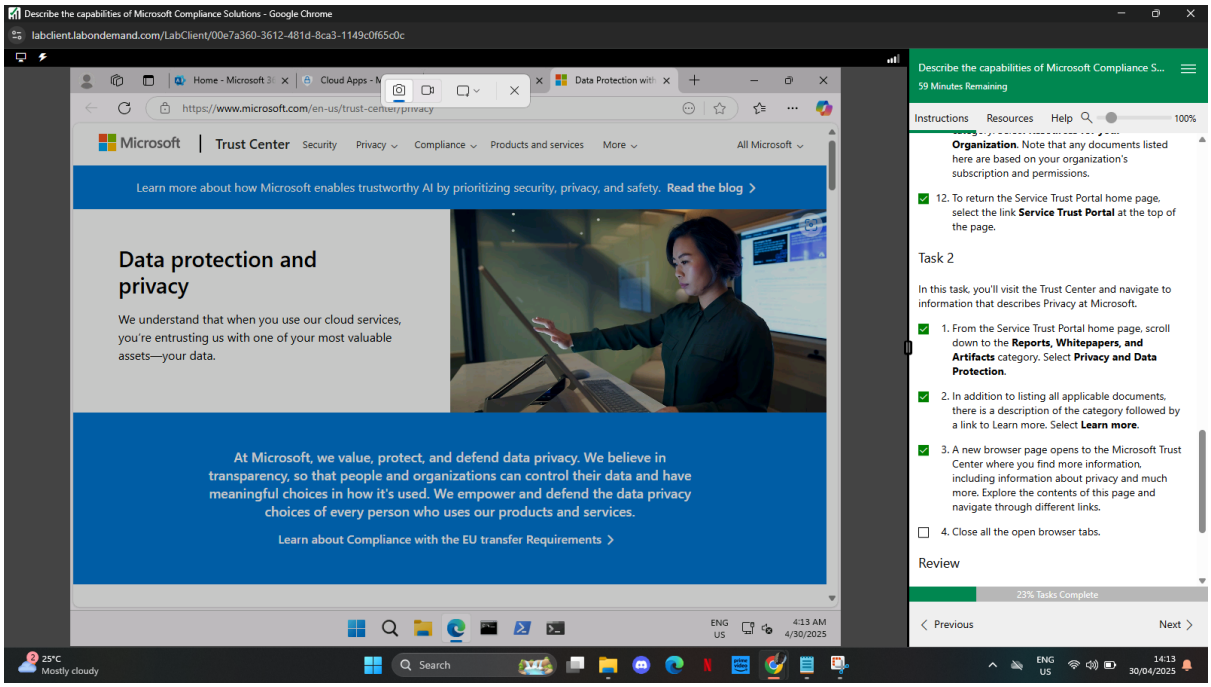
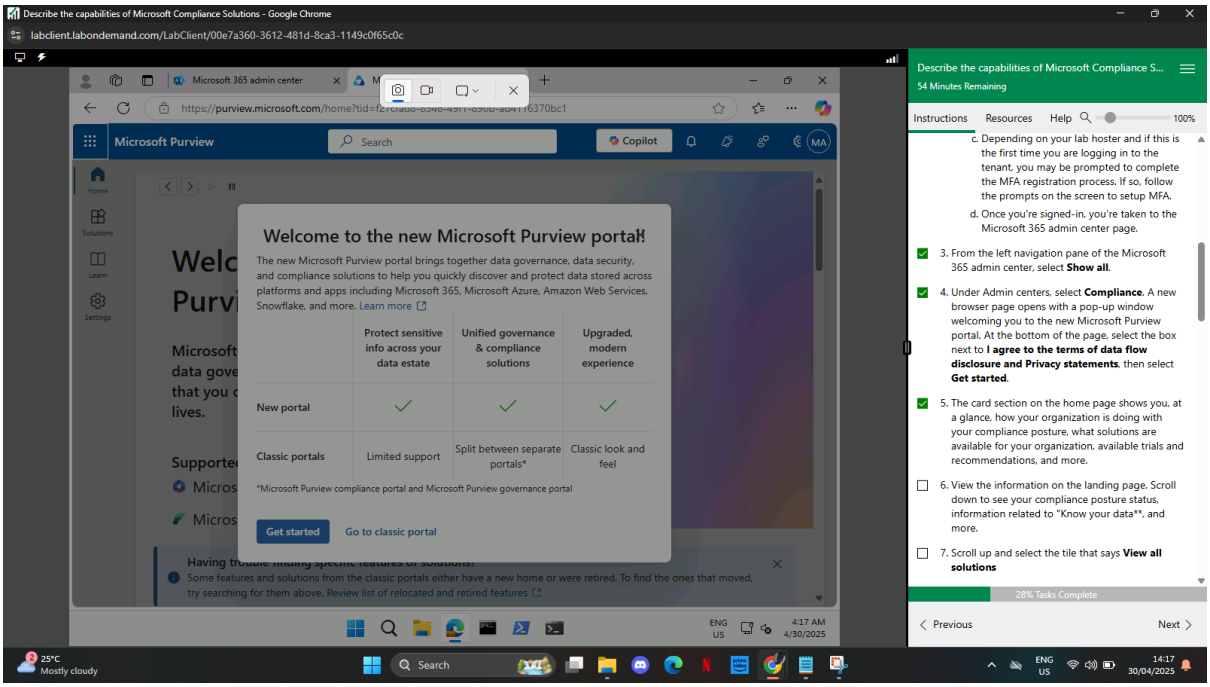
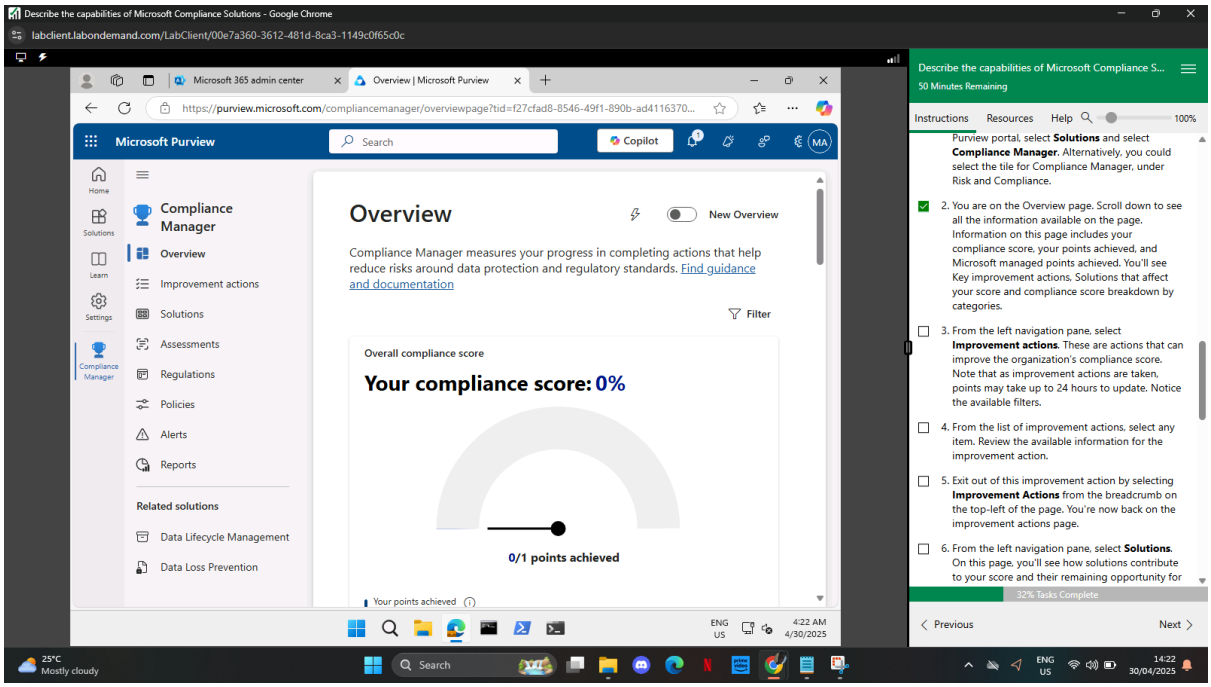
2. In addition to listing all applicable documents, there is a description of the category followed by a link to Learn more. Select Learn more.
3. A new browser page opens to the Microsoft Trust Center where you find more information, including information about privacy and much more. Explore the contents of this page and navigate through different links.
22% Tasks Complete
Previous
Next
25°C
Mostly cloudy
Search
ENG
US
4:12 AM
4/30/2025
14:12
30/04/2025

