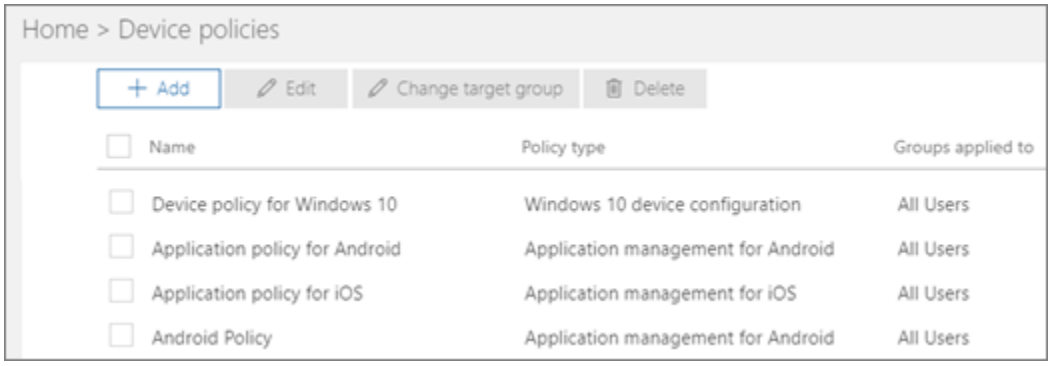
Manage Microsoft 365

View policies and devices in Admin Center

View device policies

1. Sign in to Microsoft 365 Admin Center with global admin credentials.
2. On the left nav, choose **Devices** > **Policies** > **Add**.

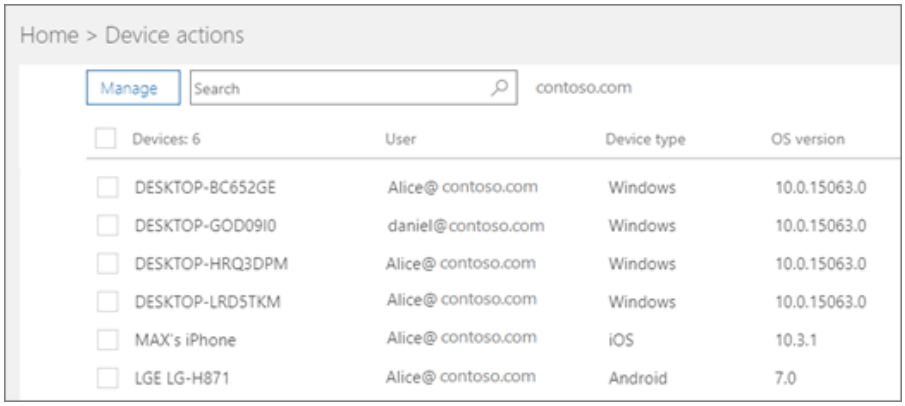
   On this page you can create, edit, change target group, or delete a policy.



View device actions

1. Sign in to Microsoft 365 Admin Center with global admin credentials.
2. In the admin center, on the **Device actions** card, choose **Device actions** to open the **Device actions** page.

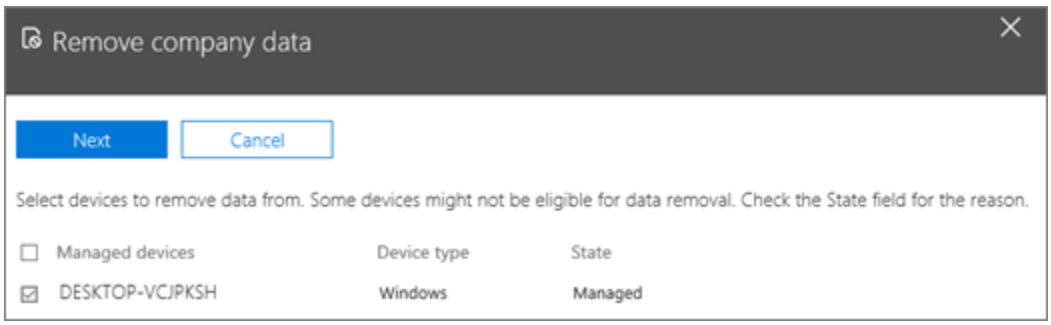
   On this page you can select one or more devices and either remove company data. For Windows 10 devices that you have set device protections settings for, you can also choose to reset the device to factory settings.



Remove company data

You can use Microsoft 365 Business to remove company data that your users have on their devices or Windows PCs that are protected by Microsoft 365. **If you remove company data from a device, you cannot restore it later**.

1. Sign in to Microsoft 365 Admin Center with global admin credentials.
2. On the left nav, choose **Devices** > **Policies** > **Manage**.
3. On the **Manage** page, choose or search for a user who's data you want to remove, and choose the name.
4. On the next pane, select the device or devices from the **Managed devices** list to remove data from and choose **Next**.

