

MICROSOFT 365: NOW, MORE THAN EVER, IS THE TIME TO LEARN!

Tom O'Connor
Director
Gulf Coast Legal Tech Center

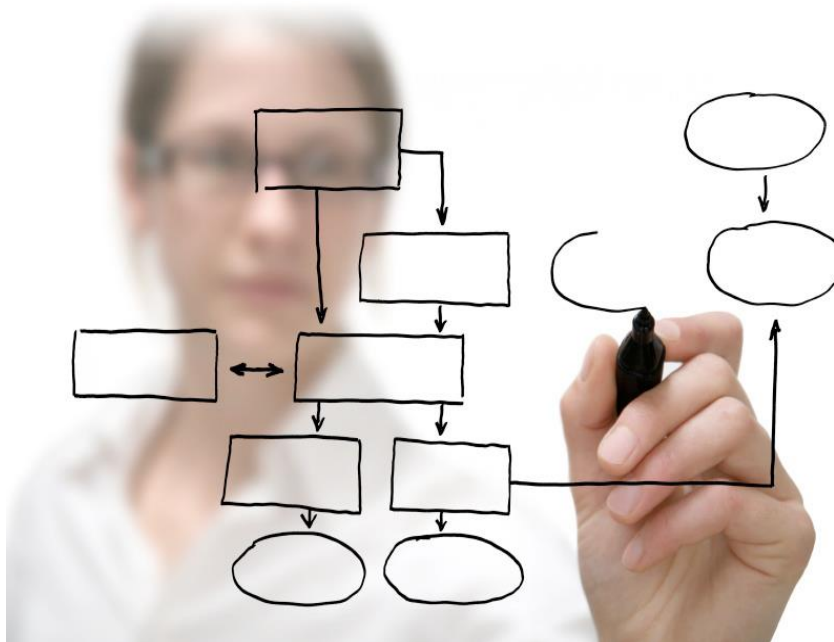


YOUR PRESENTERS



AGENDA

- WHY IS THIS IMPORTANT?
- WHAT IS MICROSOFT 365
- DEFINITIONS
- COMPLIANCE CENTER
- EDISCOVERY FEATURES
- CONCLUSIONS



WHY MUST I UNDERSTAND TECHNOLOGY ?



DUTY OF TECHNICAL COMPETENCE

The New Office.



