

## Lab: Managing Data Subject Requests

1. From the Microsoft Admin Center select the **Security** tab
2. Select **Data privacy**
3. Select **Data subject requests**
4. On the **Data Subject Request** page select **+ New DSR case**
5. In the **Name your Case** box type **DSR for Alex**
6. In the Description box type **Search for all data dealing with Alex**
7. In the Search box for **Data Subject (the person who filed this request)** type Alex then click on **Alex Wilbur**
8. Select **Next** to continue
9. Click on **save**
10. Click on **Finish**
11. Click on **DSR for Alex Active 2** to open up the **manage members** window
12. Click on **Add**
13. Select Mod Administrator
14. Select **Add** at the bottom of the list
15. Click on **Add** again
16. Under **People Picker** scroll down and select **Isaiah Langer**
17. Select **Add** at the bottom of the list
18. Select **Save**