

Microsoft Purview

Know Your Labels

Sensitivity labels are like digital stamps you apply to documents and emails. Depending on the label you choose, it may simply classify the document or apply encryption to ensure only authorized people can open it.



General

- Day-to-day info that can be shared with anyone



Internal

- Info that requires limited access inside or outside of our company



Confidential

- All Employees
- Specific People

- Sensitive info that could cause harm if disclosed inappropriately



Restricted

- All Employees
- Specific People

- Highly sensitive info where disclosure could cause legal and financial damage



Scan to learn more about the project!