Worry Less



Outlook Multi-Factor
Auth



New DLP Policies



Deferred Updates



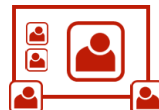
Hello

Single Sign On

Work Easier



Co-authoring



Skype Meetings



Modern Attachments



Shared Notebooks

Work Together



Office Everywhere



Get through your
email faster



Tell Me

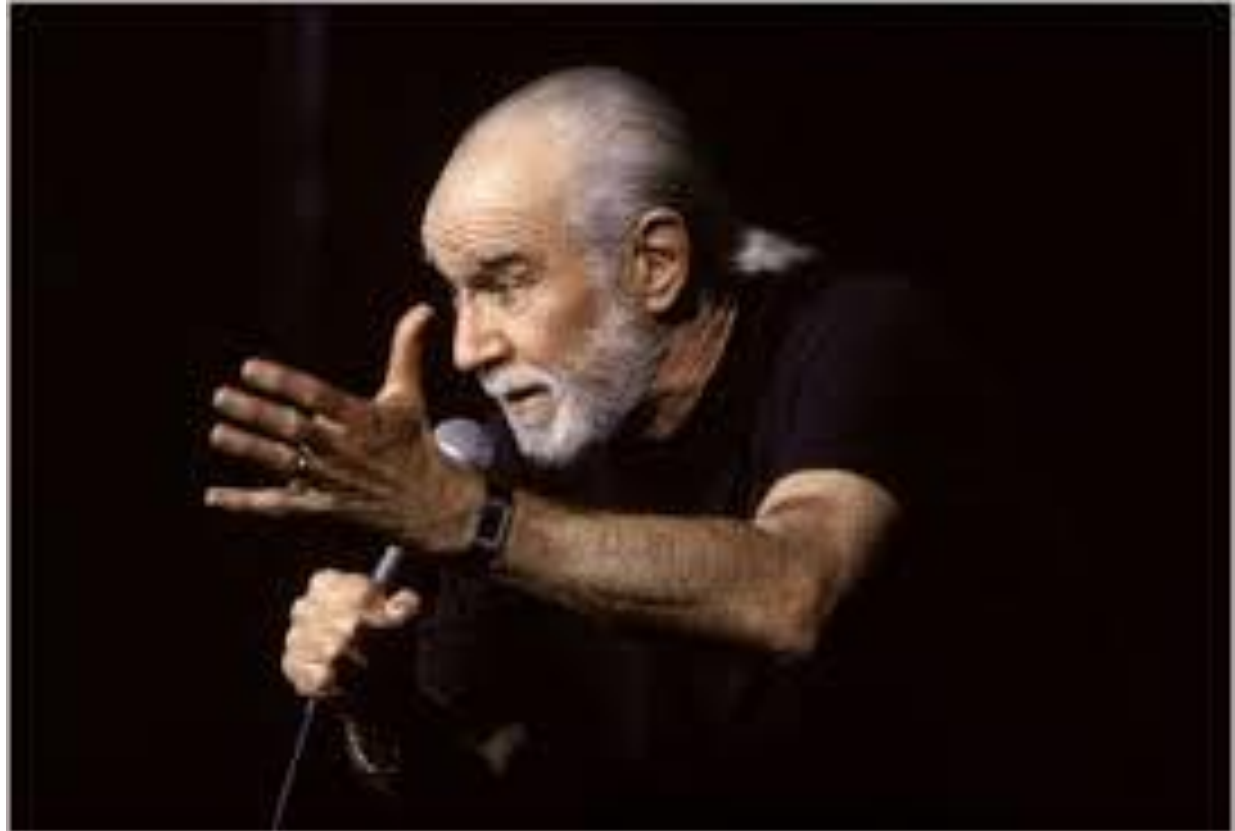


Smart
Lookup



Always there

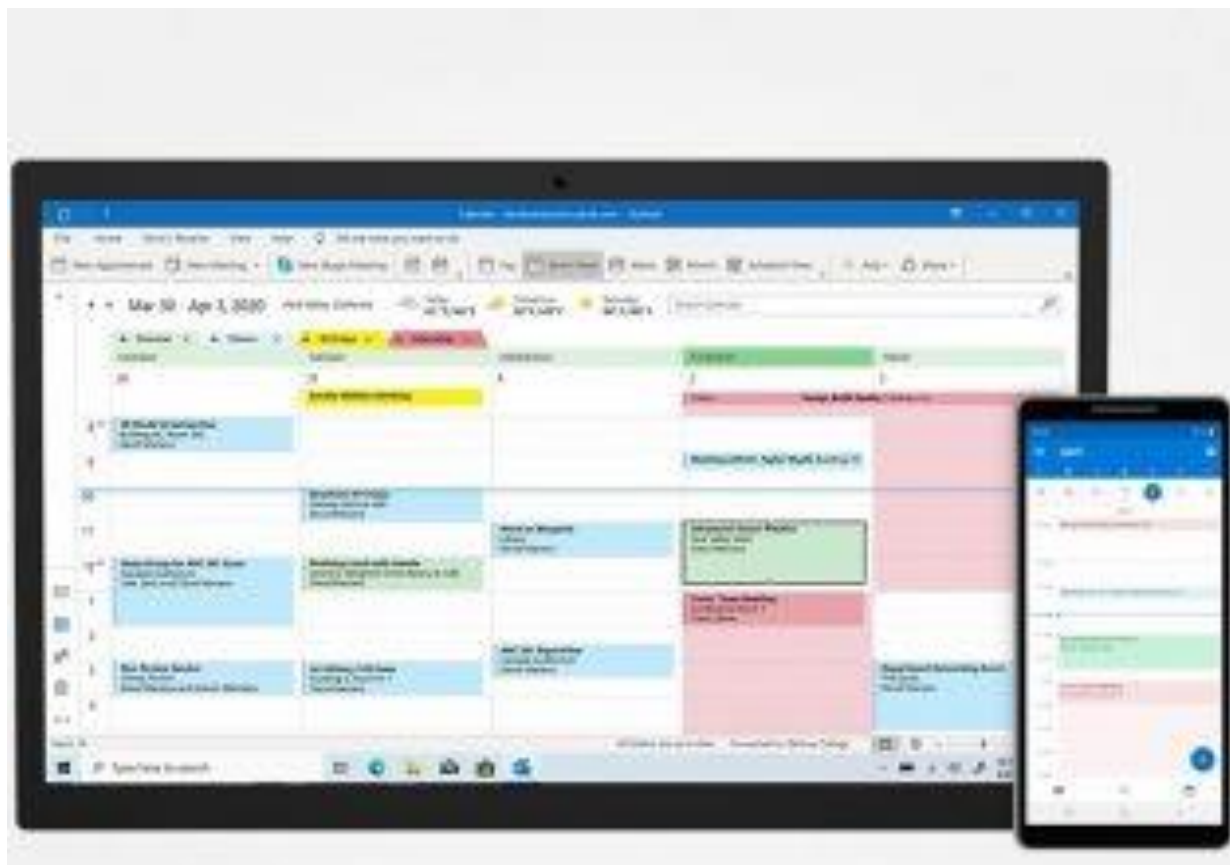
THE PROBLEM



THE NEXT GENERATION



SMARTER CALENDARS & EMAIL



ONE DRIVE VAULT

The screenshot shows the 'Save As' dialog in Microsoft Word. The title bar reads 'Document1 - Word' and the user is identified as 'Sara Davis'. The left sidebar contains navigation options: Info, New, Open, Save, Save As (highlighted), Print, Share, Export, Close, Account, Feedback, and Options. The main area is titled 'Save As' and features a 'Recent' section with the following locations:

- OneDrive - Contoso (SaraD@contoso.com)
- Sites - Contoso (SaraD@contoso.com)
- OneDrive
- This PC
- Add a Place
- Browse

The 'OneDrive - Contoso' location is selected, showing a file list with columns for 'Name' and 'Date modified':

Name ↑	Date modified
Forms	7/28/2016 8:12 PM
My Stuff	8/9/2016 4:29 PM
Contoso Patent App 150219a.docx	8/9/2016 4:29 PM
Notes from Staff Meeting.docx	11/21/2016 4:22 PM
