

Managing Microsoft 365 Governance and Compliance

This Microsoft 365 Governance and Compliance training teaches systems administrators how to use Microsoft 365 tools to maintain data governance, manage records, and ensure compliance with internal and external regulations. Learn how to automate workflows, archive sensitive data, configure retention policies, and manage compliance across your organization. This Microsoft 365 training is essential for maintaining a compliant and secure environment.

[CBT Nuggets course material](#) →

WEEK 1

Plan for Compliance Requirements

151 min.

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Creating Compliance Assessments	10
Communication Compliance Policies	6
Creating DLP Policies	8
Creating DSR Cases for GDPR Compliance	8
Service Assurance	7

Manage Information Governance

Overview	1
Configuring Data Retention Labels	5
Data Classification	6
Creating Retention Policies	9
Litigation Hold Setup	7
Records Management	12
Microsoft 365 Retention Policies	7

Implement Information Protection

Overview	1
Information Protection Solutions	5
Windows Information Protection	14
Implementing Label Policies	6
Implementing Information Rights Management	5
Alert Policies	5
Unified Labels	9

Manage Search and Investigation

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Planning and Configuring Audits	8

WEEK 2

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