How to use Office 365 e-Discovery (for users).

*** <mark>Only use Internet Explorer to ensure all parts of the process work.</mark> ***

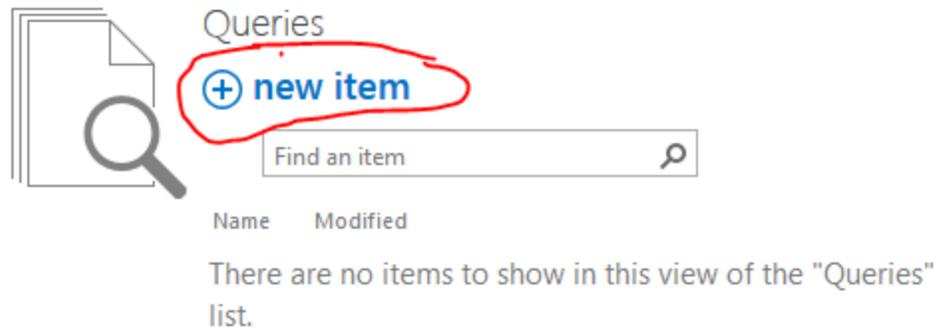The mailboxes/sites you requested are now available for you to be able to search and export.

1. Log into the e-Discovery site that was provided to you by DII via email

2. Click "New Item" under "Search and Export"

Search and Export

Queries

(+) new item

Find an item 🔍

Name   Modified

There are no items to show in this view of the "Queries" list.

3. In the new query, name it appropriately,
   a. Enter any specific terms you wish to search for. You may specify date ranges, Author/Sender specifics, etc. There are also links on the new query page that will provide tips and rules for searching. The Query box is a text field you can enter key word(s) in to select specific archive content matching the text you entered.
   b. If you want to return all archived mail, click the "Search" button
   c. Under "Sources," you will see the mailboxes/sites that you are able to search against. Additionally, you can select specific message types that you may restrict the search to.
   d. Once you have created your search (you can create and save more than one search), scroll to the bottom of the page and save it if you want to be able to return to the same search at a later day, or if you need to save the search for investigative and discovery purposes.

Query: New Item

Name *

Tutorial

Query

Department

Search syntax and tips

Sources (Modify Query Scope)

Name	Items	Size
Waldo, Steve		
	Total:	

Start Date:

End Date:

Author/Sender:

Enter names or email addresses...

Advanced Query Options

Search

Exchange	SharePoint				
	Subject		Recipients	Sender	Date

Message Type

Click search to get results and statistics

☐ Email

☐ Contacts

☐ Meetings

☐ Tasks

4. If you need to Export the mail from your search query to a file, you may do so by clicking the "Export" button under the results section of the page.

Sources (Modify Query Scope)

Name		Items	Size
Bean, Randy		72	5.80 MB
	Total:	72	5.80 MB

Exchange	SharePoint

Message Type

☐ Email
☐ Contacts
☐ Meetings
☐ Tasks
☐ Notes
☐ Documents
☐ Journal
☐ Lync
Other Value
Clear

Specify Property ⌄

About 72 results

Subject	Recipients	Sender	Date
End of the Year Staff Update	ANR	Markowitz, Deb	12/30/2015
VTHR System Outage Update and Instructions	ANR	Markowitz, Deb	12/23/2015
Gov. Shumlin Statement on Rejection of Keysto...	ANR	Markowitz, Deb	11/6/2015
October Staff Update	ANR	Markowitz, Deb	10/26/2015
Thanksgiving Message from Secretary Johnson	ANR	Markowitz, Deb	10/26/2015
REMINDER: ANR Staff Event: Forest Health and...	ANR	Markowitz, Deb	10/1/2015
ANR Staff Event: Cookies and Conversation -- J...	ANR	Markowitz, Deb	9/28/2015
VtSHARES	ANR	Markowitz, Deb	9/16/2015
Retirement Incentive planning and requests for...	ANR	Markowitz, Deb	9/8/2015
RE: Municipal Day is tomorrow!	ANR - National Life	Markowitz, Deb	9/8/2015
Municipal Day is tomorrow!	ANR - National Life	Markowitz, Deb	9/8/2015
National Life EV charging demand info needed	ANR	Markowitz, Deb	8/31/2015
A Day to Care for Creation	ANR	Markowitz, Deb	8/28/2015
Staff Update	ANR	Markowitz, Deb	8/14/2015
Condolences	ANR	Markowitz, Deb	8/10/2015
Leadership Changes	ANR	Markowitz, Deb	7/16/2015
Staff Update!	ANR	Markowitz, Deb	6/22/2015
Today's news	ANR	Markowitz, Deb	6/8/2015
Legislative Session Thanks	ANR	Markowitz, Deb	5/19/2015
welcome new HR Manager Laurie Bouyea-Dum...	ANR	Markowitz, Deb	5/15/2015

Export   Save   Close

5. The Export New Item screen displays:

6. You may refine your export by choosing to:

   a. Remove duplicate Exchange content (We suggest removing duplicate Exchange content from the export, which will provide a cleaner final product.)

   b. include versions for Sharepoint documents

   c. include items that are encrypted or unrecognized format

If you select one of these options, you must click the "Update Statistics" button

Once the display has refreshed the estimated results, click "OK"

7. To access previously created queries for export, click the "Eports" option on the left side of the screen

ANR - Randy Bean

eDiscovery Sets
Queries
Sources
Exports
Documents
Site Contents

Identify and Hold

eDiscovery Sets

⊕ new item

Find an item 🔍

Name   Modified

ANR Randy Bean ❋ 1/7/2016 9:52 AM

In-Place Hold Status

0 Cannot Hold
0 Not On Hold
0 Processing
0 On hold with filter
1 On Hold
0 Failed

Search and Export

Queries

⊕ new item

Find an item 🔍

Name   Modified

rbean ❋ 1/8/2016 10:10 AM

Export Status

0 Download Not Started
1 Download Started
0 Download Complete
0 Export Failed

From here you may select a previously created query or click on "New Item" to define a new query.

