

Lab - Create a litigation hold

1. From Microsoft 365 Admin Center select **Exchange**
2. In the Exchange Admin Center click on **Recipients, Mailboxes**.

The screenshot shows the Exchange Admin Center interface. On the left is a navigation pane with 'recipients' selected. The main area displays a table of mailboxes. A blue banner at the top right says 'We have simplified & improved the mailbox management experience in the new Exchange admin portal. You can try to preview the experience.' with a 'Try it now' button. Below the banner are icons for edit, search, refresh, and more. The table lists several mailboxes, with 'Isaiah Langer' highlighted. An inset window shows the 'Server Manager' interface for editing a mailbox.

DISPLAY NAME	MAILBOX TYPE	EMAIL ADDRESS
Alex Wilber	User (Archive)	AlexW@M365x684164.OnMicrosoft.com
Allan Deyoung	User (Archive)	AllanD@M365x684164.OnMicrosoft.com
Diego Siciliani	User (Archive)	DiegoS@M365x684164.OnMicrosoft.com
Isaiah Langer	User (Archive)	IsaiahL@M365x684164.OnMicrosoft.com
Joni Sherman	User (Archive)	JoniS@M365x684164.OnMicrosoft.com
	User (Archive)	LynneR@M365x684164.OnMicrosoft.com
	User (Archive)	MeganB@M365x684164.OnMicrosoft.com
	User (Archive)	admin@M365x684164.OnMicrosoft.com
	User (Archive)	NestorW@M365x684164.OnMicrosoft.com
	User (Archive)	PattiF@M365x684164.OnMicrosoft.com

3. Select the Isaiah's mailbox to place the litigation hold on that mailbox then click on the **Edit icon**

4. Under the **general** column select **mailbox feature**
5. Click **OK** on the warning message
6. Scroll down until you get to **Litigation Hold**
7. Select **Enable**
8. **Under Litigation hold duration days** type 10
9. For the note type **Please contact your IT Admin**
10. For the url type <http://adatum.com/litigation.html>
11. Click on **Save**
12. Click on **Save** again, click on **OK**.