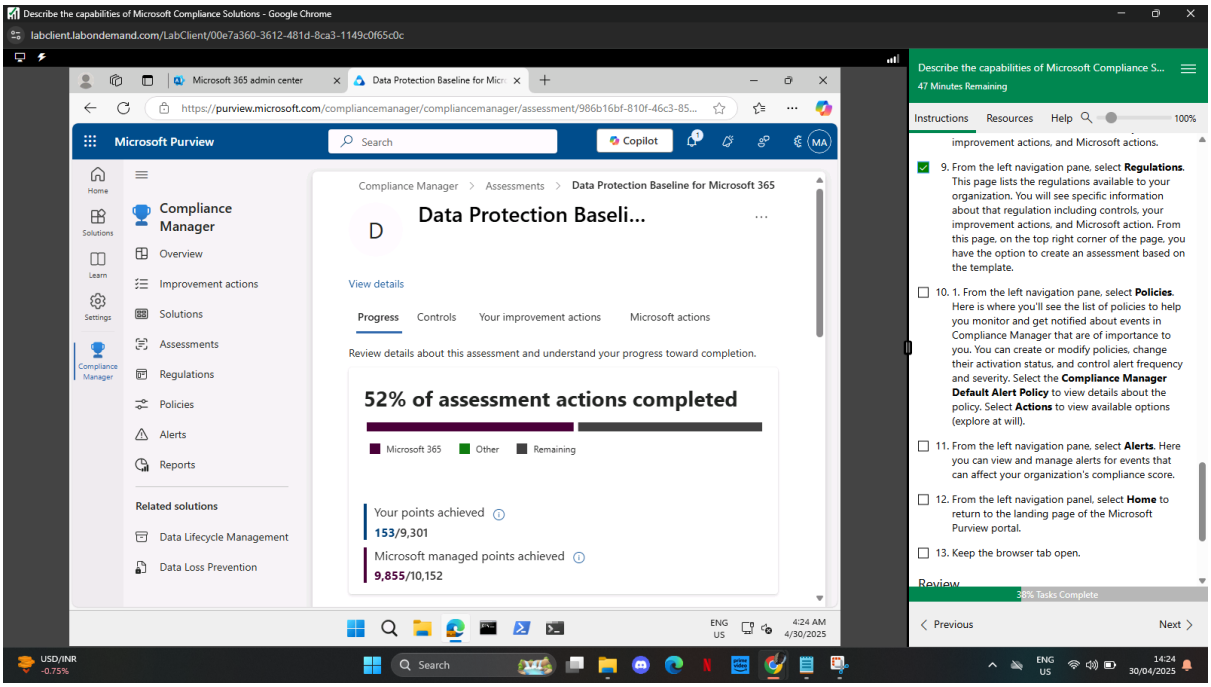


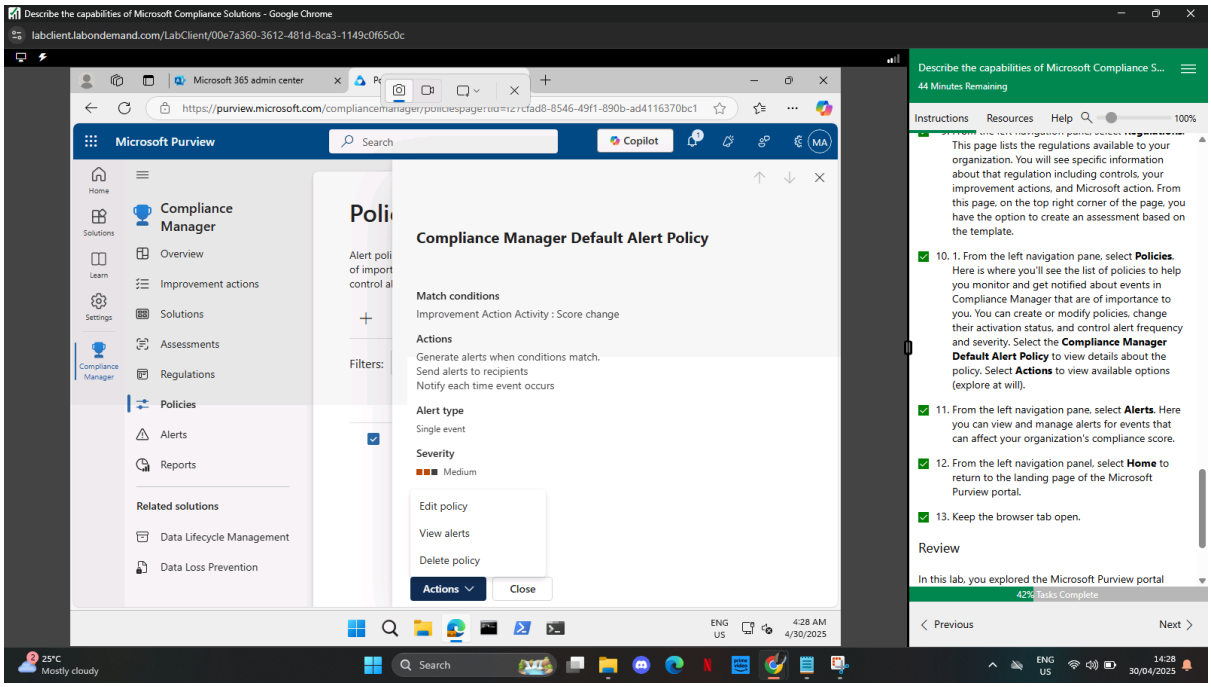
Lab 3: Explore the Microsoft Purview Portal and Compliance Manager

In this lab, I explored the Microsoft Purview portal and examined how Compliance Manager supports organizations in strengthening their compliance posture. I began by signing in to the Microsoft 365 admin center and accessed the Microsoft Purview portal through the Compliance admin center. After agreeing to the terms of data flow disclosure, I reviewed the landing page which displayed compliance status, available solutions, and organizational insights. I then navigated to Compliance Manager from the left pane, where I reviewed the compliance score, key improvement actions, and score breakdown. I examined individual improvement actions and explored the Solutions, Assessments, and Regulations sections to understand how Microsoft and organizational actions contribute to compliance efforts. I reviewed the default Data Protection Baseline assessment and noted the available controls and action tracking. I also explored the Policies section to understand alert configuration and viewed existing alert details under the Alerts section. This lab provided hands-on experience with tools that help assess, manage, and monitor an organization's compliance framework using Microsoft Purview.


Describe the capabilities of Microsoft Compliance Solutions - Google Chrome
labclient.labondemand.com/LabClient/00e7a360-3612-481d-8ca3-1149c0f65c0c
Microsoft 365 admin center
Microsoft Purview
Search
Copilot
Welcome to the new Microsoft Purview portal!
The new Microsoft Purview portal brings together data governance, data security, and compliance solutions to help you quickly discover and protect data stored across platforms and apps including Microsoft 365, Microsoft Azure, Amazon Web Services, Snowflake, and more. Learn more
Protect sensitive info across your data estate
Unified governance & compliance solutions
Upgraded, modern experience
New portal
Classic portals
Limited support
Split between separate portals*
Classic look and feel
*Microsoft Purview compliance portal and Microsoft Purview governance portal
Get started
Go to classic portal
Some features and solutions from the classic portals either have a new home or were retired. To find the ones that moved, try searching for them above. Review list of relocated and retired features
Describe the capabilities of Microsoft Compliance S...
54 Minutes Remaining
Instructions
Resources
Help
100%
c. Depending on your lab hoster and if this is the first time you are logging in to the tenant, you may be prompted to complete the MFA registration process. If so, follow the prompts on the screen to setup MFA.
d. Once you're signed-in, you're taken to the Microsoft 365 admin center page.
3. From the left navigation pane of the Microsoft 365 admin center, select Show all.
4. Under Admin centers, select Compliance. A new browser page opens with a pop-up window welcoming you to the new Microsoft Purview portal. At the bottom of the page, select the box next to I agree to the terms of data flow disclosure and Privacy statements, then select Get started.
5. The card section on the home page shows you, at a glance, how your organization is doing with your compliance posture, what solutions are available for your organization, available trials and recommendations, and more.
6. View the information on the landing page. Scroll down to see your compliance posture status, information related to "Know your data**, and more.
7. Scroll up and select the tile that says View all solutions
28% Tasks Complete
Previous
Next


Describe the capabilities of Microsoft Compliance Solutions - Google Chrome
labclient.labondemand.com/LabClient/00e7a360-3612-481d-8ca3-1149c0f65c0c
Microsoft 365 admin center
Overview | Microsoft Purview
https://purview.microsoft.com/compliancemanager/overviewpage?tid=f27cfad8-8546-49f1-890b-ad4116370...
Microsoft Purview
Search
Copilot
Compliance Manager
Overview
Improvement actions
Solutions
Assessments
Regulations
Policies
Alerts
Reports
Related solutions
Data Lifecycle Management
Data Loss Prevention
Overview
New Overview
Compliance Manager measures your progress in completing actions that help reduce risks around data protection and regulatory standards. Find guidance and documentation
Filter
Overall compliance score
Your compliance score: 0%
0/1 points achieved
Your points achieved
Describe the capabilities of Microsoft Compliance S...
50 Minutes Remaining
Instructions
Resources
Help
100%
Purview portal, select Solutions and select Compliance Manager. Alternatively, you could select the tile for Compliance Manager, under Risk and Compliance.
2. You are on the Overview page. Scroll down to see all the information available on the page. Information on this page includes your compliance score, your points achieved, and Microsoft managed points achieved. You'll see Key improvement actions. Solutions that affect your score and compliance score breakdown by categories.
3. From the left navigation pane, select Improvement actions. These are actions that can improve the organization's compliance score. Note that as improvement actions are taken, points may take up to 24 hours to update. Notice the available filters.
4. From the list of improvement actions, select any item. Review the available information for the improvement action.
5. Exit out of this improvement action by selecting Improvement Actions from the breadcrumb on the top-left of the page. You're now back on the improvement actions page.
6. From the left navigation pane, select Solutions. On this page, you'll see how solutions contribute to your score and their remaining opportunity for
32% Tasks Complete
Previous
Next


Describe the capabilities of Microsoft Compliance Solutions - Google Chrome
labclient.labondemand.com/LabClient/00e7a360-3612-481d-8ca3-1149c0f65c0c
Microsoft 365 admin center
Data Protection Baseline for Micr
https://purview.microsoft.com/compliancemanager/compliancemanager/assessment/986b16bf-810f-46c3-85...
Microsoft Purview
Search
Copilot
Compliance Manager
Overview
Improvement actions
Solutions
Assessments
Regulations
Policies
Alerts
Reports
Related solutions
Data Lifecycle Management
Data Loss Prevention
Compliance Manager > Assessments > Data Protection Baseline for Microsoft 365
Data Protection Baseli...
View details
Progress
Controls
Your improvement actions
Microsoft actions
Review details about this assessment and understand your progress toward completion.
52% of assessment actions completed
Microsoft 365
Other
Remaining
Your points achieved
153/9,301
Microsoft managed points achieved
9,855/10,152
Describe the capabilities of Microsoft Compliance S...
47 Minutes Remaining
Instructions
Resources
Help
100%
improvement actions, and Microsoft actions.
9. From the left navigation pane, select Regulations. This page lists the regulations available to your organization. You will see specific information about that regulation including controls, your improvement actions, and Microsoft action. From this page, on the top right corner of the page, you have the option to create an assessment based on the template.
10. 1. From the left navigation pane, select Policies. Here is where you'll see the list of policies to help you monitor and get notified about events in Compliance Manager that are of importance to you. You can create or modify policies, change their activation status, and control alert frequency and severity. Select the Compliance Manager Default Alert Policy to view details about the policy. Select Actions to view available options (explore at will).
11. From the left navigation pane, select Alerts. Here you can view and manage alerts for events that can affect your organization's compliance score.
12. From the left navigation panel, select Home to return to the landing page of the Microsoft Purview portal.
13. Keep the browser tab open.
Review
38% Tasks Complete
Previous
Next
USD/INR
-0.75%
ENG
US
4:24 AM
4/30/2025
14:24
30/04/2025