Product Marketing Slogans.docx	8/9/2016 4:29 PM

The 'Save As' dialog includes a text input field containing 'Newsletter', a file type dropdown menu set to 'Word Document (*.docx)', and a 'Save' button. A mouse cursor is pointing at the dropdown menu.

DESIGNER

The screenshot displays the Microsoft PowerPoint Designer interface. The main window shows a slide titled "THE NEXT GENERATION" with a red background and a white cloud graphic containing icons for Microsoft Word, PowerPoint, and OneDrive. The text "Microsoft 365" is visible on the slide. The interface includes a ribbon with tabs for File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, Help, and Kofax PDF. The View tab is active, showing options for Color, Grayscale, and Black and White. The Design Ideas pane on the right shows three design suggestions for the slide. The status bar at the bottom indicates "Slide 6 of 27" and "69%".

AutoSave On | 0365 LSBA MAY 18^J 2020 - Saving... | Search | Tom O'Connor

File Home Insert Design Transitions Animations Slide Show Review **View** Help Kofax PDF | Share | Comments

Normal Outline View Slide Sorter Notes Page Reading View | Slide Master Handout Master Notes Master | Ruler Gridlines Guides | Notes | Zoom Fit to Window | Color Grayscale Black and White | New Window Cascade Move Split Window | Switch Windows | Macros

