MERCURY

Digital Preservation & Compliance in SharePoint Online (SPO)

25 – 29 July 2027
Manama (Bahrain)



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Digital Preservation & Compliance in SharePoint Online (SPO)

Ref: 16150_1084745 **Date:** 25 – 29 July 2027 **Location:** Manama (Bahrain) **Fees:** 4900 Euro

Introduction to Digital Preservation & Compliance in SharePoint Online SPO:

In today's fast-evolving digital landscape, organizations are increasingly relying on SharePoint Online SPO for document management and collaboration. This Digital Preservation and Compliance in SharePoint Online SPO course addresses the critical needs of long-term digital records preservation and compliance within modern enterprise environments.

As regulatory requirements and digital continuity demands grow, professionals with robust knowledge and strategic skills are in high demand. This Digital Preservation and Compliance in SharePoint Online SPO training equips participants with the tools and methodologies to preserve digital records over time while meeting global compliance standards.

Participants will explore SPO's built-in features and third-party tools used for electronic records lifecycle management. This Digital Preservation and Compliance in SharePoint Online SPO program emphasizes aligning preservation practices with governance, risk management, and regulatory frameworks. Learners will lead preservation initiatives and enhance digital sustainability in SharePoint Online environments.

Targeted Groups:

This Digital Preservation and Compliance in SharePoint Online SPO training targets professionals seeking specialized knowledge and skills:

- Electronic Records Managers.
- SharePoint Online Administrators.
- IT Governance Professionals.
- Digital Archivists and Records Officers.
- Compliance and Legal Affairs Professionals.
- Information Governance Managers.
- Business Continuity Planners.
- Enterprise Content Managers.
- Regulatory Compliance Auditors.
- Risk and Information Security Officers.

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Course Objectives:

Participants will achieve the following objectives by completing the Digital Preservation and Compliance in SharePoint Online SPO course:

- Define digital preservation and its importance in cloud collaboration platforms.
- Identify compliance requirements affecting electronic records in SharePoint Online.
- Apply SPO policies and tools for retention and lifecycle management.
- Analyze risks to digital continuity and formulate mitigation strategies.
- Implement content classification to support compliance and retrieval.
- Evaluate the effectiveness of applied governance and auditing processes.
- Differentiate between record types and apply metadata strategies effectively.
- Monitor and report compliance using SPO analytics and insights.
- Design workflows that enhance the preservation of high-value records.
- Integrate digital preservation best practices within organizational policies.
- Lead digital continuity planning across SharePoint Online implementations.
- Collaborate across departments to ensure full lifecycle compliance.

Targeted Competencies:

Participants will gain the following competencies during the Digital Preservation and Compliance in SharePoint Online SPO program:

- Mastery of SharePoint Online preservation features.
- Competency in compliance strategy implementation.
- Risk mitigation in digital continuity.
- Effective metadata design and classification.
- Policy configuration for record retention.
- Collaboration and communication in regulatory compliance.
- Audit readiness and reporting capabilities.
- Strategic planning for long-term digital sustainability.

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Course Content:

Unit 1: Foundations of Digital Preservation and Compliance in SPO:

- Understand the principles of digital preservation.
- Identify core regulatory compliance mandates.
- Explore SharePoint Online's architecture for recordkeeping.
- Examine the lifecycle of digital records in cloud environments.
- Introduce key SPO compliance tools labels, retention policies, etc..
- Compare SPO with traditional document management systems.
- Assess SPO's capacity for scalable digital preservation.
- Discuss the roles of stakeholders in preservation and compliance.

Unit 2: Records Management Strategies in SharePoint Online:

- Set up retention labels and policies in SharePoint Online SPO.
- Apply compliance center features to manage electronic records.
- Enable data classification and sensitivity labels.
- Understand disposition reviews and lifecycle events.
- Align SPO configurations with legal hold requirements.
- Create and maintain record centers in SharePoint.
- Utilize metadata for enhanced discoverability and regulatory compliance.
- Automate record capture from Microsoft Teams and Outlook integrations.
- Analyze the differences between in-place and centralized record management.

Unit 3: Enhancing Digital Continuity and Governance Frameworks:

- Define digital continuity and its relevance in SharePoint Online.
- Map continuity risks associated with digital migration and storage.
- Build digital continuity strategies within governance plans.
- Implement structured version control and change tracking.
- Utilize audit logs and activity tracking to monitor compliance.
- Embed data loss prevention DLP features within SPO.
- Manage user access and permissions securely.
- Align digital preservation efforts with IT governance policies and procedures.
- Evaluate SPO's integration with Microsoft Purview for compliance management.

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Unit 4: Regulatory and Legal Compliance in SharePoint Online:

- Interpret GDPR, HIPAA, and other key regulations impacting digital records.
- Implement legal hold features and compliance solutions to ensure adherence to regulations.
- Document audit trails and demonstrate readiness for compliance.
- Coordinate compliance with internal policy audits and external reviews.
- Generate compliance reports using SPO tools.
- Apply multilingual and accessibility features for inclusive compliance.
- Recognize implications of non-compliance and potential penalties.
- Understand Microsoft's compliance certifications and cloud commitments.
- Customize SPO environments for industry-specific regulations.

Unit 5: Advanced Preservation Practices and Future Readiness:

- Integrate AI and automation for record classification.
- Leverage machine learning for compliance tagging.
- Plan for data retention beyond active use phases.
- Develop Standard Operating Procedures SOPs for archiving inactive but important records.
- Optimize preservation across hybrid environments on-premises and cloud.
- Promote knowledge continuity through digital preservation.
- Train staff in records handling and compliance awareness.
- Conduct future-proofing assessments for SPO environments.
- Foster collaboration between IT, legal, and compliance units.

Final Insights & Key Takeaways:

By mastering digital preservation and compliance in SPO, organizations gain stronger control over regulatory risks and manage their records' lifecycle more effectively. Participants will leave with advanced tools to support long-term digital continuity. This Digital Preservation and Compliance in SharePoint Online SPO course bridges technical understanding with strategic oversight in managing electronic records. Effective preservation planning ensures sustainability, security, and accountability in SharePoint Online environments.