Microsoft

Microsoft Security & Compliance Adoption Guide

With remote work as the new normal, organizations must rely on employees who are working outside traditional business borders. This guide will help you implement the Security and Compliance capabilities of Microsoft 365 for your organization that can help you identify and manage potential risks while keeping employees connected and productive.

As you use this toolkit, the navigation bar along the bottom helps you skip to specific sections of interest.

Text version here   >

| **Introduction to Security and Compliance** | **Secure Teamwork with Microsoft 365** | **Understand our capabilities** | **What resources are available to me?** |

Introduction to Security and Compliance

Privacy and compliance are deeply ingrained in the culture at Microsoft and embedded in the practices that are at the core of how we build and deliver our products and services.

Intelligent compliance and risk management solutions

Companies today face significant challenges to getting and staying compliant. Regulations are increasing around the world to help provide additional protection and control of data, often leading to increased costs.

Information Protection & Governance

Protect and govern data wherever it lives

Insider Risk Management

Identify and take action on critical insider risks

Discover & Respond

Quickly investigate and respond with relevant data

Compliance management | Simplify compliance and reduce risk

Microsoft 365 runs on trust

Microsoft's Trust Principles

Microsoft 365 meets the needs for security and compliance solutions in an age of increasingly sophisticated cybersecurity threats, as well as complex information protection needs. Learn why you should trust Microsoft for your security and privacy needs.

Security: $1 billion is invested on cybersecurity every year. 3,500+ security professionals analyze 6.5 trillion global signals. 5 billion malware threats are blocked each month.

Privacy: Microsoft provides users control over how data is collected and used. Privacy is built into services as part of the Microsoft Security Development Lifecycle.

Compliance: Integrated, AI-based solutions help you assess and manage compliance risk.

Our cloud-powered, intelligent security solutions help you protect users, data, and everything in between.

Information Protection & Governance	**Insider Risk Management**	**Discover & Respond**	**Compliance management**
Protect and govern data wherever it lives	Identify and take action on critical insider risks	Quickly investigate and respond with relevant data	Simplify compliance and reduce risk

**Introduction to Security and Compliance**   Secure Teamwork with Microsoft 365   Understand our capabilities   What resources are available to me?

Secure Teamwork with Microsoft 365

Integrated tools in Microsoft 365 leverage intelligence to reduce risk, addressing customer needs across four key pillars: Information Protection and Governance, Insider Risk Management, Discover and Respond, and Compliance Management.
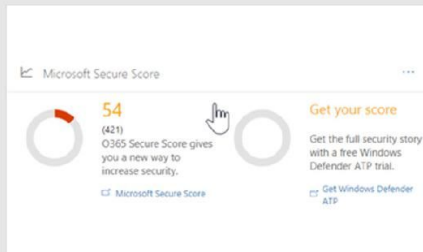
Analyze security

Secure Score evaluates your organization's security based on your regular activities and security settings in Office 365, including Teams.
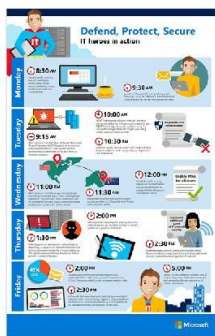
Learn how you can use Secure Score >

Stay compliant

Compliance Manager is a cross-Microsoft cloud services solution designed to help your organization meet complex compliance obligations through on-going risk assessment, actionable insights, and streamlined workflow across teams.

Manage your organization's compliance activities >

Day in the Life

Explore the ways Microsoft technology is used throughout a typical day or week by Compliance Officers, Service Engineers, and others.

Get everything you need including audit reports, white papers, and our latest solutions to keep your data secure from Microsoft's Service Trust Portal.

Get a deeper dive into Microsoft's security and compliance capabilities

Hear more about Microsoft's strategy directly from the experts. Watch these videos:

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Customer Success Stories:

Our customers have securely increased collaboration through Microsoft 365 while becoming more secure. Take a look at their stories.

reduced by

13.2%

IT compliance and eDiscovery costs are reduced by 13.2%. Companies reported reduced compliance and eDiscovery effort with Teams. The total three-year savings for the composite organization in relevant compliance costs attributed to Teams is $42,050.*

*Forrester Total Economic Impact™ Study Commissioned By Microsoft April 2019 The Total Economic Impact™ Of Microsoft Teams Improved Employee And Company Performance.

