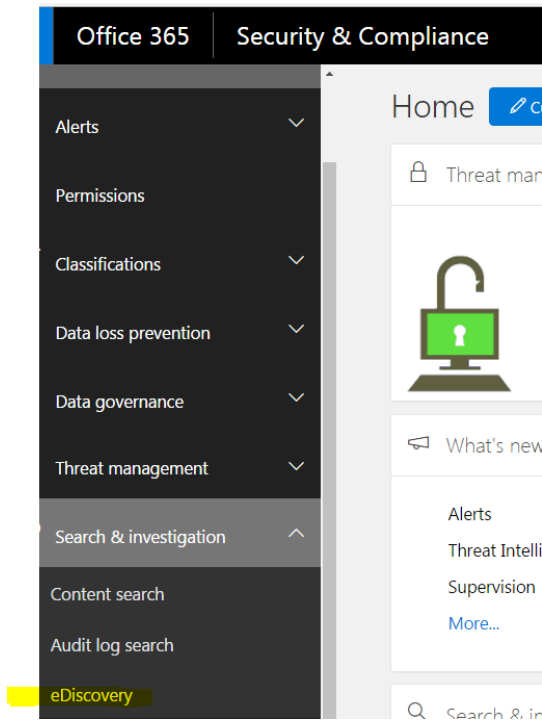


How to use Office 365 eDiscovery

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

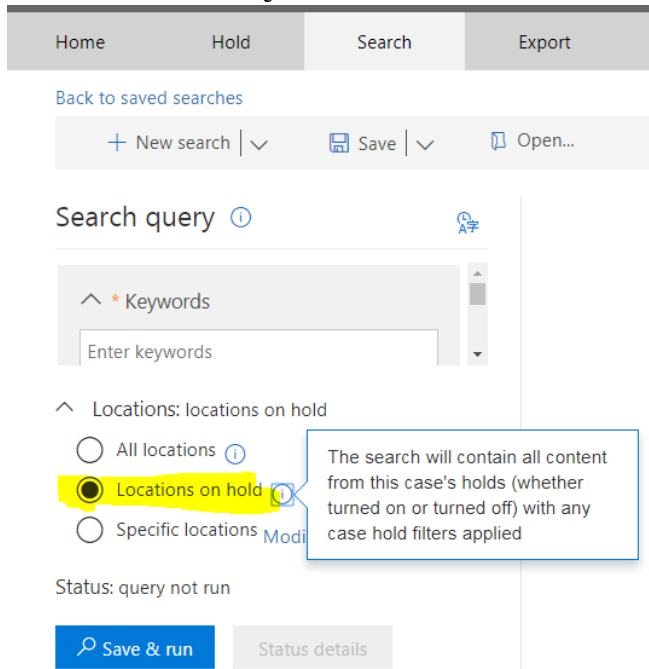


3. Click the “Open” button to the left of your case
4. Click the “Searches” tab at the top

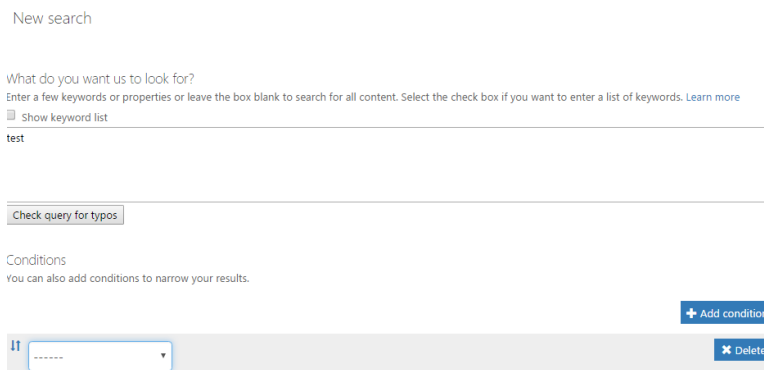


5. Click the “+ New Search” and select “Locations on hold” option. This will add only the mailboxes placed in the hold for this case. Click “Save &

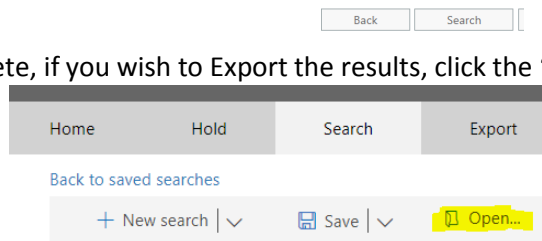
run” then name your new search and click Save.