Describe the capabilities of Microsoft Compliance Solutions - Google Chrome
labclient.labondemand.com/LabClient/00e7a360-3612-481d-8ca3-1149c0f65c0c
Microsoft 365 admin center
https://purview.microsoft.com/compliancemanager/policiespage/rid=f27cfad8-8546-49f1-890b-ad4116370bc1
Microsoft Purview
Search
Copilot
Compliance Manager
Overview
Improvement actions
Solutions
Assessments
Regulations
Policies
Alerts
Reports
Related solutions
Data Lifecycle Management
Data Loss Prevention
Compliance Manager Default Alert Policy
Match conditions
Improvement Action Activity : Score change
Actions
Generate alerts when conditions match.
Send alerts to recipients
Notify each time event occurs
Alert type
Single event
Severity
Medium
Edit policy
View alerts
Delete policy
Actions
Close
Filters:
Describe the capabilities of Microsoft Compliance S...
44 Minutes Remaining
Instructions
Resources
Help
100%
This page lists the regulations available to your organization. You will see specific information about that regulation including controls, your improvement actions, and Microsoft action. From this page, on the top right corner of the page, you have the option to create an assessment based on the template.
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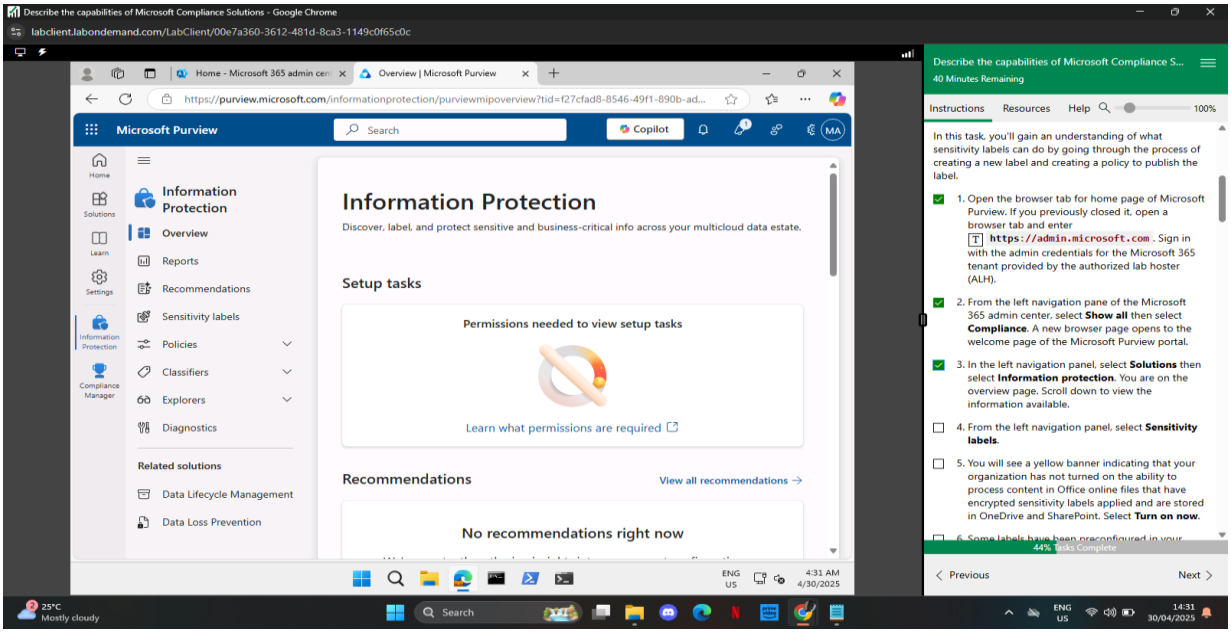
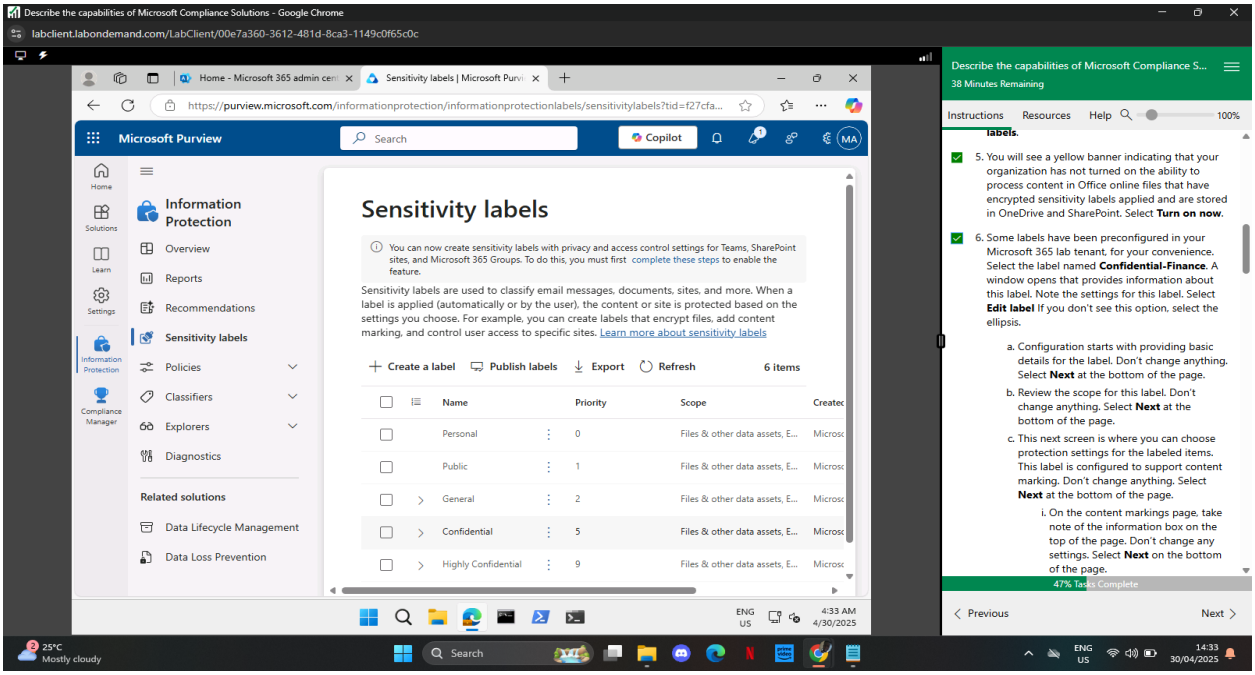
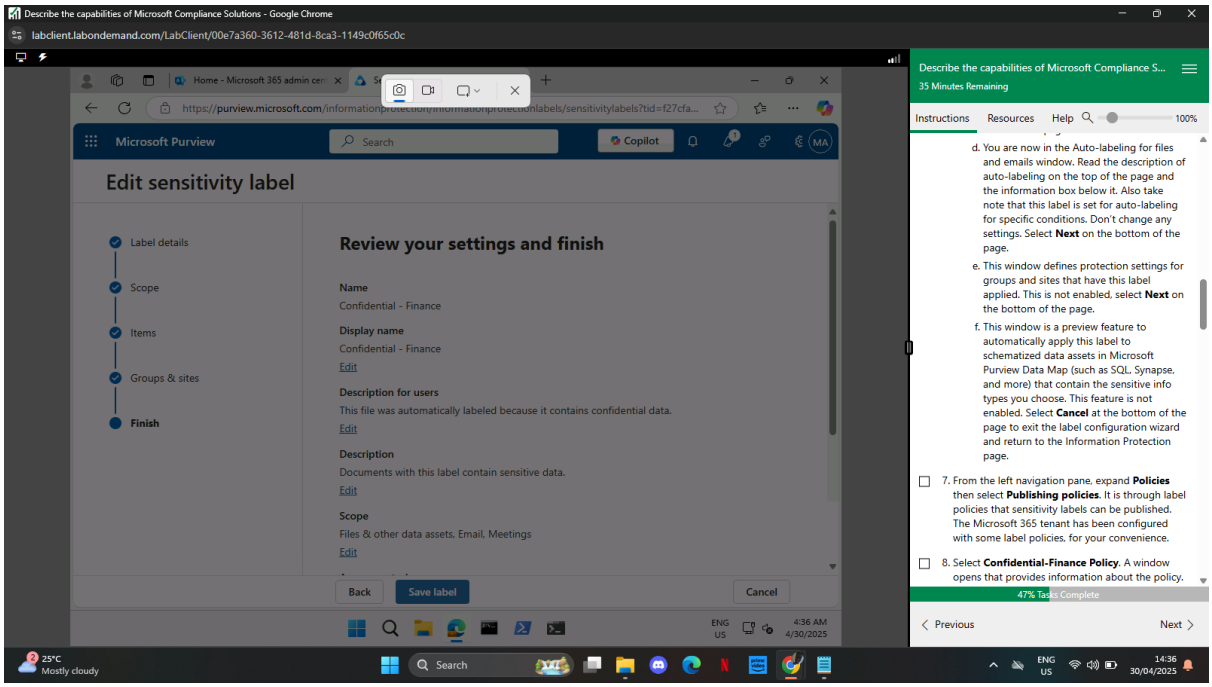
12. From the left navigation panel, select Home to return to the landing page of the Microsoft Purview portal.
13. Keep the browser tab open.
Review
In this lab, you explored the Microsoft Purview portal
42% Tasks Complete
Previous
Next
25°C
Mostly cloudy
ENG
US
4:28 AM
4/30/2025
14:28
30/04/2025

