

Setting up document labelling in Office 365

The policies themselves are set using the Office 365 Admin Control Panel.

Under compliance, go to Classifications

There are two sections, **Sensitivity and Retention**

Two different things

Sensitivity allows you to define a tooltip, whether it should be “encrypted” by default, whether it is content marketing related and what to do about it, and lastly whether it should have “Data Loss Prevention” – as in prevent it being sent outside the organisation (currently not complete).

Retention

Is simply how long you want to keep a document once labelled and delete it at what point. Perhaps 7 years, then remove automatically.

To deal with old data there is an auto apply.

[Home](#) > Labels

Sensitivity

Retention

Sensitivity labels are used to classify email messages, documents, sites, and more. When a label is applied (automatically or or site is protected based on the settings you choose. For example, you can create labels that encrypt files, add content mar access to specific sites. [Learn more about sensitivity labels](#)

+ Create a label

Publish labels

Refresh

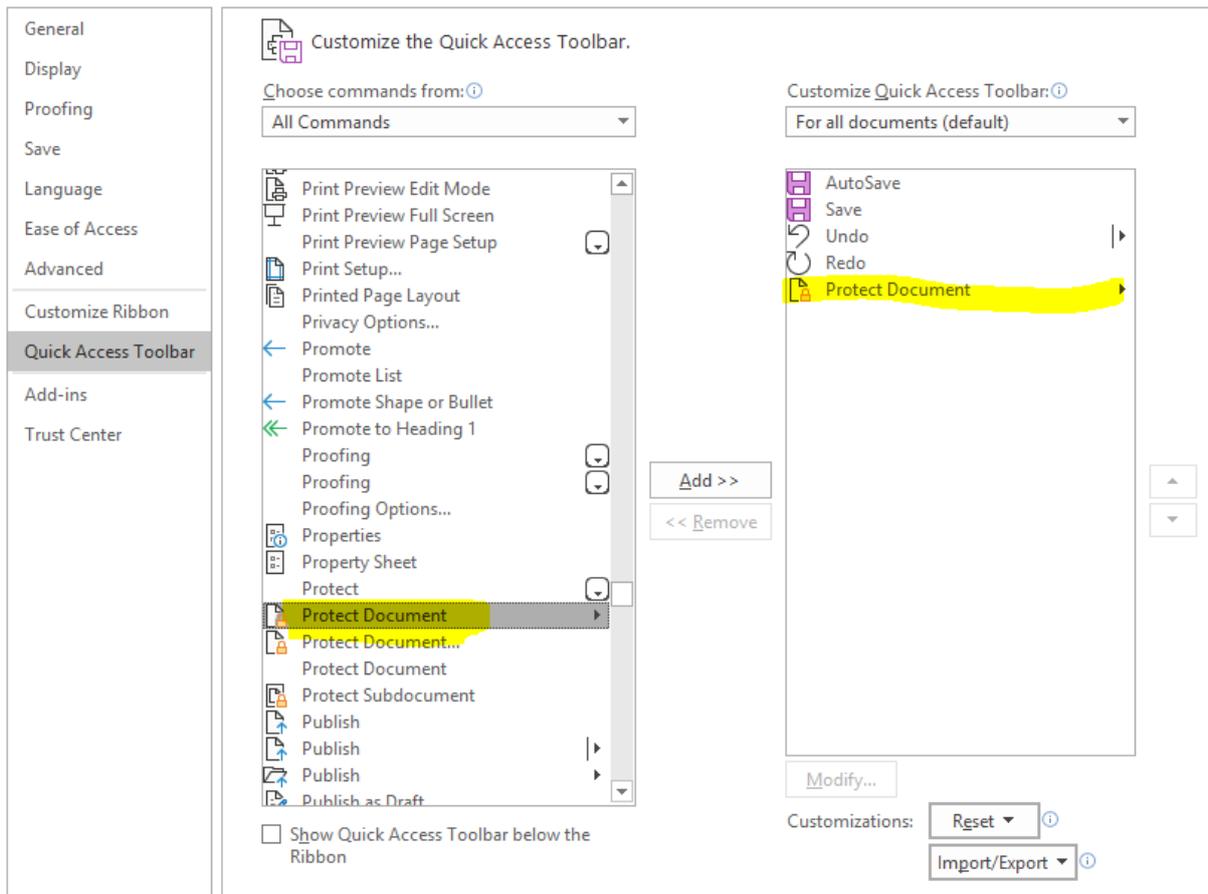
Search



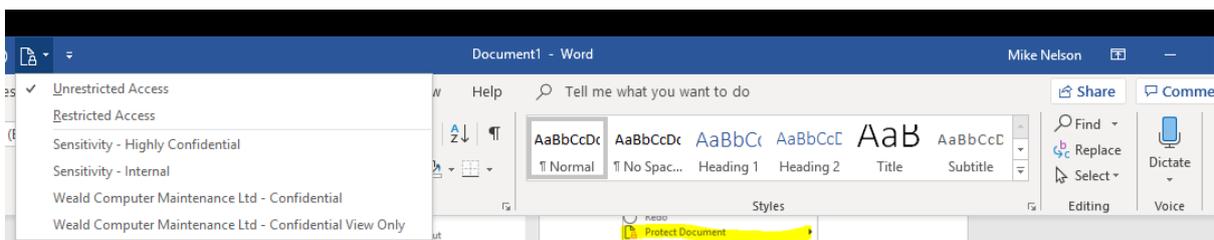
| <input type="checkbox"/> | + Display name | Created by | Last modified |
|--------------------------|-----------------------------------|-------------|------------------|
| <input type="checkbox"/> | Sensitivity - Highly Confidential | Mike Nelson | 30/01/2019 15:41 |
| <input type="checkbox"/> | Sensitivity - Public | Mike Nelson | 30/01/2019 15:34 |
| <input type="checkbox"/> | Sensitivity - Confidential | Mike Nelson | 30/01/2019 15:38 |
| <input type="checkbox"/> | Sensitivity - Internal | Mike Nelson | 30/01/2019 15:45 |

So, you’ve now set up a basic policy – how do users operate it in practice.

