

Lab Instructions – DLP policy for restriction of data with US Bank Account numbers

1. From Microsoft 365 Admin Center select **Security**
2. Expand **Data Loss Prevention** and select **Policy**
3. Click on **Create New Policy**
4. Select the down arrow to the right or **all countries and regions** and select **United States of America**
5. Select the spanner icon for **Custom** and select **Next** to continue
6. For the policy name type **US Bank Info Protection**
7. For the policy **description** type **US Bank Info Protection for email**
8. Click on **Next** to continue
9. Under **choose a location** click on **Let me choose a location**. Click on **Next** to continue
10. Under **Choose locations**, Deselect **Share point, One Drive and Teams**, then click **Next** to continue
11. Under **Customize the content that you want to protect** select the **Use Advanced settings** option. Click on Next to Continue
12. For **Policy Settings** click on **New Rule**

Name for New Rule: **Bank Account Info**
13. Description for New Rule: **US Bank Account Info Protected**
14. Click the down arrow by **Add a condition**. Select **Content containing**.
15. Click the dropdown by **Add** and select **Sensitivity Info Types**.
16. Under **Sensitivity Info Types** click on **Add**.
17. Select **US Bank Account Number**, click on **Add**, click on **Done**.

18. Scroll down and under **Action** and select **+Add an Action**
19. Select **Restrict Access or Encrypt the Content**
20. Scroll down and select **Encrypt Email Messages (Applies only to content in Exchange)**
21. Under **Encrypt messages with this protective setting** select **Choose protection setting** and select **Do not forward**
22. Turn on **User Notifications**
23. Scroll down. Under **Email Notifications** select **Customize the email text**

Customization Text: **Do not share or forward bank account numbers**

24. Scroll down. Under **Incidents Report** select **High**
25. Scroll down and turn on **Send an alert to Admin when a rule match occurs**
26. Click on **Add and Remove people**. Under **Add or Remove People** click on **+Add** and select **Megan Bowen** from the list of users. At the bottom of the list click on **Add**
27. Select **Done**.
28. Scroll down and turn on **Use email incident reports to notify you when a policy match occurs**
29. Scroll down and click on **Save**.
30. Click on **Next**. Accept **I'd like to test it out first** and click **Next**.
31. Click on **Create**.