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”

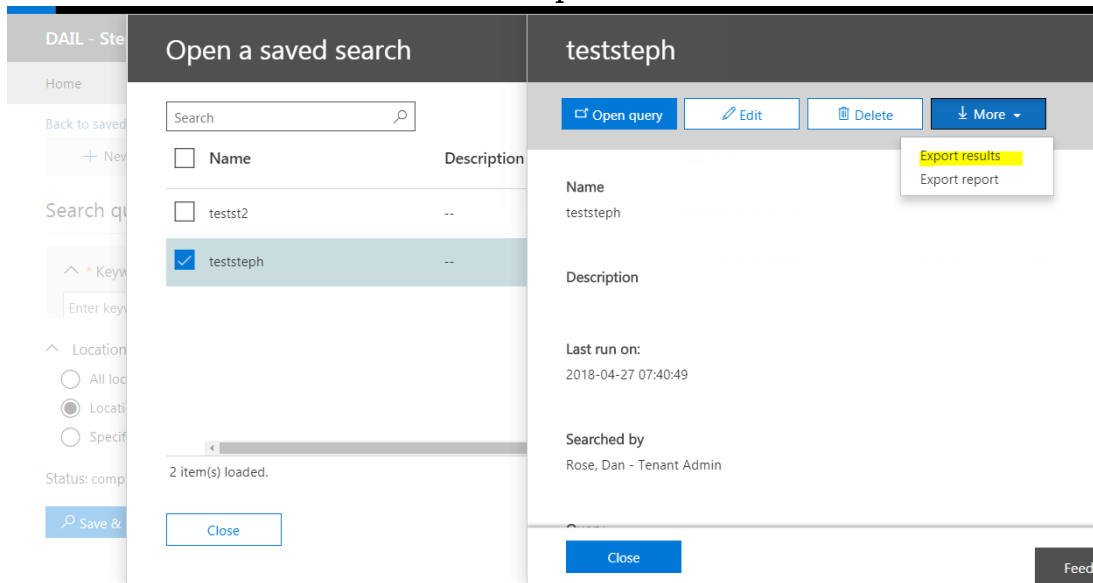


7. Once your Search is complete, if you wish to Export the results, click the “Open” option on the

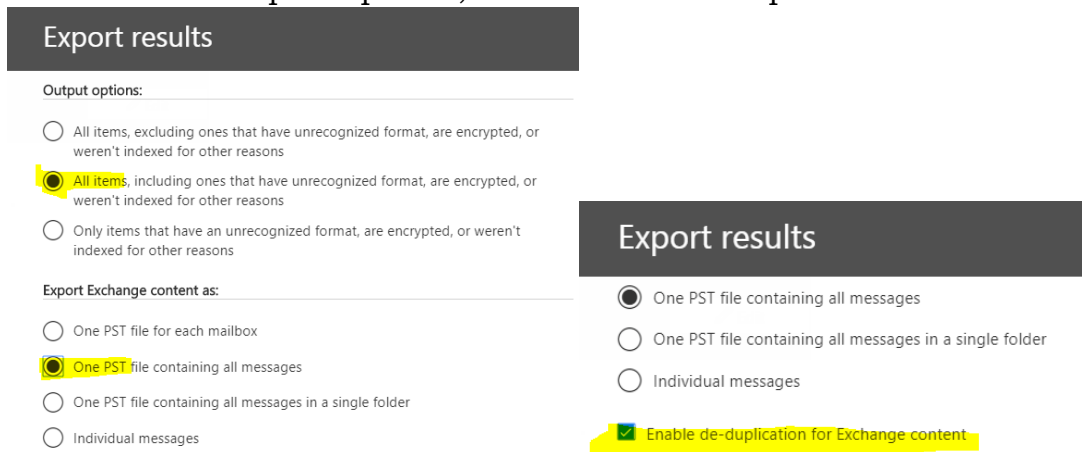


right of the Search screen:

- Check the desired Search you wish to export. Click the “More” option and select the “Export results” option tab then select your awaiting export results and follow the instructions presented



- Select desired export options, most common are presented below:



- 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.