See what helps power security and compliance within Microsoft 365

Security

Identity & Access Management

Protect identities and control access to valuable resources based on user risk level

Information Protection

Protect sensitive information wherever it lives or travels

Threat Protection

Protect against advanced threats and recover quickly when attacked

Security Management

Gain visibility and control over security tools

Cloud Security

Sageguard your cross-cloud resources

Microsoft Endpoint Manager

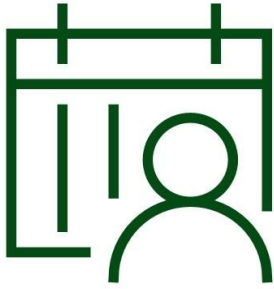Endpoint management for the modern workplace

Compliance

Introduction to Security and Compliance

Secure Teamwork with Microsoft 365

Understand our capabilities

What resources are available to me?

Plan for Security and Compliance

Jump start your Microsoft 365 compliance journey with re
Use Microsoft 365 tools like Planner or Project to manage

	30 Days	

Security and compliance roadmap milestones
 	
Microsoft's cybersecurity team created their top recommendations for implementing security capabilities to protect your Office 365 environment.
	• Begin checking Secure and Compliance Score for current score and recommendations.
	• Turn on audit logging for Office 365 and configure your tenant for increased security.
	• Regularly review dashboards and reports in the Microsoft 365 security center and Cloud App Security.
		• Continu
		  Complia
		  in the M
		  App Sec
		• Look fo
		• Conduc
		  phishing
		  passwo

Data privacy/ GDPR action plan
 	
A prioritized action plan you can follow as you work to meet the requirements of the GDPR and other local and industry compliance regulations around the world.
	• Understand your data privacy/GDPR requirements and consider engaging with a Microsoft GDPR Advisory Partner.
	• Start discovering the types of personal data you are storing and where it resides to comply with DSRs.
		• Start im
		  requirer
		  informa
		  capabili
		• Use Mic
		  to preve
		  protecti

e in Microsoft 365

commended action plans for the most common security and compliance standards.
each task, assign stakeholders, and link to supporting documentation.

90 Days	Beyond
ue to monitor Secure and ance Score, dashboards and reports Microsoft 365 security center, Cloud curity, and SIEM tools.	• Continue using Secure and Compliance Score, reviewing dashboards and reports, and implementing software updates.
r and implement software updates.	• Integrate eDiscovery into your legal and threat response processes.
t attack simulations for spear-g, password-spray, and brute-force rd attacks.	• Implement Secure Privileged Access (SPA) for identity components on premises (AD, AD FS).
	Action plan >
plementing compliance ments using Microsoft 365 tion governance and compliance ties.	• Use Microsoft 365 information governance tools and information protection to implement ongoing governance programs for personal data.
rosoft 365 security capabilities ent data breaches and implement ions for personal data.	• Monitor ongoing compliance across Microsoft 365 and other cloud applications. Consider addressing data residency requirements for EU personal data.
	Action plan >

How do I help my business adopt Security and Com

We've compiled this best practice guidance to help you get immediate benefits from your use of Microsoft's Security and Compliance capabilities. The steps in this guide are intended to be implemented in conjunction with your technical readiness workstream. Reach out to our [FastTrack](#) team or find a Microsoft partner to assist you in this work.

Best practices:

