

# Microsoft Information Protection Administrator

**Authorized** Microsoft Information Protection Administrator  
**SC-400** Distance Learning training.

## Target audience:

- Administrator
- IT specialist
- Security specialist
- Security engineer



## Purpose of the training

The training is intended for:

- Implementing information security on Microsoft 365 platform
- Implementing data loss prevention on Microsoft 365 platform
- Implementing information management on Microsoft 365 platform

Find out how to protect information in Microsoft 365 platform implementation. This course focuses on data management and protecting information in your organisation. The course includes implementing the rules of data loss prevention, confidential types of information, sensitivity labels, rules of data storage and coding Office 365 messages, as well as other related topics.



## Benefits of completing the training

- Explain and use sensitivity labels.
- Configure rules of data loss prevention.
- Secure messages in Office 365.
- Describe the process of configuring information management.

- Define key words related to Microsoft solutions to protect information and corporate governance.
- Explain content explorer and activity explorer.
- Describe how to use confidential types of information and classifiers who could be trained.
- Review and analyse DLP reports.
- Identify and limit DLP rules'violation.
- Describe DLP integration with Microsoft Cloud App Security (MCAS).
- Implement Endpoint DLP
- Describe record management
- Configure event navigated storage
- Import file index
- Configure rules of storage and labelling
- Create non-standard key word glossaries

Information protection administrator plans and implements control mechanisms which fulfill organisation's needs in terms of compatibility. The person is responsible for changing requirements and compatibility control into technical implementation. They help owners of organisational control in achieving compatibility with legislations. They cooperate with IT staff, owners of business applications, Human Resources and legal stakeholders to implement technology which supports the rules and mechanisms of control necessary to fulfill legal requirements related to their organisation. They also cooperate with Compatibility and Security Management, for example Compatibility director and Security Manager to assess the whole scope of the related risk of enterprise, as well as with partner while creating the rules. The person defines binding requirements and tests processes, as well as IT operations in terms of the rules and controlling mechanisms. They are responsible for creating these rules and data classification, data loss prevention, management and protection.



## Examination method

The exam is on-line. You can enroll at: <https://home.pearsonvue.com/Clients/Microsoft.aspx>



## Exam description

After the **SC-400** course, you can take **Microsoft** certification **exams**:an Authorized Test Center,online being monitored by an offsite proctor. Details on the website:

<https://docs.microsoft.com/pl-pl/learn/certifications/exams/sc-400>



## Expected Listener Preparation

- Basic knowledge of Microsoft 365 platform
- Basic knowledge of Microsoft security and compatibility technologies.
- Basic knowledge of terms associated with protecting information.
- Understanding concepts of cloud processing.
- Knowledge of Microsoft 365 platform products and services. An ability to use English language materials

To make work more convenient and training more effective we suggest using additional screen. Lack of extra screen does not make it impossible to participate in the training, but significantly influences the convenience of work during classes

Information and requirements concerning participation in distance learning trainings is available at: <https://www.altkomakademia.pl/distance-learning/#FAQ>



## Training Language

- **Training:** English
- **Materials:** English

## Training Includes

\* electronic handbook available at:

<https://learn.microsoft.com/pl-pl/training/>

\* access to Altkom Akademia student portal

Training method:

- theory
- demos
- individual laboratories
- 70% theory
- 30% practice

## Duration

3 days / 21 hours

## Training agenda

### 1: Implementing information protection on Microsoft 365 platform

- Introduction to information protection and management at Microsoft 365 platform
- Classify data in terms of protection and management
- Create and manage confidential types of information
- Describe Microsoft 365 coding
- Deploy mail coding in Office 365
- Configure sensitivity labels
- Apply and manage sensitivity labels

### 2: Implementing Data Loss Prevention on Microsoft 365 platform

- Prevent data loss on Microsoft 365 platform
- Deploying Data Loss Prevention in final points
- Configure DLP rules for Microsoft Cloud App Security and Power Platform
- Manage DLP rules and reports on Microsoft 365 platform

### 3: Deploying Information Management on Microsoft 365 platform

- Information Management on Microsoft 365 platform
- Manage Data Storage in Microsoft 365 platform overloads
- Manage records on Microsoft 365 platform