6 THE NEXT GENERATION
Microsoft 365

7 STILL THE PROBLEM

8 EDRM WORKFLOW
Electronic Discovery Reference Model

Design Ideas

THE NEXT GENERATION
Microsoft 365


THE NEXT GENERATION
Microsoft 365

THE NEXT GENERATION
Microsoft 365

Slide 6 of 27 | Notes | 69% | 9:36 AM

COLLABORATION

Introduction to Microsoft Teams in Preview 6 / 61



THEN

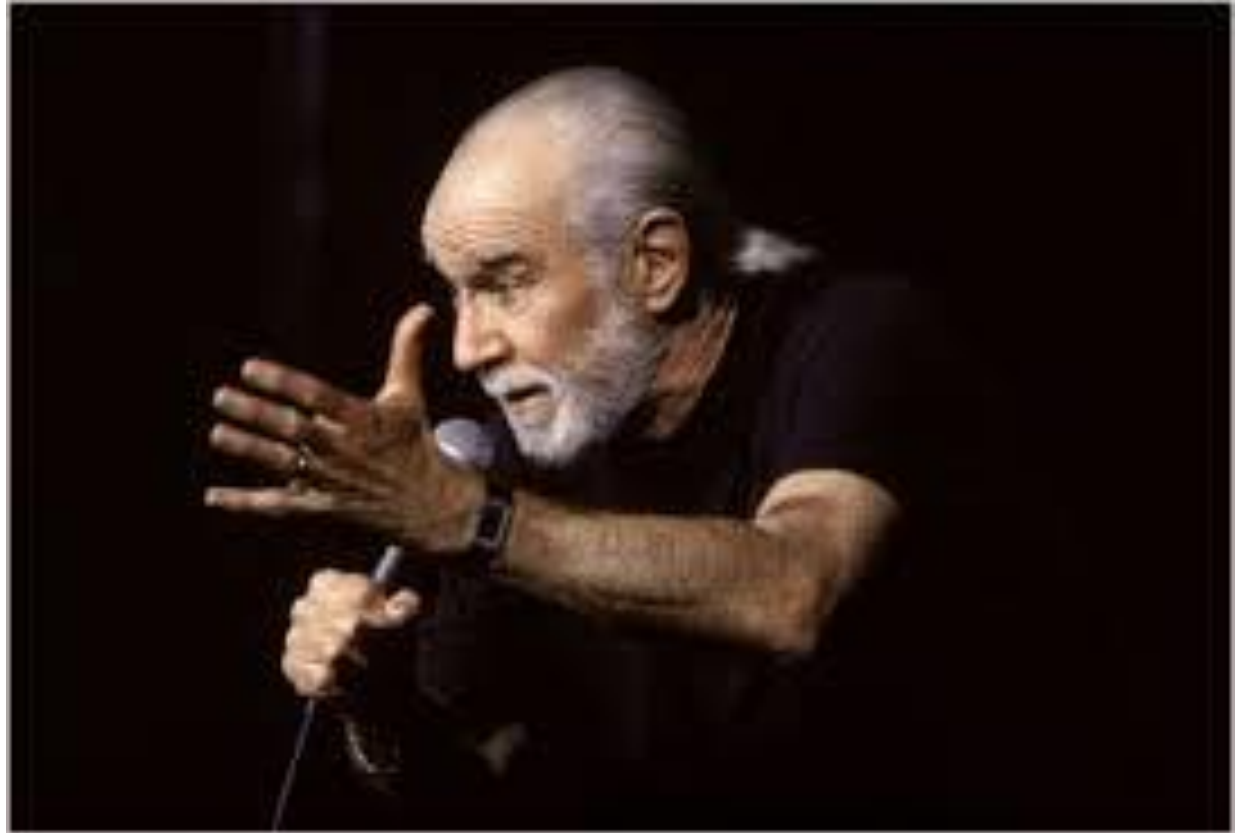
NOW

Employees work on **2x** more teams now than they did five years ago¹

¹ Source: 2009, 2014 US IW Survey

Navigation icons: refresh, download, print, zoom in, zoom out, zoom reset.

STILL THE PROBLEM



eDISCOVERY

For each eDiscovery request...

To answer this...

What are we looking for? 

Who has it? 

Where do we look for it? 

How do we get it? 

What does it look like? 

eDiscovery teams need to...