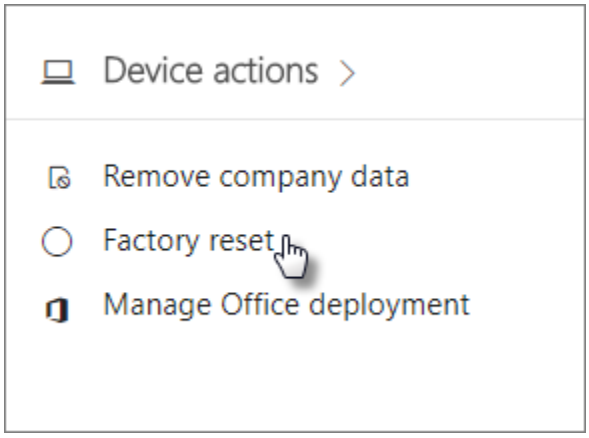


5. On the **Are you sure you want to remove company data on the devices** pane, choose **Remove** > **Close**.

Reset Windows 10 devices to their factory settings

A factory reset reverts a device to the original settings it had when the device was purchased. All apps and data on the device that were installed after purchase are removed. You can use Microsoft 365 Business to factory reset Windows 10 devices you manage.

1. Sign in to the Microsoft 365 Admin Center with global admin credentials.
2. In the admin center, on the **Device actions** card, choose **Factory reset**.

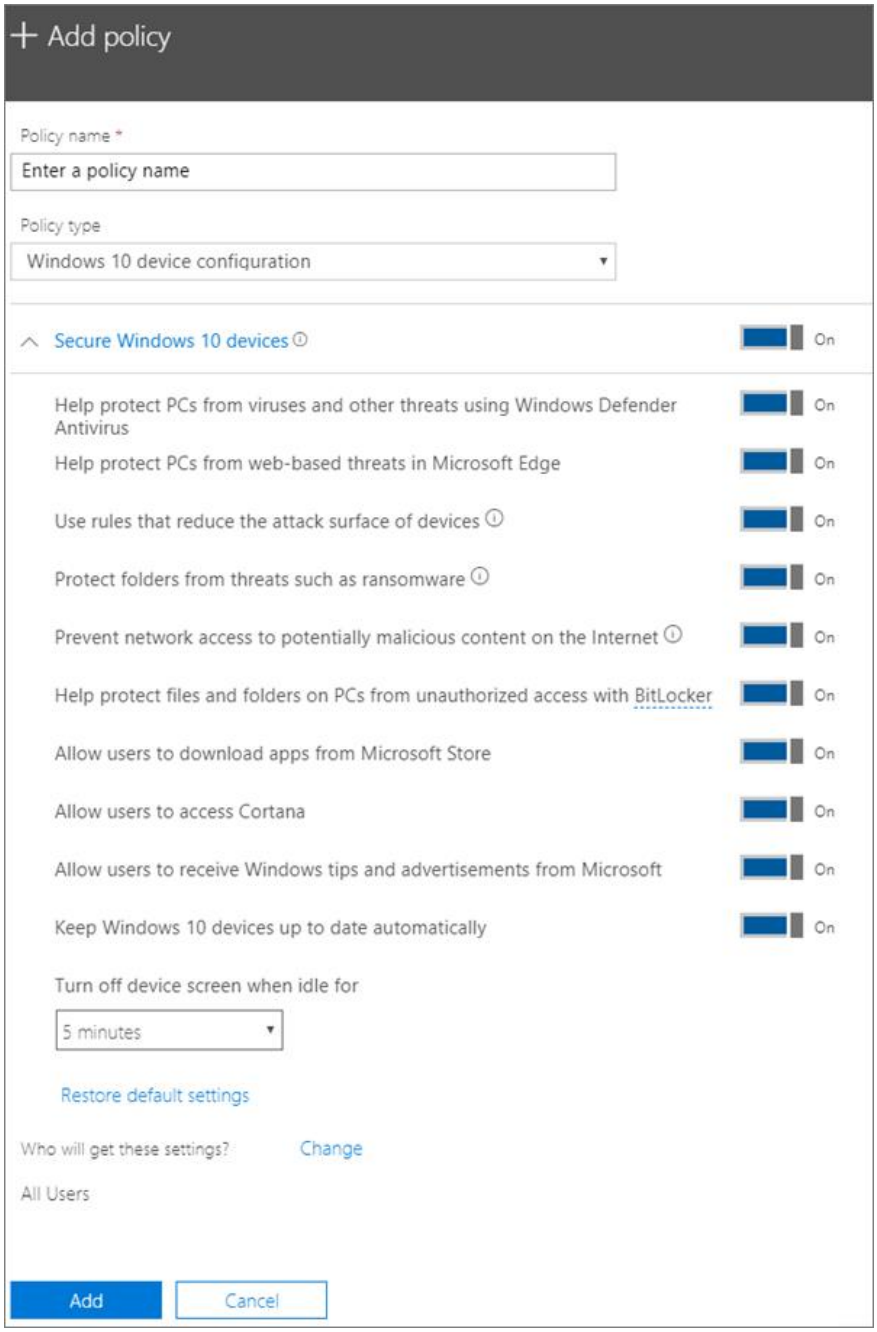


3. On the **Factory reset** pane, check the checkbox next to the device you want to remove data from and then choose **Select**.
4. On the **Are you sure you want to factory reset the devices below** pane, choose **Confirm** > **Close**.