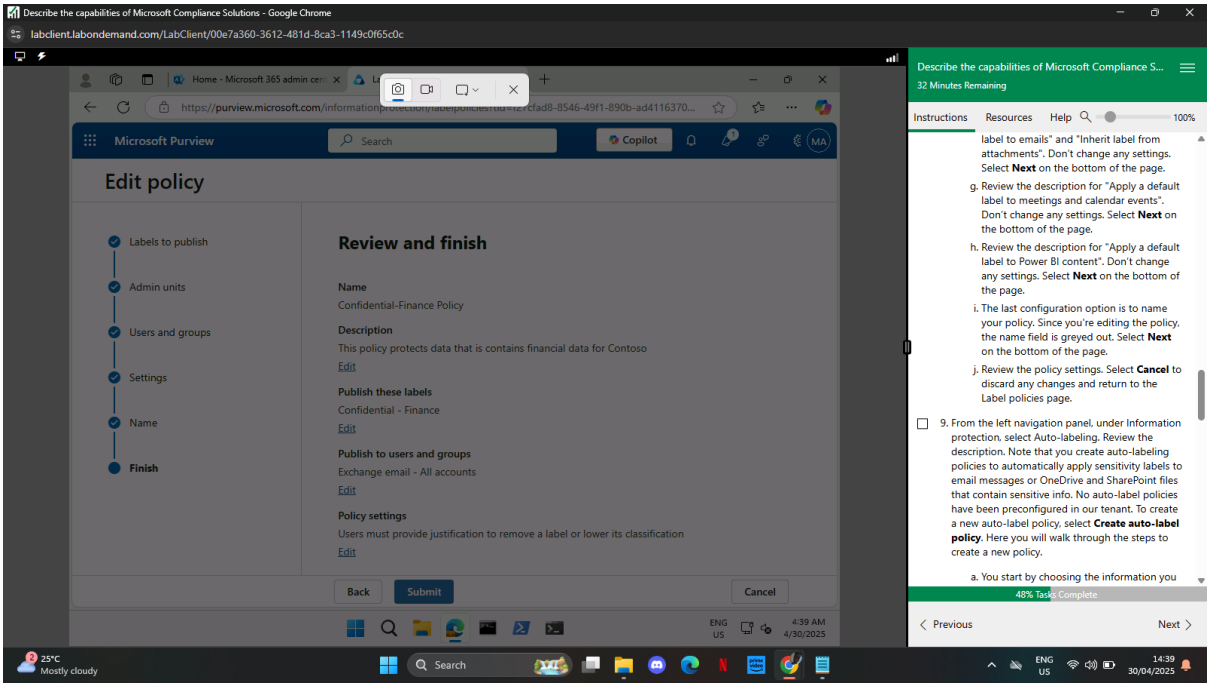
Lab 4: Explore Sensitivity Labels in Microsoft Purview

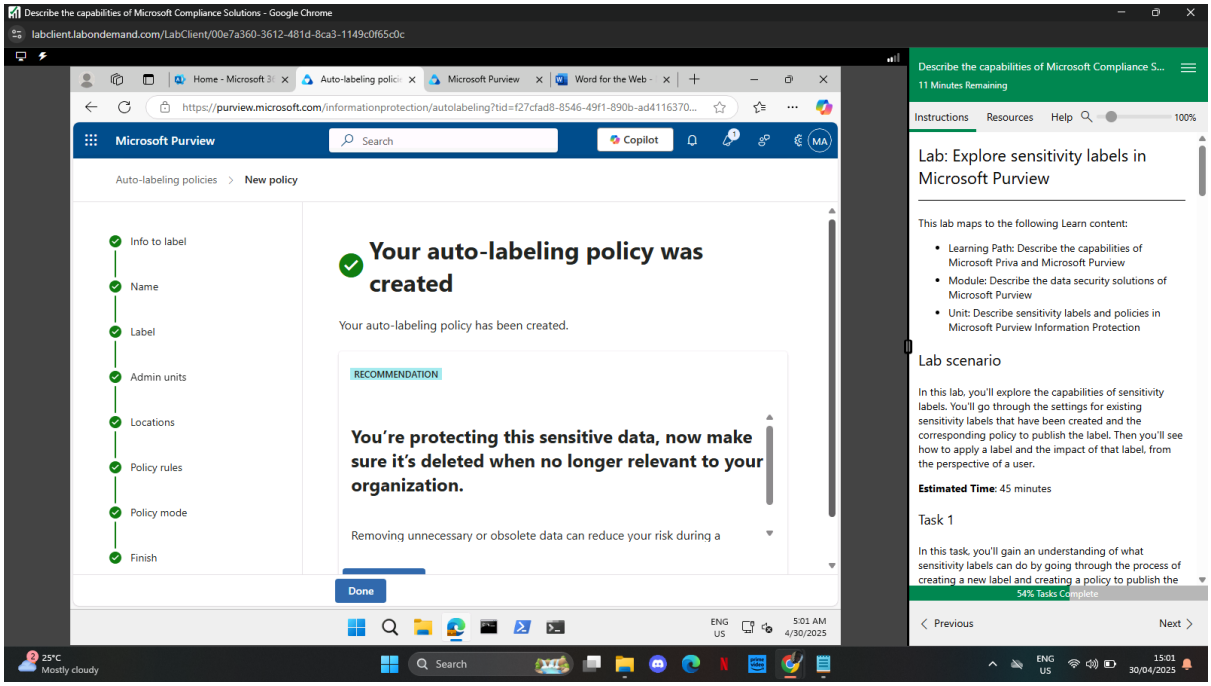
In Lab 4, you explored the capabilities of sensitivity labels in Microsoft Purview Information Protection. You reviewed the configuration of an existing sensitivity label named Confidential-Finance and examined its settings, including content marking and auto-labeling rules. You also walked through the corresponding publishing policy to understand how labels are assigned to users and content across the organization. Additionally, you created a new auto-labeling policy for medical and health information, selecting predefined templates and configuring default settings without making changes. In the final task, you applied the Confidential-Finance label to a Microsoft Word document and observed how the label's settings such as watermarking visibly marked the document as containing confidential financial data.

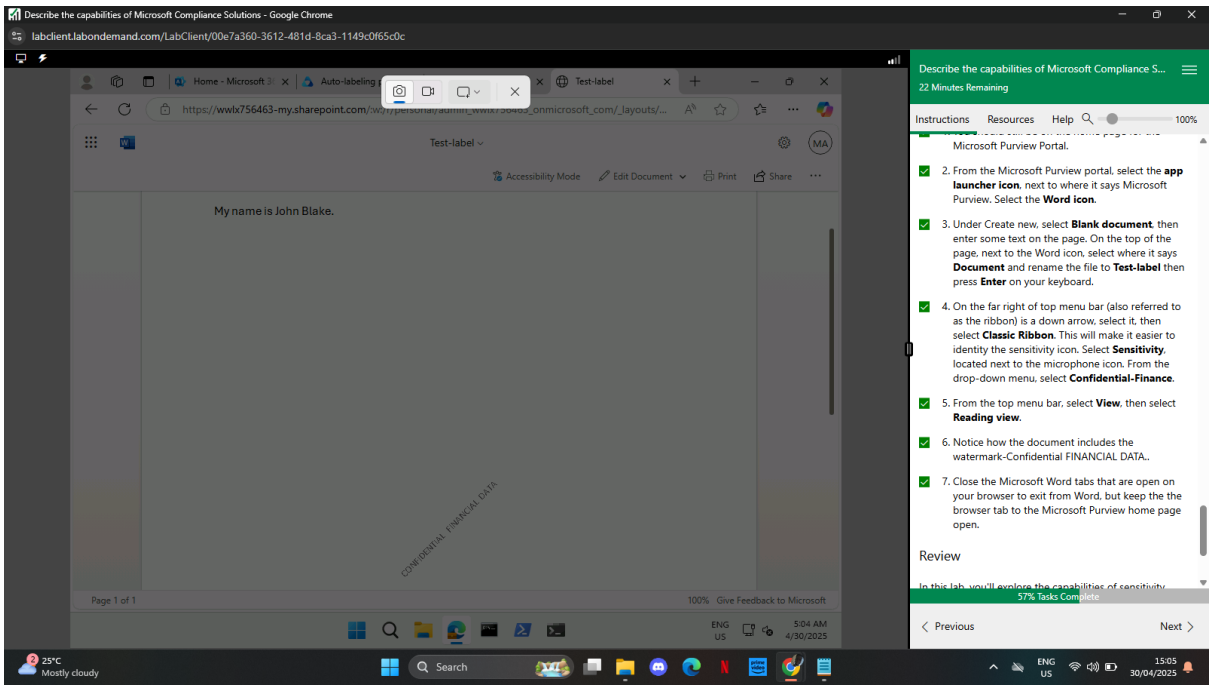





Describe the capabilities of Microsoft Compliance Solutions - Google Chrome
labclient.labondemand.com/LabClient/00e7a360-3612-481d-8ca3-1149c0f65c0c
Microsoft Purview
Search
Copilot
Edit sensitivity label
Label details
Scope
Items
Groups & sites
Finish
Review your settings and finish
Name
Confidential - Finance
Display name
Confidential - Finance
Edit
Description for users
This file was automatically labeled because it contains confidential data.
Edit
Description
Documents with this label contain sensitive data.
Edit
Scope
Files & other data assets, Email, Meetings
Edit
Back
Save label
Cancel
Describe the capabilities of Microsoft Compliance S...
35 Minutes Remaining
Instructions
Resources
Help
100%
d. You are now in the Auto-labeling for files and emails window. Read the description of auto-labeling on the top of the page and the information box below it. Also take note that this label is set for auto-labeling for specific conditions. Don't change any settings. Select Next on the bottom of the page.
e. This window defines protection settings for groups and sites that have this label applied. This is not enabled, select Next on the bottom of the page.
f. This window is a preview feature to automatically apply this label to schematized data assets in Microsoft Purview Data Map (such as SQL, Synapse, and more) that contain the sensitive info types you choose. This feature is not enabled. Select Cancel at the bottom of the page to exit the label configuration wizard and return to the Information Protection page.
7. From the left navigation pane, expand Policies then select Publishing policies. It is through label policies that sensitivity labels can be published. The Microsoft 365 tenant has been configured with some label policies, for your convenience.
8. Select Confidential-Finance Policy. A window opens that provides information about the policy.
47% Tasks Complete
Previous
Next
25°C
Mostly cloudy
Search
ENG
US
4:36 AM
4/30/2025
14:36
30/04/2025