Have common understanding of the request

Define the custodians and SMEs

Define the locations to search against

Define the query to find it

Review, reduce, export the results

ONE SOLUTION

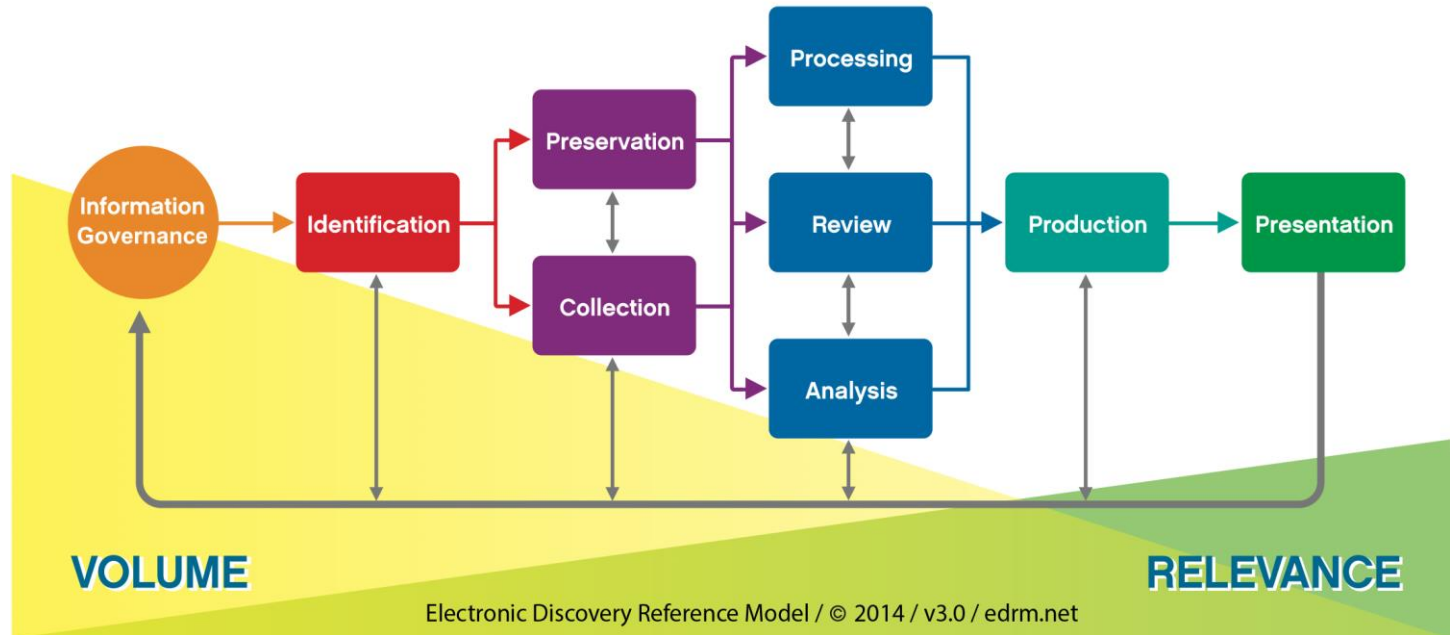


"Good news, chief, a computer virus destroyed all our documents."

