Lab Instructions – Customer Lockbox

Enabling Customer Lockbox in the Office 365 admin center

- 1. Sign in to Office 365 admin center
- 2. Go to the Office 365 admin center.
- 3. Navigate to Settings > Settings, Security & privacy and scroll to locate Customer Lockbox
- 4. Tturn on lockbox requests. Then click on Save.

Customer Lockbox	×
Require Approval	
Require approval for all data access requests Off	
Save Close	