Filename: microsoft-ms101-11-2-1-configure-information-retention
ShowName: Microsoft 365 Mobility and Security
SubTitle: Exam MS-101
Topic: Manage Data Governance
EpisodeName: Configure Information Retention
Description: Adam and Wes discuss the steps necessary to help you successfully configure information retention.

Configure Information Retention

Manage Microsoft 365 Governance and Compliance (35-40%)

Manage Data Governance
• Configure Information Retention
• Plan for Microsoft 365 Backup
• Plan for Restoring Deleted Content
• Plan Information Retention Policies

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Configure Information Retention

There are 2 ways to retain information:

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• Information Retention Policies - used to retain information for a specified
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period of time, delete data after a specified time period, and/or delete data when it is a certain age.

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• Retention Labels - displayed in apps such as Outlook and OneDrive. Users can
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use them to retain or delete data. Labels can also be automatically applied based on conditions specified (E5 required)

What are the prerequisites?

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• To use retention policies for Exchange mailbox data, mailboxes must be tied
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to EITHER an Exchange Online Plan 2, an E3 or E5. Anything else requires a separate Exchange Online Archiving license.

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• To use retention policies for SharePoint you need a SharePoint Online
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Plan 2, an E3 or E5.

Retention Policies Capabilities include:

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• Exchange email, which targets mailboxes. You can use a distribution group
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or a mail-enabled security group as a target, but the groups are expanded at the time of use, and are not dynamic.

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• SharePoint Sites

• OneDrive accounts

• O365 Groups

• Skype for Business

• Exchange Public Folders

• Teams Channel messages

• Teams chats
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NOTE: Retention labels have the capability to start the retention period at the time of labeling, while retention policies start the retention based on the age of the content, or last modification date.