

# SC-5007: Implement retention, eDiscovery, and Communication compliance in Microsoft

**Course Duration: 8 Hours**

**Course code: SC-5007**

## 1. Course Overview

The **SC-5007** course provides learners with the knowledge and practical skills required to implement retention policies, manage eDiscovery cases, and ensure communication compliance using **Microsoft Purview**. This training is designed to help organizations meet regulatory, legal, and internal compliance requirements by efficiently managing data lifecycle, investigations, and communication monitoring. Through hands-on labs and real-world scenarios, learners will gain the expertise to configure, monitor, and optimize compliance solutions in Microsoft Purview.

## 2. What you'll learn?

By the end of this course, you will be able to:

- Implement and manage **retention policies and retention labels** in Microsoft Purview.
- Configure and execute **Content Search and eDiscovery workflows**.
- Create and manage **Core eDiscovery and Advanced eDiscovery cases**.
- Understand and apply **communication compliance policies** to monitor risk and policy violations.
- Ensure data governance, regulatory compliance, and security alignment across Microsoft 365 environments.
- Use **reporting and auditing features** for compliance monitoring and continuous improvement.

### 3. Target Audience

This course is intended for:

- **IT Professionals and Administrators** responsible for compliance and data governance.
- **Security & Compliance Officers** managing organizational regulatory requirements.
- **Legal and Investigative Teams** conducting internal or external investigations.
- **Microsoft 365 Administrators** seeking to expand expertise in compliance and governance tools.

### 4. Pre-Requisites

To get the most out of this course, learners should have:

- A basic understanding of **Microsoft 365 services and compliance features**.
- Familiarity with **security and data governance concepts**.
- Experience working with **Microsoft 365 admin portals** is beneficial but not mandatory.

### 5. Course Content

#### **Module 1: Introduction to Microsoft Purview compliance solutions**

- Overview of Microsoft Purview
- Compliance requirements and governance challenges
- Core features and benefits

#### **Module 2: Implement retention policies and retention labels**

- Understanding data lifecycle management

- Creating and publishing retention labels
- Applying retention policies across Microsoft 365 workloads
- Monitoring and reporting retention compliance

### **Module 3: Implement Content Search and eDiscovery (Standard)**

- Overview of Content Search
- Creating and managing eDiscovery cases
- Placing content locations on hold
- Exporting and reviewing search results

### **Module 4: Manage Advanced eDiscovery workflows**

- Introduction to Advanced eDiscovery
- Collecting, processing, and analyzing content
- Managing custodians and legal hold notifications
- Reviewing and exporting case data

### **Module 5: Implement Communication Compliance**

- Overview of communication compliance in Purview
- Creating and managing communication compliance policies
- Monitoring internal and external communications for risks
- Reviewing alerts and remediating issues

### **Module 6: Reporting, auditing, and best practices**

- Using Microsoft Purview compliance portal reports
- Setting up audit logging and alerts
- Best practices for compliance management
- Ensuring continuous compliance and security alignment