This is slightly more of a problem as Microsoft have not as yet built it in with ‘easy access’ within Word or Excel, but with a little persistence, it can be done.

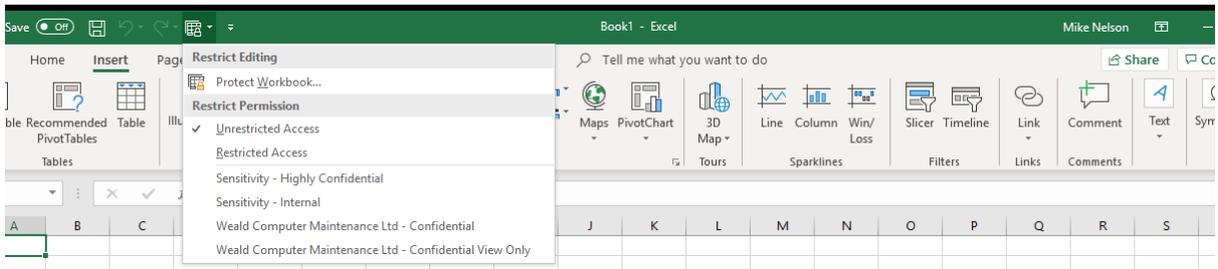
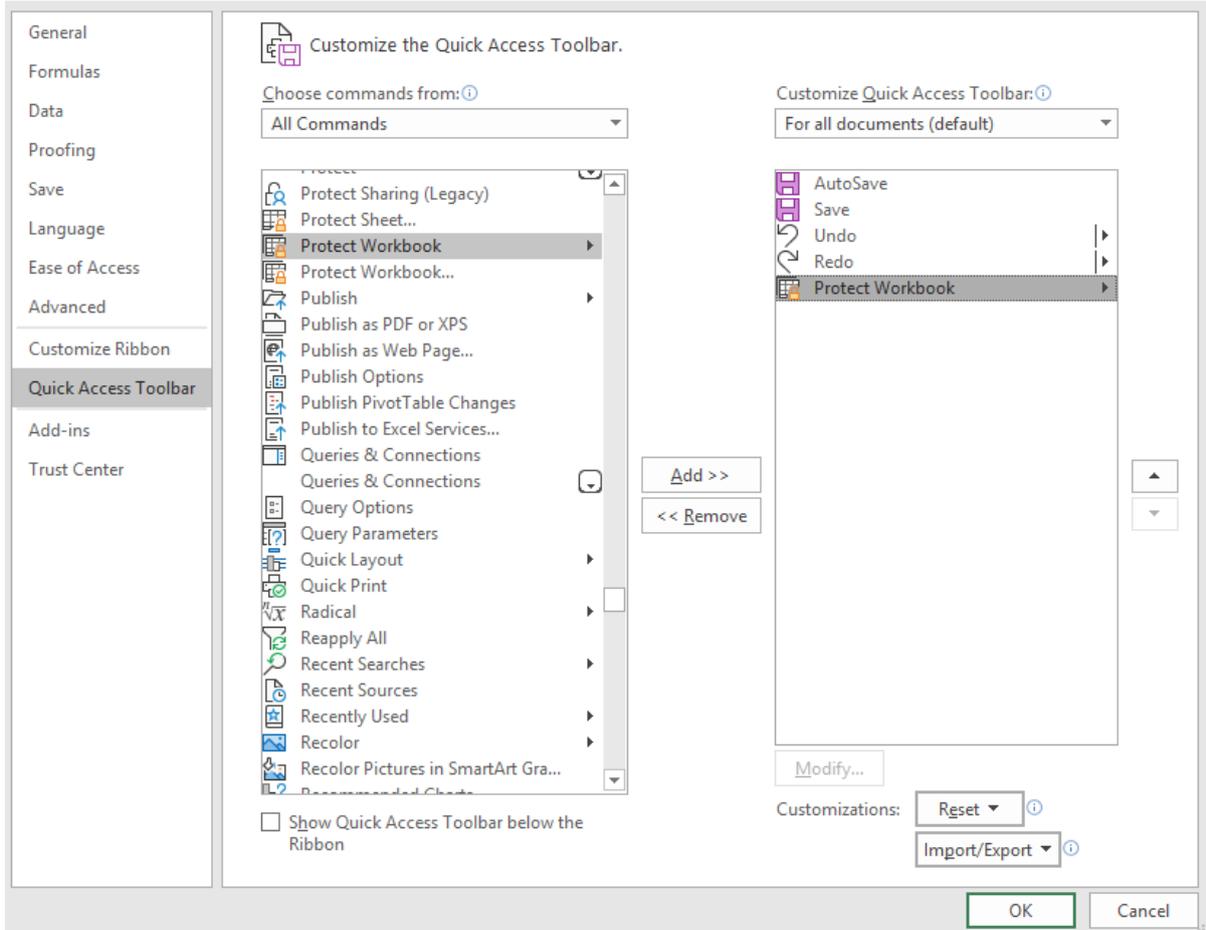


This adds a button in the top quick access tool bar



Thus allowing you to categorise documents based on what you just defined.

Excel is similar, but uses different terms:



You now have document classification labelling in Office.

Helps a bit with GDPR and ISO27001.