Set Up Information Protection

Configure AIP Label

Configure Azure Information Protection

In this exercise you will create an AIP label and add it to the default policy.

Perform the following steps

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1. You are already logged on and signed in to `https://portal.azure.com/`

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2. In the Search box at the top of the page type **Azure Information Protection and Press Enter.**

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3. Click on **Azure Information Protection**

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4. Click on **Labels** under **Classification**.

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5. Click + **Add a new label** on the bottom

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6. A new page will Appear

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7. On the new page, configure the following:

   (Scroll down when necessary …check for the arrow on the scroll bar)

   - Enabled **On**
   - Label display name **PPI**
   - Description **Documents, Files and emails with PIIs**

- Color **Black**
- Set permissions for documents and emails containing this label **Protect**
- On the Protection page on the right side, select **Set user-defined permissions (Preview)** and click **Ok**.
- Documents with this label have a header **Off**
- Documents with this label have a footer **Off**
- Documents with this label have a watermark **On**
- Watermark text: **Personal Identifiable Information**
- Watermark font size: **Auto**
- Watermark font name: **Default**
- Watermark color: **Black**
- Watermark layout: **Diagonal**
- Click **Save** in the upper left corner.

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8. You are asked if you are sure to save the changes. Click **Ok** to answer the prompt.

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9. Click on **Policies** from Classification.

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10. Click on the **Global** policy to edit it.

- Below the list of labels, click on **Add or remove labels**.
- From the right-side menu, select **PPI** and click **Ok**.
- Also go down to **Users must provide justification to set a lower classification label, remove a label, or remove protection** and switch it to **On**.
- Click **Save** in the upper left corner.

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11. You are asked if you are sure to save the changes. Click **Ok** to answer the prompt.

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12. Close the Policies windows by clicking the **X** in the upper right corner.

You have now created a new label and added it to the default policy, valid for all users of your tenant.