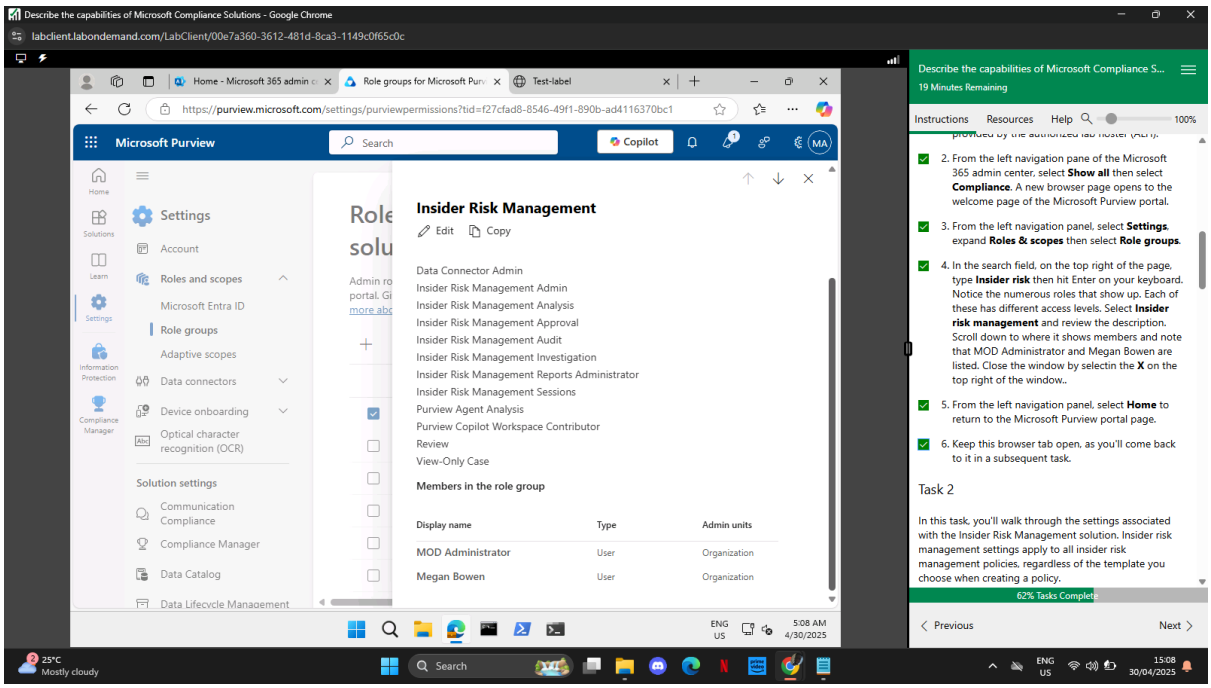

Describe the capabilities of Microsoft Compliance Solutions - Google Chrome
labclient.labondemand.com/LabClient/00e7a360-3612-481d-8ca3-1149c0f65c0c
Microsoft Purview
Search
Copilot
Edit policy
Labels to publish
Admin units
Users and groups
Settings
Name
Finish
Review and finish
Name
Confidential-Finance Policy
Description
This policy protects data that is contains financial data for Contoso
Edit
Publish these labels
Confidential - Finance
Edit
Publish to users and groups
Exchange email - All accounts
Edit
Policy settings
Users must provide justification to remove a label or lower its classification
Edit
Back
Submit
Cancel
Describe the capabilities of Microsoft Compliance S...
32 Minutes Remaining
Instructions
Resources
Help
100%
label to emails" and "Inherit label from attachments". Don't change any settings. Select Next on the bottom of the page.
g. Review the description for "Apply a default label to meetings and calendar events". Don't change any settings. Select Next on the bottom of the page.
h. Review the description for "Apply a default label to Power BI content". Don't change any settings. Select Next on the bottom of the page.
i. The last configuration option is to name your policy. Since you're editing the policy, the name field is greyed out. Select Next on the bottom of the page.
j. Review the policy settings. Select Cancel to discard any changes and return to the Label policies page.
9. From the left navigation panel, under Information protection, select Auto-labeling. Review the description. Note that you create auto-labeling policies to automatically apply sensitivity labels to email messages or OneDrive and SharePoint files that contain sensitive info. No auto-label policies have been preconfigured in our tenant. To create a new auto-label policy, select Create auto-label policy. Here you will walk through the steps to create a new policy.
a. You start by choosing the information you
48% Tasks Complete
Previous
Next
25°C
Mostly cloudy
Search
ENG
US
4:39 AM
4/30/2025
14:39
30/04/2025

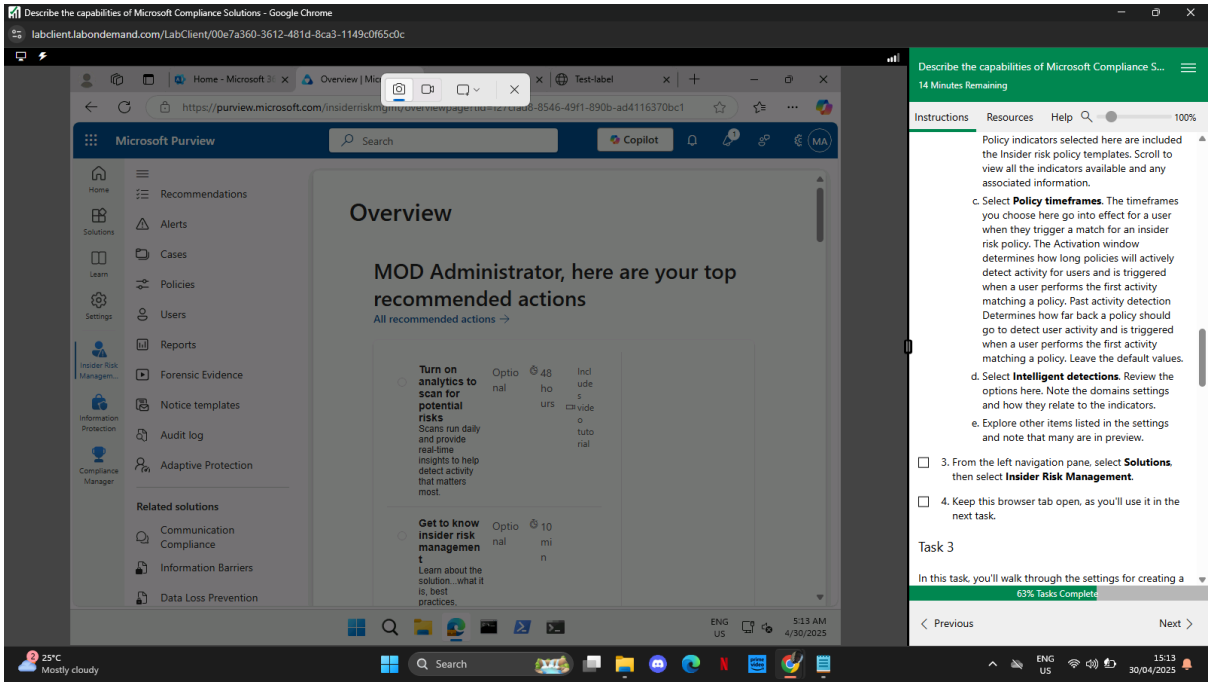

Describe the capabilities of Microsoft Compliance Solutions - Google Chrome
labclient.labondemand.com/LabClient/00e7a360-3612-481d-8ca3-1149c0f65c0c
Microsoft Purview
Search
Copilot
Auto-labeling policies
New policy
Info to label
Name
Label
Admin units
Locations
Policy rules
Policy mode
Finish
Your auto-labeling policy was created
Your auto-labeling policy has been created.
RECOMMENDATION
You're protecting this sensitive data, now make sure it's deleted when no longer relevant to your organization.
Removing unnecessary or obsolete data can reduce your risk during a
Done
Describe the capabilities of Microsoft Compliance S...
11 Minutes Remaining
Instructions
Resources
Help
100%
Lab: Explore sensitivity labels in Microsoft Purview
This lab maps to the following Learn content:
Learning Path: Describe the capabilities of Microsoft Priva and Microsoft Purview
Module: Describe the data security solutions of Microsoft Purview
Unit: Describe sensitivity labels and policies in Microsoft Purview Information Protection
Lab scenario
In this lab, you'll explore the capabilities of sensitivity labels. You'll go through the settings for existing sensitivity labels that have been created and the corresponding policy to publish the label. Then you'll see how to apply a label and the impact of that label, from the perspective of a user.
Estimated Time: 45 minutes
Task 1
In this task, you'll gain an understanding of what sensitivity labels can do by going through the process of creating a new label and creating a policy to publish the
54% Tasks Complete
Previous
Next
25°C
Mostly cloudy
Search
ENG
US
15:01
30/04/2025