CN
COLLECTION

EDRM WORKFLOW

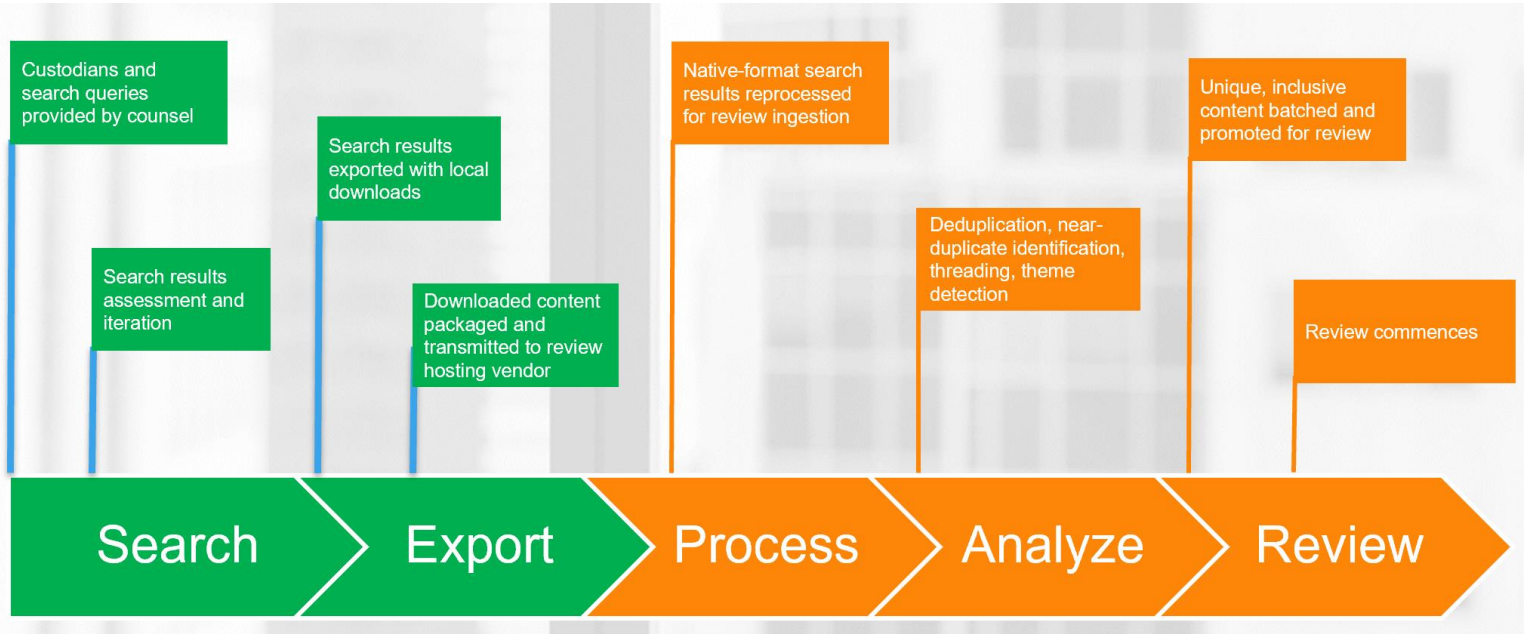
Electronic Discovery Reference Model



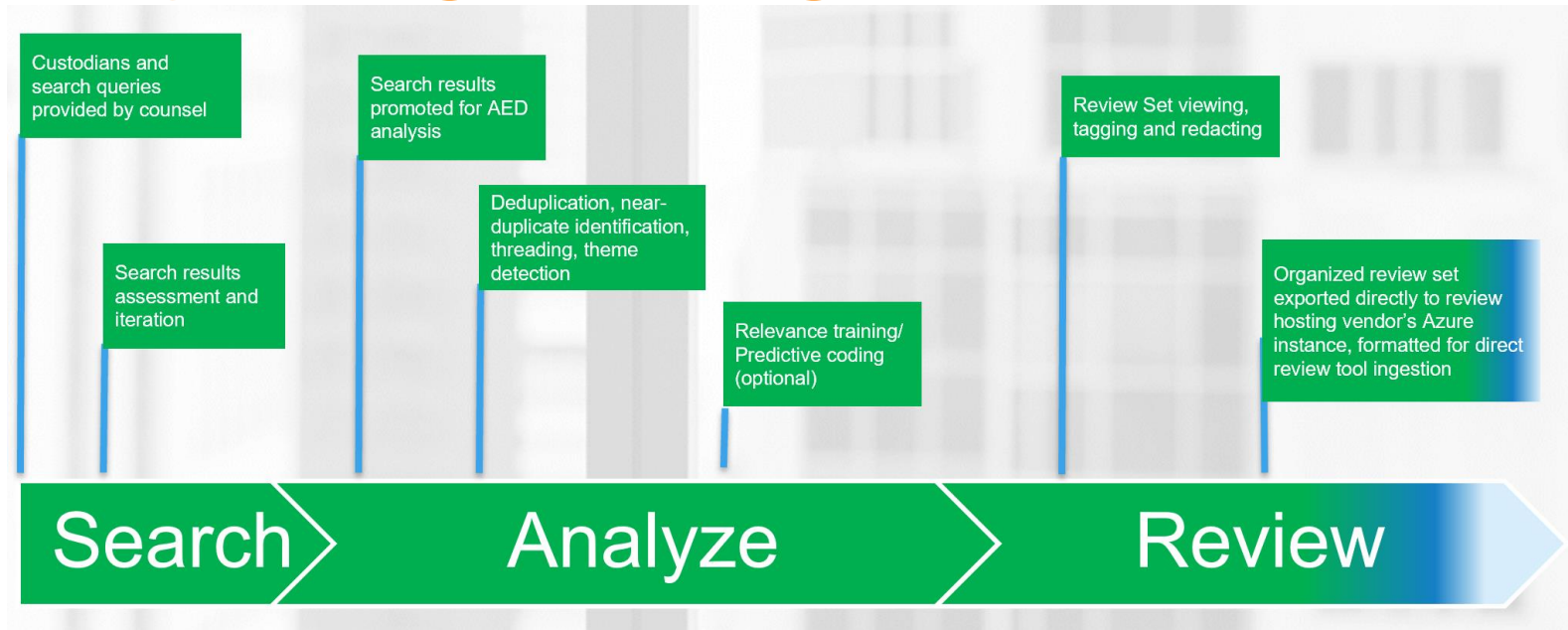
MICROSOFT 365 WORKFLOW



MICROSOFT 365 CORE WORKFLOW

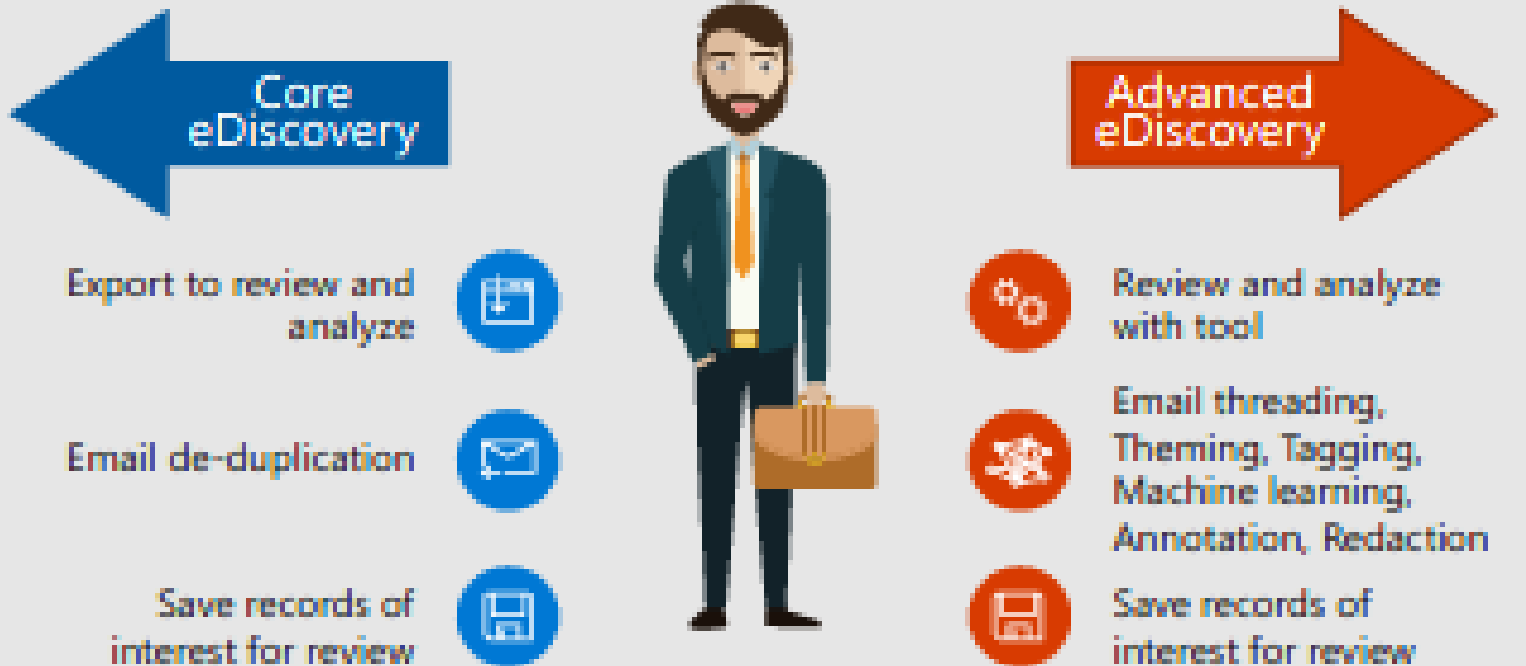


MICROSOFT 365 AeD WORKFLOW



eDISCOVERY

Review | Reduce | Export the results...



COMPLIANCE CENTER

Contoso Electronics Microsoft 365 compliance

Home
Compliance score
Data classification
Data connectors
Alerts
Reports
Policies
Permissions

Solutions
Catalog

More resources
Customize navigation
Show all

Welcome to the Microsoft 365 compliance center

Intro Next steps Give feedback

Welcome to the Microsoft 365 compliance center, your new home for managing compliance needs using integrated solutions for classification, information governance, case management, and more. [Learn more about the Microsoft 365 compliance center](#)

Next Close

+ Add cards (preview)

Microsoft Compliance Score

Compliance Score: 78%

Compliance Score measures your progress towards completing recommended actions that help reduce risks around data protection and regulatory standards.

[Learn more about Compliance Score](#)

Protect Information	0 / 318
Govern Information	0 / 101
Manage Compliance	36 / 1664
Manage Internal Risks	0 / 56
Discover And Respond	0 / 220
Control Access	0 / 444
Manage Devices	54 / 594

■ Current score ■ Remaining score

Manage Compliance Score

Solution catalog

Discover solutions for your compliance needs

Discover new and improved compliance and risk management solutions available to your org.

Explore the catalog to learn about the benefits of each solution and how they intelligently work together to help meet your compliance needs.