Set device protection settings for Windows 10 PCs

Secure Windows 10 devices

1. Sign in to Microsoft 365 Admin Center with global admin credentials.
2. On the left nav, choose **Devices** > **Policies** > **Add**.
3. On the **Add policy** pane, enter a unique name for this policy.
4. Under **Policy type**, choose **Windows 10 Device Configuration**.
5. Expand **Secure Windows 10 Devices** > configure the settings how you would like.

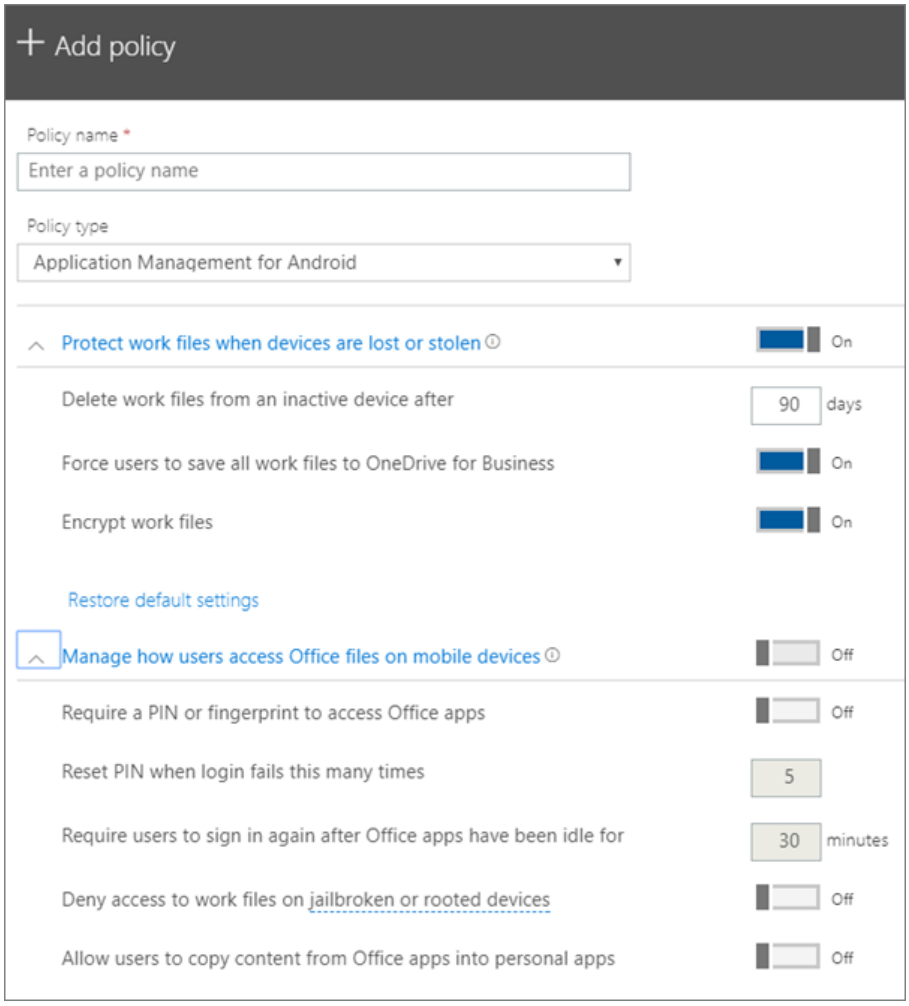


6. Next decide **Who will get these settings?** If you don't want to use the default **All users** security group, Choose **Change**, search for the security group who will get these settings > **Select**.
7. Finally, choose **Done** to save the policy, and assign it to devices.

Set app protection settings for Android or iOS devices

Create an app management policy

1. Sign in to [Microsoft 365 Admin Center] with global admin credentials.
2. In the admin center, choose **Devices** > **Policies** > **Add policy**.
3. On the **Add policy** pane, enter a unique name for this policy.
4. Under **Policy type**, choose **Application Management for Android**.
5. Expand **Protect work files when devices are lost or stolen** and **Manage how users access Office files on mobile devices** > configure the settings how you would like. The **Manage how users access Office files on mobile devices** is **Off** by default, but it is recommended that you turn it **On** and accept the default values.



6. Next decide **Who will get these settings?** If you don't want to use the default **All Users** security group, choose **Change**, choose the security groups who will get these settings > **Select**.
7. Finally, choose **Done** to save the policy, and assign it to devices.

Edit an app management policy

1. On the **Policies** card, choose **Edit policy**.
2. On the **Edit policy** pane, choose the policy you want to change
3. Choose **Edit** next to each setting to change the values in the policy. When you change a value, it is automatically saved into the policy
4. When you are finished, close the **Edit policy** pane.

Delete an app management policy

1. On the **Policies** card, choose **Delete policy**.
2. On the **Delete policy** pane, choose the policies you want to delete > **Select**, then **Confirm** to delete the policy or policies you chose.