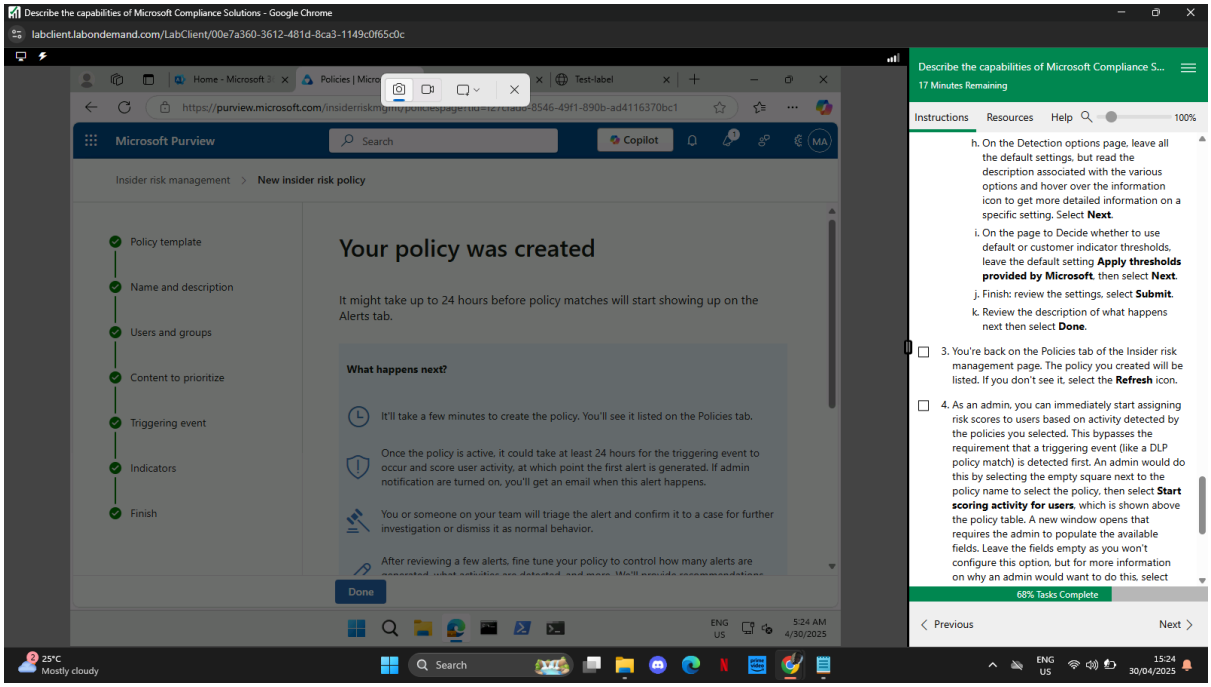

Describe the capabilities of Microsoft Compliance Solutions - Google Chrome
labclient.labondemand.com/LabClient/00e7a360-3612-481d-8ca3-1149c0f65c0c
Test-label
Accessibility Mode
Edit Document
Print
Share
My name is John Blake.
CONFIDENTIAL FINANCIAL DATA
Page 1 of 1
100%
Give Feedback to Microsoft
Describe the capabilities of Microsoft Compliance S...
22 Minutes Remaining
Instructions
Resources
Help
100%
Microsoft Purview Portal.
2. From the Microsoft Purview portal, select the app launcher icon, next to where it says Microsoft Purview. Select the Word icon.
3. Under Create new, select Blank document, then enter some text on the page. On the top of the page, next to the Word icon, select where it says Document and rename the file to Test-label then press Enter on your keyboard.
4. On the far right of top menu bar (also referred to as the ribbon) is a down arrow, select it, then select Classic Ribbon. This will make it easier to identity the sensitivity icon. Select Sensitivity, located next to the microphone icon. From the drop-down menu, select Confidential-Finance.
5. From the top menu bar, select View, then select Reading view.
6. Notice how the document includes the watermark-Confidential FINANCIAL DATA..
7. Close the Microsoft Word tabs that are open on your browser to exit from Word, but keep the the browser tab to the Microsoft Purview home page open.
Review
57% Tasks Complete
Previous
Next
25°C
Mostly cloudy
Search
ENG
US
15:05
30/04/2025

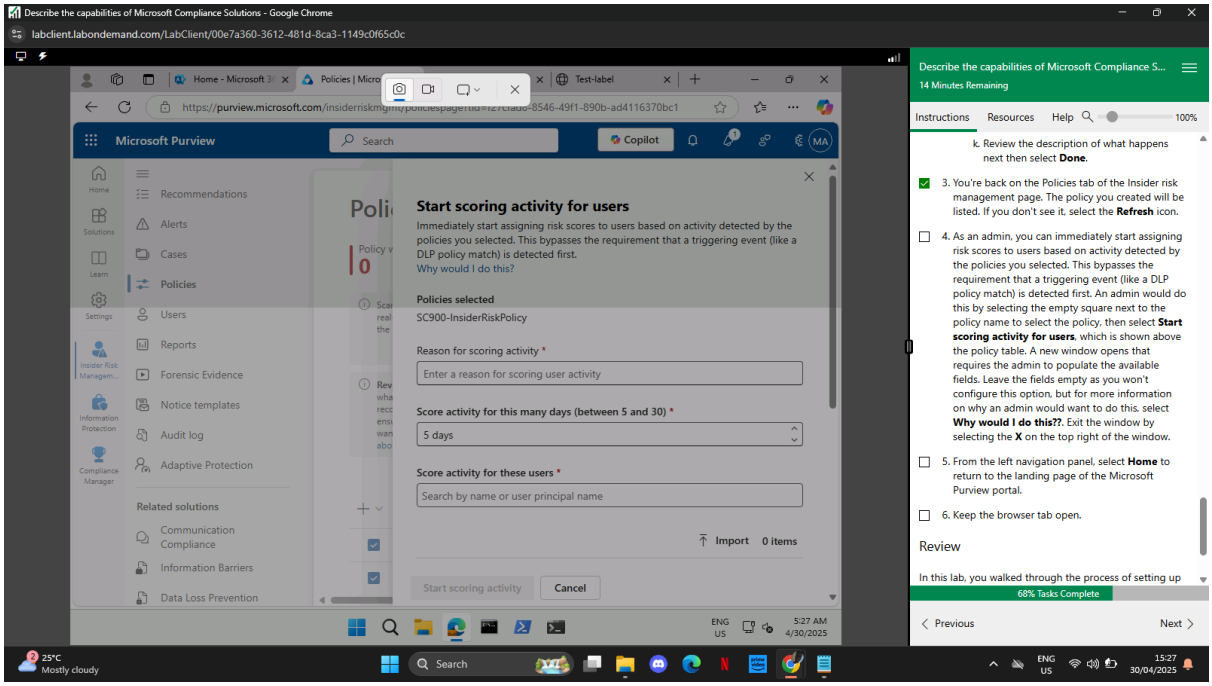
Lab 5: Explore Insider Risk Management in Microsoft Purview

In this lab, the focus was on exploring the prerequisites and steps involved in setting up an insider risk policy using Microsoft Purview. The lab began by assigning the necessary permissions to users through the Insider Risk Management role group. It then guided through configuring key insider risk settings, such as privacy options, policy indicators, timeframes, and intelligent detections. Finally, the lab demonstrated the process of creating an insider risk policy using the "Data leaks" template, specifying policy details such as users, triggers, and detection options. While the lab did not simulate triggering a policy due to complexity and time constraints, it provided a comprehensive view of the configuration steps required for insider risk management.