LANDESK Web Desk - ... | 📕 Office 365 | LANDESK® Managem... | EAS - Calendar | Logicmonitor Hosted ... | OWA | Symantec Mes

LANDESK Web Desk - Home
https://itsupport.vermont.gov/ServiceDes...?id=2e8ea0a9-1b9b-4486-9a30-65f195b279f0

BROWSE   ITEMS   LIST

Home

Exports ⓘ

eDiscovery Sets
Queries
Sources
Exports
Documents
Site Contents

⊕ new item

All Items ...   Find an item 🔍

✓ Name   Status   Items   Size (MB)   Modified   Modified By

There are no items to show in this view of the "Exports" list.

8. Next you will be able to select any queries you have created, or you may create a new one. For this tutorial, we will select the existing query we created earlier. After you've selected it, click the "Next" button.

9. Next, you will be able to set some criteria for the export. We suggest removing duplicate Exchange content from the export, which will provide a cleaner final product.

10. When you go to download the results, you will be prompted to install the e-Discovery download manager. FYI - this only works in Internet Explorer. You may need a DII tech to assist if you don't have enough permission to do this. It will then prompt you to save the results at a local location,

follow the prompts then press OK. Once it is finished downloading, you will find, in the location you selected to save the files in, a folder with all of the files related to the export. If you exported email from a search query, there will be a PST file that contains the email.
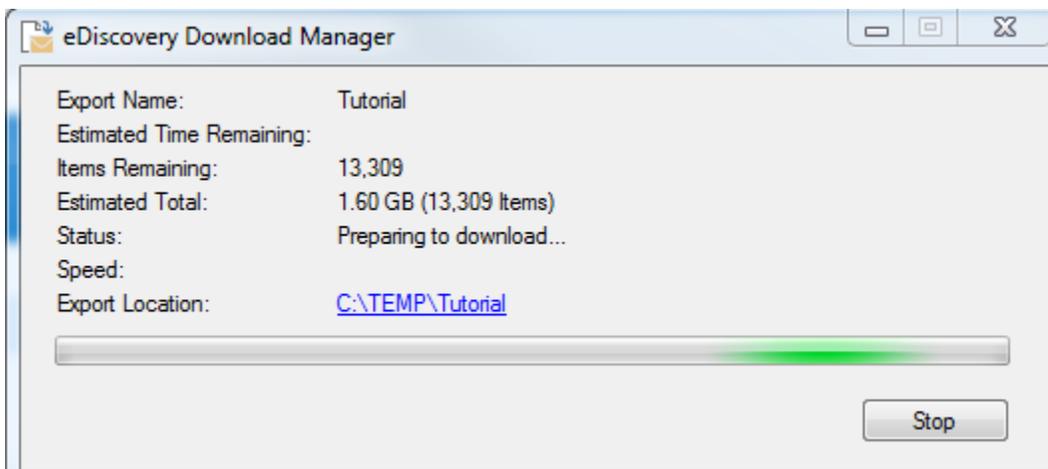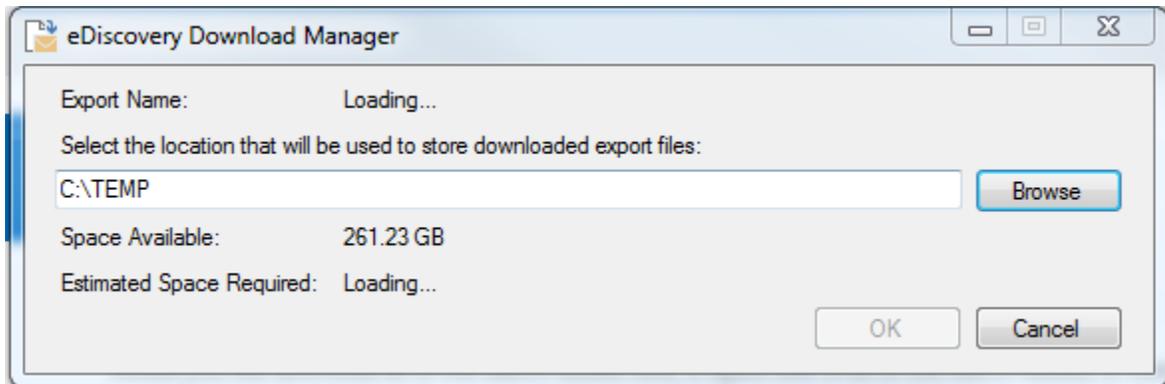
11. Part of the beauty of the Office 365 e-Discovery suite is that you can run an entire investigation from the ediscovery case site that DII has created for you. If you have pertinent documents related to the case, you can keep them all in the documents location of the case.