



Microsoft Office 365 Admin Security Training Agenda

Microsoft Office 365 Admin Security Training – Security & Compliance

This training course is designed for IT System Administrators, Implementers and Security IT Personnel. This training is an instructor led 2-3 hour online training course by Cloud Advantage, designed to provide guidance for administration and management for Microsoft Office 365 security features including DLP, Personal Information protection, e-discovery, searches, allowing and blocking content.

Microsoft Office 365 Admin Center

PART I

Greetings!

Microsoft Office 365 - Accounts

- Lock down, block accounts
- Password policies
- Delete and purge accounts with the console or PowerShell
- Enable or disable specific license features from being used by users

Microsoft Exchange Online

- Filter and manage Spam, hygiene, malware and content filtering
- DKIM and DMarc settings
- Compliance
- Distribution groups – lock down from outside, prevent users from creating groups, abusing high profile groups
- Prevent users from enabling different types of clients – allow / block IMAP, POP, OWA, Outlook
- Add forwarding to mailboxes
- Delegate access to a mailbox for HR or Legal personnel to access
- Export mailboxes to PST files for availability indefinitely
- Turn on or off litigation holds for mailboxes.

- Add mail flow rules to redirect, manage, journal or archive mail data.
- Add encryption protection to certain messages.
- Create alerts for when admin accounts are accessed, delegates are added to executive mailboxes, etc.

Microsoft Office 365 Skype For Business (SFB)

- Lock down SFB accounts to prevent Skype communication externally.
- Enable SFB auditing and recording.

Microsoft Office 365 OneDrive

- Lock down external sharing
- Add compliance auditing

DLP – Data Loss Prevention and PII

- How does it work?
- What is it used for?
- Identify, detect, monitor and protect sensitive information.
- Reporting
- Customize DLP configurations
- Create, test and use a new DLP Policy

Ediscovery

- When is ediscovery used?
- Searching data
- Archiving sensitive data
- Litigation holds
- Email, SharePoint, and OneDrive ediscovery