View all solutions in the catalog

Active alerts

19 active alerts

Alert name	Severity	Last activity
Windows Defender AV detected 'Pawaders' unwanted softw...	None	September 3, 2018 12:02 AM
Windows Defender AV detected 'AakToolbar' unwanted soft...	None	September 2, 2018 11:51 PM
Windows Defender AV detected 'FusionCore' unwanted soft...	None	September 3, 2018 12:14 AM
Windows Defender AV detected 'InstallCore' unwanted soft...	None	September 3, 2018 12:25 AM
Windows Defender AV detected 'Hakey' credential theft mal...	Low	September 3, 2018 12:46 AM
Windows Defender AV detected 'Thunder' unwanted softwa...	None	September 3, 2018 1:16 AM
A process was injected with potentially malicious code	Medium	September 2, 2018 11:56 PM
Windows Defender AV detected 'XuaZip' unwanted software	None	September 3, 2018 1:14 AM

Show more



InPrivate Home - Security & Corr x + v
https://protection.office.com/homepage

Contoso Electronics Office 365 Security & Compliance

Microsoft 365

Check out the new homes for Microsoft 365 security and compliance

Check out the new homes for Microsoft 365 security and compliance. Designed with accessibility and usability in mind, [Microsoft 365 security center](#) and [Microsoft 365 compliance center](#) are specialized workspaces for managing security and compliance across Microsoft 365 services. [Learn more](#)

Office 365 [Customize](#)

Welcome to the Security & Compliance Center

We're busy building a one-stop shop for security and compliance across Office 365. Keep an eye out for new features coming your way. As always, your feedback is a critical part of our blueprint, so take a look around and let us know what you think.

[Take a tour](#)

✓ We're committed to helping on your GDPR journey

GDPR is all about protecting and enabling individuals' privacy rights inside the European Union (EU). Our tools can help you detect, classify, and secure this sensitive info across locations (like Exchange, OneDrive, and more) and can also help you quickly find and export content in response to data subject requests.

[Go to the GDPR dashboard](#)

Information governance

Search for users

Search for users

Recommended for you

Import data into Office 365

Have data in servers that's being protected by our security compliance features? Import it into Office 365.

[+ Create an import](#)

Classify and govern user data

General Data Protection (GDPR) requires organizations to properly govern personal sensitive information.

Microsoft Secure Score

Total score: 132/702

This score reflects the collective security state of your identities, data, devices, apps, and infrastructure.

Updated 12/13/2019

Score
50
100
132
130
132

[Need help?](#) [Feedback](#)

COMPLIANCE CENTER

Integrated tools leveraging intelligence to reduce risk



Simplify assessment of compliance risk and posture with actionable insights



Integrated protection and governance of sensitive data across devices, apps and cloud services



Intelligently respond to data discovery requests





CUSTODIAN APPROACH

EDISCOVERY PROCESS IS BUILT AROUND IDENTIFYING CUSTODIANS, AND NOT A COLLECTION OF DATA SOURCES.

USE MULTIPLE TOOLS TO MANAGE THE LEGAL WORKFLOWS AROUND CUSTODIANS, E.G. TO MANAGE COMMUNICATIONS TO THEM BUT CONSTANTLY CONSOLIDATING

SOME DATA, EG EMPLOYMENT HISTORY AND MULTIPLE IDENTITIES FOR A CUSTODIAN TODAY PULL FROM MULTIPLE SYSTEMS. THAT WILL CHANGE



R E V I E W



ROADMAP

Search
& export

WHERE WE WERE

- Collect data out of Office 365 and export to 3rd party tools

Advanced
eDiscovery:
Analytics,
search &
tagging

WHERE WE ARE NOW

- Single eDiscovery process across Office 365 and non-Office 365
- Minimize the data you export out of Office 365

Solutions
for FCIM
investigation

**FUTURE
IS NOW**

- Custodian management
- Document review and redact
- Enhanced search
- Enhanced processing
- Early intelligence

PRICING



- E3 \$20/USER
- E3 + "COMPLIANCE SKU" (I.E. ADVANCED EDISCOVERY) \$20 + \$10/USER = \$30/USER
- E5 (COMPLIANCE SKU + ADVANCED SECURITY SKU) \$35/USER





Gulf Coast

Legal

Technology

Center

Tom O'Connor
Director
Gulf Coast Legal Tech Center

504-324-1141

www.gulfltc.org

toconnor@gulfltc.org

[linkedin.com/in/tom-o-connor-aa03494](https://www.linkedin.com/in/tom-o-connor-aa03494)