

Lab Instructions: Cloud App security Alerts

1. Under Managed Advance Alert click on [Go to Office 365 Cloud App Security](#)
2. Expand the menu on the left and select **Alerts**

Phew, you have no open alerts

3. Under alerts
Select the down arrow next to **Create Policy** and select **File Policy**
4. Policy Name: File protection Demo Policy
5. Description: File protection Policy
6. For policy severity select **Medium**
7. For category select Compliance
8. Keep scrolling down until you get to **Alerts**
9. Under **Alert** select **Create an Alert for each matching File**
10. Select **Send an Alert as Email**
11. For the email address type Alexw@m365x255470.onmicrosoft.com
12. Scroll down and select **Microsoft One Drive for Business** under **Governance Actions**
13. Scroll down and select
14. **Send Policy Match Digest to the owner, Put in User quarantine**
15. Select **Create**