Lab - Create a litigation hold

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

3. Select the Isaiah's mailbox to place the litigation hold on that mail

   box 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.**