



# Microsoft Purview DLP

## Ensuring Secure Storage & Sharing of Sensitive Data

Microsoft Purview DLP scanning software helps ensure campus information security compliance

1



Purview scans all campus user files stored within Microsoft 365 tools to determine if any files may contain Level 1 data that requires more secure storage (or 500+ records containing Level 2 data).

2



If a file is identified, you'll receive an email from [Office365Alerts@microsoft.com](mailto:Office365Alerts@microsoft.com) to your Sac State Outlook alerting you about flagged file(s).



To locate the flagged file quickly, login to Microsoft 365 with your Sac State credentials and type the file name into the search box.



If the file was flagged in error (a "False Positive") you can provide a justification to override the flag.

3



Move your file(s) to the recommended secure location. Files containing Level 1 data must be stored on SacFilesSecure, or using one of IRT's recommended secure sharing solutions.