

Office 365: Content Search and eDiscovery Case Management

WorkshopPLUS

Focus Area: Operations and Monitoring

Duration: 1 day

Difficulty: 300 - Advanced

Overview

The WorkshopPLUS - Office 365: Content Search and eDiscovery Case Management provides attendees with the deep knowledge and understanding of how to leverage the eDiscovery tools within the Security and Compliance Center to comply with their organizations eDiscovery mandates.

Through presentations, live demonstrations, and goal-based labs, this one-day workshop covers the Security and Compliance Center tools needed for content searching, core eDiscovery, and advanced eDiscovery management.

Objectives

After completing this training, students will be able to:

- Learn how to assign permissions to eDiscovery Manager role group and delegate access
- Understand how to search and find data across Exchange Online, SharePoint Online, OneDrive for Business, Microsoft Teams and additional workloads
- Understand when to use Content Search versus core eDiscovery case management
- Use core eDiscovery case management to create cases, assign members, place content on-hold, preview content and export it
- Understand how Advanced eDiscovery can be used to easily classify large data sets quickly.

Key Takeaways

Course Material

Each group of modules is organized by scenario and is designed to provide participants with in-depth expertise, plus tools and hands-on experience to configure and implement content search, core eDiscovery and Advanced eDiscovery in the Security and Compliance Center.

Hands-on Labs

- Most of the concepts covered above will be supported by hands-on labs and demos.
- Attendees have access to resources and labs for up to 6 months after workshop completion.

Agenda

Module 1

- Permissions for Content Search and eDiscovery

Module 2

- Content Search

Module 3

- Core eDiscovery

Module 4

- Advanced eDiscovery

Plan for a full day. Early departure is not recommended.

Course Details

Module 1: Permissions for Content Search and eDiscovery: This module demonstrates to students; which permissions are needed to perform various activities in the Security and Compliance Center related to Content Search, Core eDiscovery and Advanced eDiscovery.

Module 2: Content Search: This module focuses on how to perform a Content Search using keyword query language, differences in types of returned data, how to preview the content and how to export the reports/results.

Module 3: Core eDiscovery: In this module you discover how to manage eDiscovery cases, search for content, place content on-hold, and export content. You will also explore Compliance Boundaries to allow filtering of search results based on the user performing the search.

Module 4: Advanced eDiscovery: In this module students explore how Advanced eDiscovery provides enhanced functionality like OCR, redactions, annotations, legal hold notifications, relevance modeling and adding non-Office 365 documents to the case.

Recommended Qualifications

This course is an advanced course for Office 365 Content Search and eDiscovery Case Management. It is intended for organizations that have already migrated to Office 365 or soon will be.

Roles that will benefit from this course include the compliance team, legal team, or teams performing content searches across the organization.

It is expected that attendees will already possess basic knowledge of Office 365.

Hardware Requirements

- An Intel Core-i5-based PC
- USB port
- Microsoft/Windows Live ID to connect to the virtual environment
- 4 GB RAM
- 128 GB HDD
- Windows 7 SP1 or later
- Office 2013 Professional Plus
- Internet access with at least 1 Mbps bandwidth per student.

For more information

Contact your Microsoft Account Representative for further details.