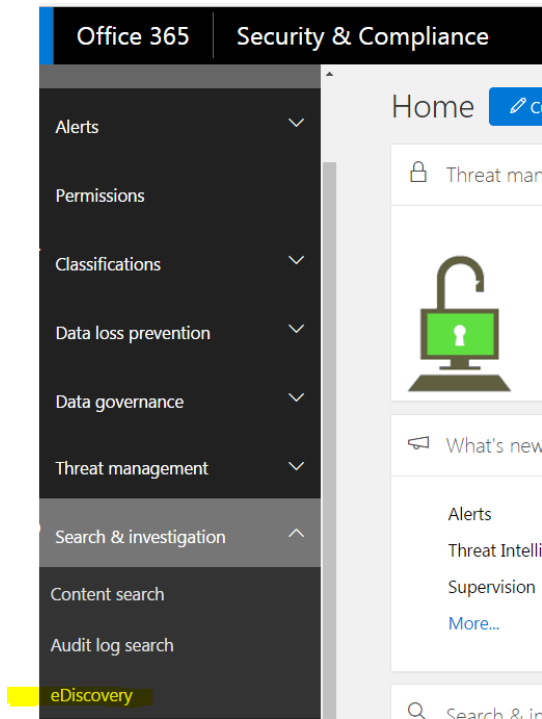


How to use Office 365 eDiscovery

1. Log into the eDiscovery site provided by ADS email:
<https://protection.office.com>
2. Choose “Search & investigation” then click ‘eDiscovery’



3. Click the “Open” button to the left of your case
4. Click the “Search” tab at the top



5. Click the “+” and name your new Search, click the “Custom location selection” button, click the “Choose specific mailboxes to search” button,

(the mailboxes on hold for the case should be present), click “Next”

New search

*Name
test

Where do you want us to look?
 All case content
 Search everywhere
 Custom location selection
Customize the locations that you want to search. Searches using locations from this case will not have hold filters applied.
 Search all mailboxes
 Choose specific mailboxes to search

Name	Address
(Inactive Mailbox)	[REDACTED]

Search all sites
 Choose specific sites to search

Next

6. Enter keywords to search mail for (leave blank if all mail is desired), add conditions such as Between this date and this date, click “Search”

New search

What do you want us to look for?
Enter a few keywords or properties or leave the box blank to search for all content. Select the check box if you want to enter a list of keywords. [Learn more](#)

Show keyword list

test

Check query for typos

Conditions
You can also add conditions to narrow your results.

+ Add condition

If [.....] * Delete

Back Search

7. Once your Search is complete, if you wish to Export the results, click the underscored down

Office 365 Security & Compliance

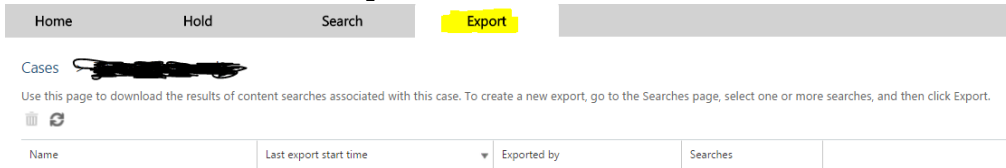
Home Hold Search Export

Cases > [REDACTED]

+ [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

arrow and select “Export the results”

8. Select the “Export” tab then select your awaiting export results and follow the instructions presented



9. 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 an ADS 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 the files related to the export. If you exported email from a search query, there will be a PST file that contains the email.