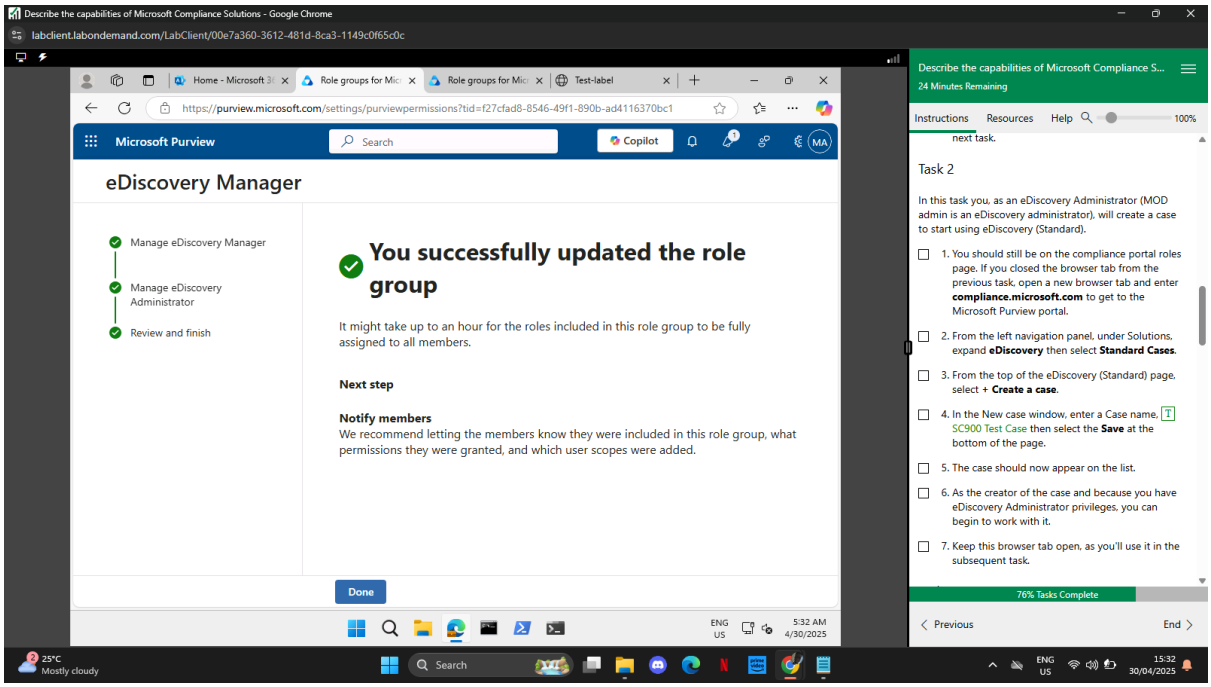

Describe the capabilities of Microsoft Compliance Solutions - Google Chrome
labclient.labondemand.com/LabClient/00e7a360-3612-481d-8ca3-1149c0f65c0c
Microsoft Purview
Search
Copilot
Overview
MOD Administrator, here are your top recommended actions
All recommended actions
Recommendations
Alerts
Cases
Policies
Users
Reports
Forensic Evidence
Notice templates
Audit log
Adaptive Protection
Related solutions
Communication Compliance
Information Barriers
Data Loss Prevention
Describe the capabilities of Microsoft Compliance S...
14 Minutes Remaining
Instructions
Resources
Help
100%
Policy indicators selected here are included the Insider risk policy templates. Scroll to view all the indicators available and any associated information.
c. Select Policy timeframes. The timeframes you choose here go into effect for a user when they trigger a match for an insider risk policy. The Activation window determines how long policies will actively detect activity for users and is triggered when a user performs the first activity matching a policy. Past activity detection Determines how far back a policy should go to detect user activity and is triggered when a user performs the first activity matching a policy. Leave the default values.
d. Select Intelligent detections. Review the options here. Note the domains settings and how they relate to the indicators.
e. Explore other items listed in the settings and note that many are in preview.
3. From the left navigation pane, select Solutions, then select Insider Risk Management.
4. Keep this browser tab open, as you'll use it in the next task.
Task 3
In this task, you'll walk through the settings for creating a
63% Tasks Complete
Previous
Next

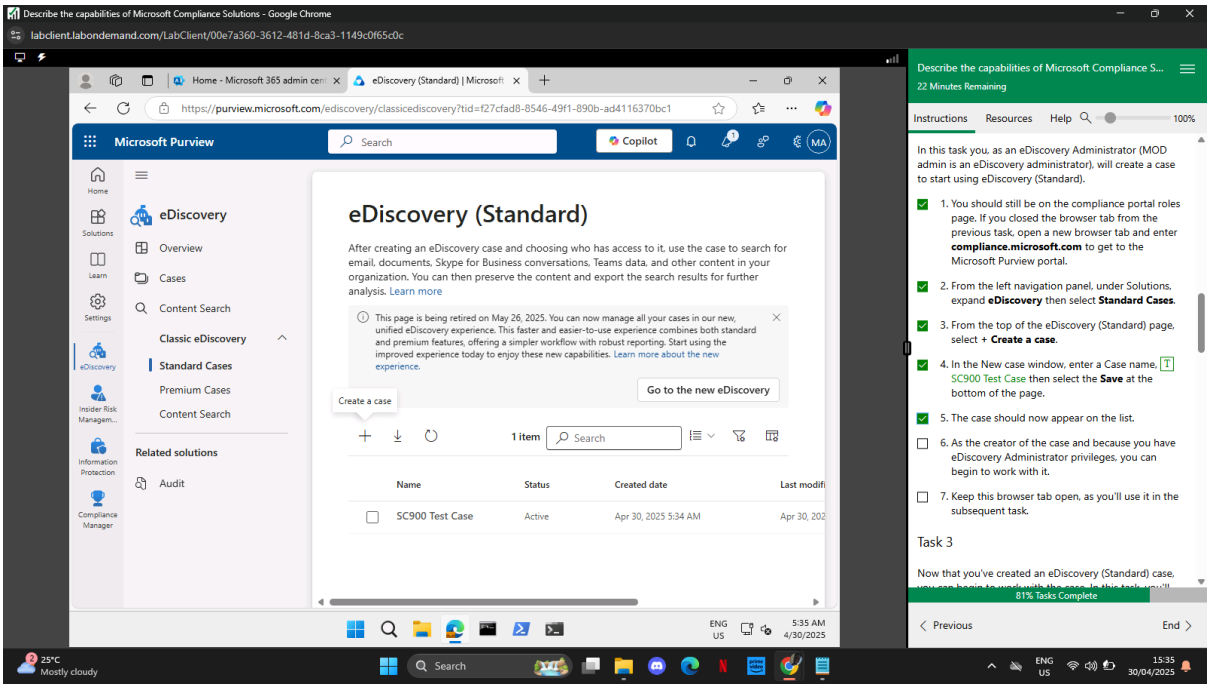

Describe the capabilities of Microsoft Compliance Solutions - Google Chrome
labclient.labondemand.com/LabClient/00e7a360-3612-481d-8ca3-1149c0f65c0c
Microsoft Purview
Search
Copilot
Insider risk management
New insider risk policy
Policy template
Name and description
Users and groups
Content to prioritize
Triggering event
Indicators
Finish
Your policy was created
It might take up to 24 hours before policy matches will start showing up on the Alerts tab.
What happens next?
It'll take a few minutes to create the policy. You'll see it listed on the Policies tab.
Once the policy is active, it could take at least 24 hours for the triggering event to occur and score user activity, at which point the first alert is generated. If admin notification are turned on, you'll get an email when this alert happens.
You or someone on your team will triage the alert and confirm it to a case for further investigation or dismiss it as normal behavior.
After reviewing a few alerts, fine tune your policy to control how many alerts are
Done
Describe the capabilities of Microsoft Compliance S...
17 Minutes Remaining
Instructions
Resources
Help
100%
h. On the Detection options page, leave all the default settings, but read the description associated with the various options and hover over the information icon to get more detailed information on a specific setting. Select Next.
i. On the page to Decide whether to use default or customer indicator thresholds, leave the default setting Apply thresholds provided by Microsoft, then select Next.
j. Finish: review the settings, select Submit.
k. Review the description of what happens next then select Done.
3. You're back on the Policies tab of the Insider risk management page. The policy you created will be listed. If you don't see it, select the Refresh icon.
4. As an admin, you can immediately start assigning risk scores to users based on activity detected by the policies you selected. This bypasses the requirement that a triggering event (like a DLP policy match) is detected first. An admin would do this by selecting the empty square next to the policy name to select the policy, then select Start scoring activity for users, which is shown above the policy table. A new window opens that requires the admin to populate the available fields. Leave the fields empty as you won't configure this option, but for more information on why an admin would want to do this, select
68% Tasks Complete
Previous
Next

