Lab Instructions: Export Content Search Results

1. From Office 365 Security and Compliance select **Search**
2. Select **+ Guided search**
3. Name of Search: **Covid 19**
4. Description: **Search for email with the suject title covid 19**
5. Click on **Next** to continue
6. For location select
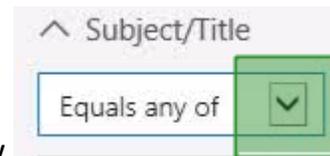
   Exchange email   None selected

7. Click on **Next** to continue
8. Select **+ Add conditions**

9. Select ☐ Subject/Title
10. Click on **Add**

   ∧ Subject/Title

   Equals any of ∨

11. Under **Subject/Title** click the down arrow
12. Select **Contains Any of these**
13. **Type** Covid 19
14. Select **Finish**
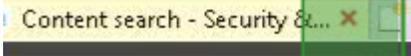
   More ∨

15. On the menu at the top of the page click on
16. Select **Export results**
17. Under **Export Exchange content as** select

   ○ One PST file containing all messages

18. Select **Export**
19. At the top of the page click on **Exports**
   *Please note in the production environment you might need to refresh the
   page to see the export*

20. Close **Content search - Security &... ✕** in the address bar.