Microsoft 365 uses AI to classify your documents by:

1. **Retention**
   - Which content to be retained and how long

2. **Access**
   - Who needs constant access

3. **Sensitivity**
   - Content with sensitive information

**Retention labels** are about the actions expected on the document (for example, delete or retain).

**Sensitivity labels** are about confidentiality of the content (for example, personal, highly confidential).

Labels help protect all Microsoft 365 documents.

Keeping the content organised is a major task and the risk of not doing it means denying the value and intelligence it offers.

Contact an advisor today.