1. Assemble the right talent
2. Test with the right early adopters
3. Plan to engage with your business to help them onboard for maximum value
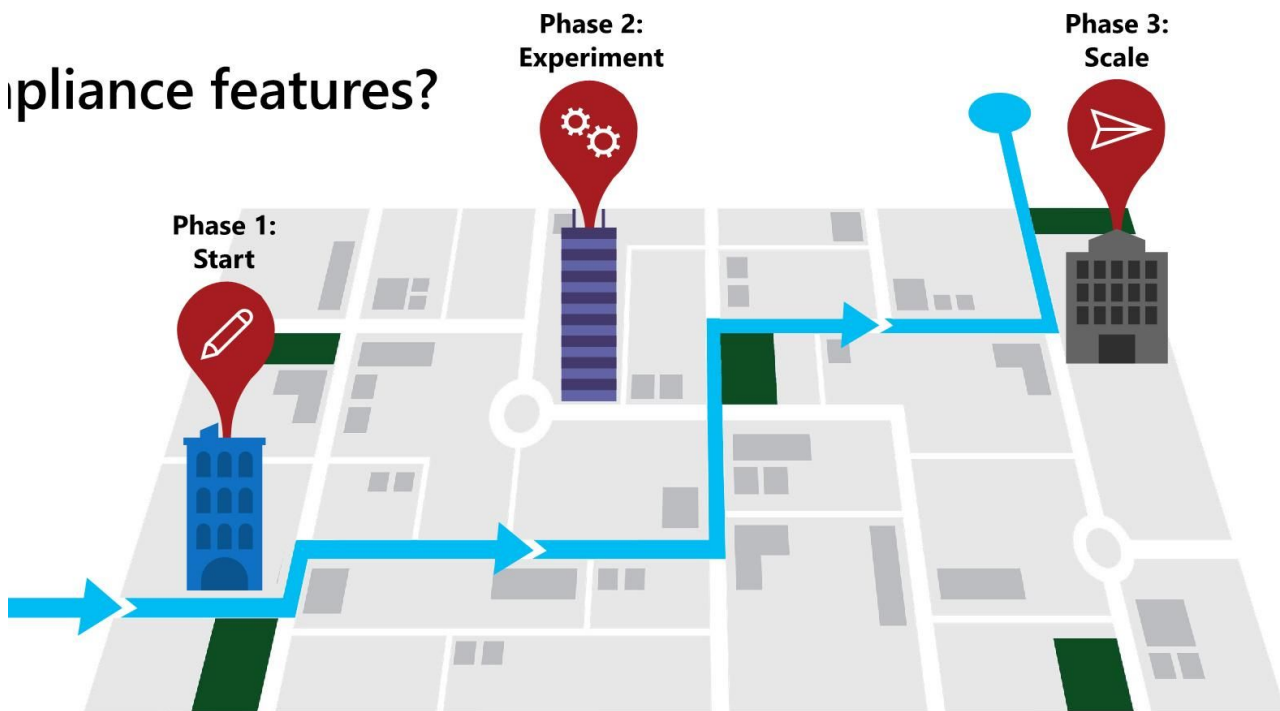
✏ Phase 1 **Start**

- ✓ **Getting Started**
- ✓ **Planning for Initial Adoption**
- ✓ **Your Project Team**
- ✓ **Setting up your Secure Environment**
- ✓ **Assess organizational readiness**

⚙ Phase 2

- ✓ **Governance C**
- ✓ **Selecting Early Gathering Fee**
- ✓ **Defining Usag**
- ✓ **Onboarding S**

**Phase 1:
Start**

**Phase 2:
Experiment**

**Phase 3:
Scale**

pliance features?

Experiment

uick Start

y Adopters and
edback

e Scenarios

upport

Phase 3 **Scale**

- ✓ **Outcomes and Success Measures**
- ✓ **Service Strategy and Stakeholder
Engagement**
- ✓ **Business Engagement**
- ✓ **Feedback and Reporting**
- ✓ **Awareness & Training Campaigns**
- ✓ **Schedule Security Health Reviews**

Download Sample Planning Template >

How do I help my organization adopt Security and Compliance capabilities?

Drive successful adoption

Visit our one-stop site, Microsoft 365 Security and Compliance, to find a selection of resources and tools to help your organization protect your data or comply with legal or regulatory standards. This page is your first stop for learning about security and compliance in Office 365. Other helpful resources are highlighted below.

- Plan for Security and Compliance
- Microsoft 365 Security Roadmap
- Microsoft 365 Service Descriptions
- Security Dashboard Overview
- Service Assurance
- Licensing FAQ

Ready IT Professionals

Help IT Pros plan, enable, and secure Microsoft 365 with these materials to navigate and deepen their understanding for a successful implementation.

- Microsoft Secure Score
- Security and Compliance Center
- Microsoft Trust Center
- Microsoft Service Trust Portal
- Microsoft Security Response Center
- CISO Workshop Training

Connect with your Community

Join us on the Microsoft Technical Community forum to meet other people who are focused on security in the Security, Privacy and Compliance forum, get your technical questions answered in the Microsoft Office 365 community and join the Driving Adoption forum to find out ways to drive usage of Office 365 solutions.

Click to view our guides