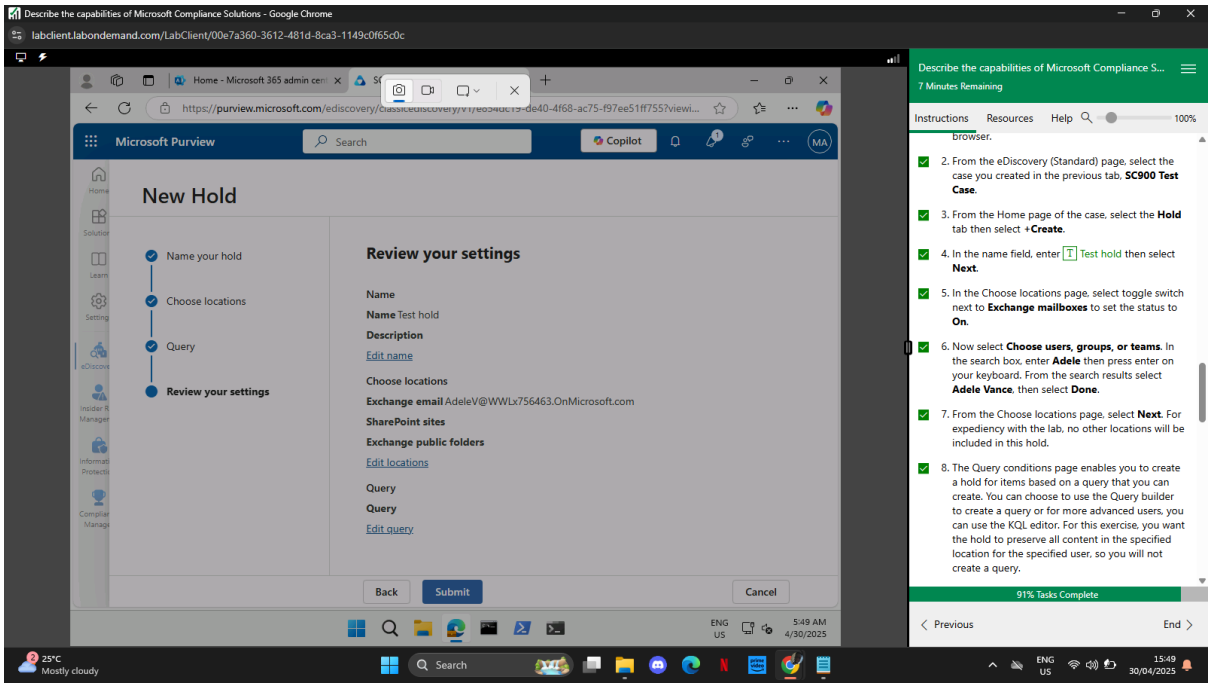


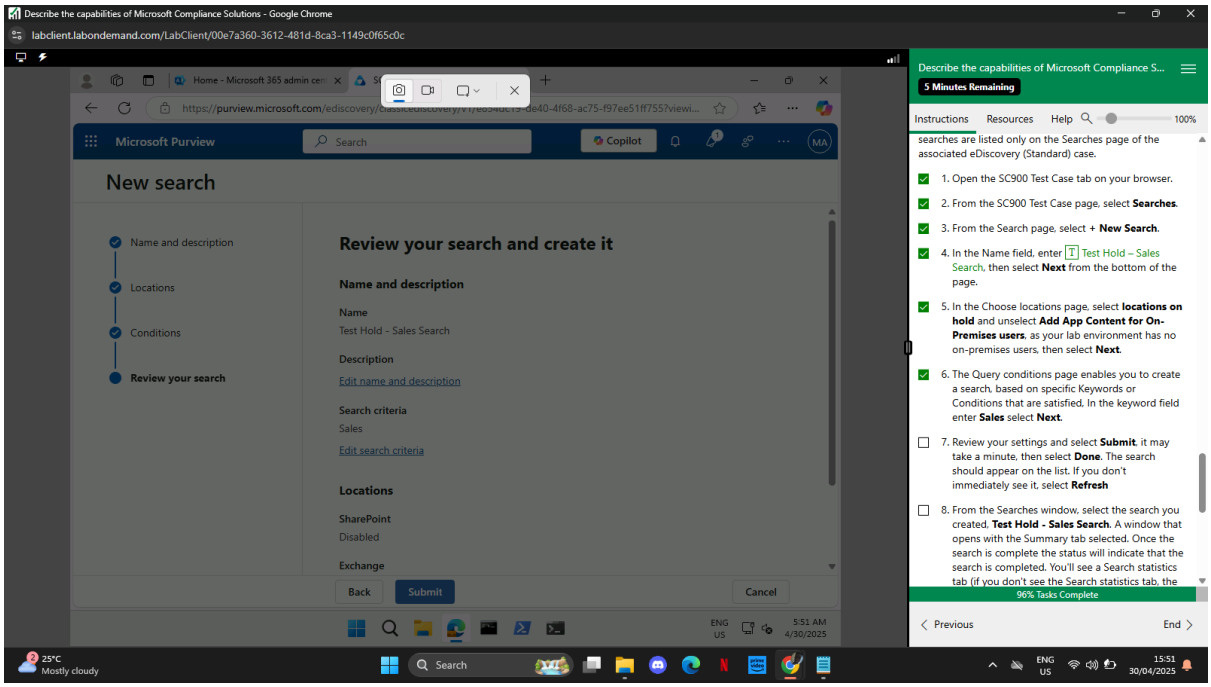
Lab 6: Explore eDiscovery

In this lab, I explored the fundamental steps required to get started with Microsoft Purview eDiscovery (Standard). I began by assigning the necessary role permissions, adding the MOD Administrator as a member of the eDiscovery Manager role group. Next, I created a new eDiscovery case titled SC900 Test Case. With the case in place, I created a hold named Test hold targeting Adele Vance's Exchange mailbox, ensuring content preservation without applying query conditions. Finally, I created a search query named Test Hold – Sales Search within the case, using the keyword “Sales” and selecting held locations only. The search was submitted and reviewed for completion, with options to access search statistics and export results noted as part of the standard workflow, though export actions were restricted in the lab platform. This lab demonstrated the core workflow of eDiscovery: permissions setup, case creation, hold configuration, and content search.


Describe the capabilities of Microsoft Compliance Solutions - Google Chrome
labclient.labondemand.com/LabClient/00e7a360-3612-481d-8ca3-1149c0f65c0c
https://purview.microsoft.com/settings/purviewpermissions?tid=f27cfad8-8546-49f1-890b-ad4116370bc1
Microsoft Purview
Search
Copilot
eDiscovery Manager
Manage eDiscovery Manager
Manage eDiscovery Administrator
Review and finish
You successfully updated the role group
It might take up to an hour for the roles included in this role group to be fully assigned to all members.
Next step
Notify members
We recommend letting the members know they were included in this role group, what permissions they were granted, and which user scopes were added.
Done
Describe the capabilities of Microsoft Compliance S...
24 Minutes Remaining
Instructions
Resources
Help
100%
next task.
Task 2
In this task you, as an eDiscovery Administrator (MOD admin is an eDiscovery administrator), will create a case to start using eDiscovery (Standard).
1. You should still be on the compliance portal roles page. If you closed the browser tab from the previous task, open a new browser tab and enter compliance.microsoft.com to get to the Microsoft Purview portal.
2. From the left navigation panel, under Solutions, expand eDiscovery then select Standard Cases.
3. From the top of the eDiscovery (Standard) page, select + Create a case.
4. In the New case window, enter a Case name, SC900 Test Case then select the Save at the bottom of the page.
5. The case should now appear on the list.
6. As the creator of the case and because you have eDiscovery Administrator privileges, you can begin to work with it.
7. Keep this browser tab open, as you'll use it in the subsequent task.
76% Tasks Complete
Previous
End


Describe the capabilities of Microsoft Compliance Solutions - Google Chrome
labclient.labondemand.com/LabClient/00e7a360-3612-481d-8ca3-1149c0f65c0c
https://purview.microsoft.com/ediscovery/classicediscovery?tid=f27cfad8-8546-49f1-890b-ad4116370bc1
Microsoft Purview
Search
Copilot
eDiscovery
Overview
Cases
Content Search
Classic eDiscovery
Standard Cases
Premium Cases
Content Search
Related solutions
Audit
eDiscovery (Standard)
After creating an eDiscovery case and choosing who has access to it, use the case to search for email, documents, Skype for Business conversations, Teams data, and other content in your organization. You can then preserve the content and export the search results for further analysis. Learn more
This page is being retired on May 26, 2025. You can now manage all your cases in our new, unified eDiscovery experience. This faster and easier-to-use experience combines both standard and premium features, offering a simpler workflow with robust reporting. Start using the improved experience today to enjoy these new capabilities. Learn more about the new experience.
Go to the new eDiscovery
Create a case
1 item
Search
Name
Status
Created date
SC900 Test Case
Active
Apr 30, 2025 5:34 AM
Describe the capabilities of Microsoft Compliance S...
22 Minutes Remaining
Instructions
Resources
Help
100%
In this task you, as an eDiscovery Administrator (MOD admin is an eDiscovery administrator), will create a case to start using eDiscovery (Standard).
1. You should still be on the compliance portal roles page. If you closed the browser tab from the previous task, open a new browser tab and enter compliance.microsoft.com to get to the Microsoft Purview portal.
2. From the left navigation panel, under Solutions, expand eDiscovery then select Standard Cases.
3. From the top of the eDiscovery (Standard) page, select + Create a case.
4. In the New case window, enter a Case name, SC900 Test Case then select the Save at the bottom of the page.
5. The case should now appear on the list.
6. As the creator of the case and because you have eDiscovery Administrator privileges, you can begin to work with it.
7. Keep this browser tab open, as you'll use it in the subsequent task.
Task 3
Now that you've created an eDiscovery (Standard) case,
81% Tasks Complete
Previous
End


Describe the capabilities of Microsoft Compliance Solutions - Google Chrome
labclient.labondemand.com/LabClient/00e7a360-3612-481d-8ca3-1149c0f65c0c
Microsoft Purview
Search
Copilot
New Hold
Name your hold
Choose locations
Query
Review your settings
Review your settings
Name
Name Test hold
Description
Edit name
Choose locations
Exchange email AdeleV@WWLx756463.OnMicrosoft.com
SharePoint sites
Exchange public folders
Edit locations
Query
Query
Edit query
Back
Submit
Cancel
Describe the capabilities of Microsoft Compliance S...
7 Minutes Remaining
Instructions
Resources
Help
100%
2. From the eDiscovery (Standard) page, select the case you created in the previous tab, SC900 Test Case.
3. From the Home page of the case, select the Hold tab then select +Create.
4. In the name field, enter Test hold then select Next.
5. In the Choose locations page, select toggle switch next to Exchange mailboxes to set the status to On.
6. Now select Choose users, groups, or teams. In the search box, enter Adele then press enter on your keyboard. From the search results select Adele Vance, then select Done.
7. From the Choose locations page, select Next. For expediency with the lab, no other locations will be included in this hold.
8. The Query conditions page enables you to create a hold for items based on a query that you can create. You can choose to use the Query builder to create a query or for more advanced users, you can use the KQL editor. For this exercise, you want the hold to preserve all content in the specified location for the specified user, so you will not create a query.
91% Tasks Complete
Previous
End
25°C
Mostly cloudy
Search
ENG
US
15:49
30/04/2025


Describe the capabilities of Microsoft Compliance Solutions - Google Chrome
labclient.labondemand.com/LabClient/00e7a360-3612-481d-8ca3-1149c0f65c0c
Microsoft Purview
Search
Copilot
New search
Name and description
Locations
Conditions
Review your search
Review your search and create it
Name and description
Name
Test Hold - Sales Search
Description
Edit name and description
Search criteria
Sales
Edit search criteria
Locations
SharePoint
Disabled
Exchange
Back
Submit
Cancel
Describe the capabilities of Microsoft Compliance S...
5 Minutes Remaining
Instructions
Resources
Help
100%
searches are listed only on the Searches page of the associated eDiscovery (Standard) case.
1. Open the SC900 Test Case tab on your browser.
2. From the SC900 Test Case page, select Searches.
3. From the Search page, select + New Search.
4. In the Name field, enter Test Hold – Sales Search, then select Next from the bottom of the page.
5. In the Choose locations page, select locations on hold and unselect Add App Content for On-Premises users, as your lab environment has no on-premises users, then select Next.
6. The Query conditions page enables you to create a search, based on specific Keywords or Conditions that are satisfied, In the keyword field enter Sales select Next.
7. Review your settings and select Submit, it may take a minute, then select Done. The search should appear on the list. If you don't immediately see it, select Refresh
8. From the Searches window, select the search you created, Test Hold - Sales Search. A window that opens with the Summary tab selected. Once the search is complete the status will indicate that the search is completed. You'll see a Search statistics tab (if you don't see the Search statistics tab, the
96% Tasks Complete
Previous
End
25°C
Mostly cloudy
Search
ENG
US
15:51
30/04/2025

Conclusion

These labs collectively offered a practical foundation in configuring and utilizing Microsoft 365's compliance and security tools. From tenant setup to advanced content protection, insider risk detection, and legal data discovery, each exercise reinforced the importance of proactive compliance management. By completing these labs, I gained valuable insights into how Microsoft 365 empowers organizations to safeguard sensitive data, monitor internal risks, and meet regulatory standards with confidence and efficiency.