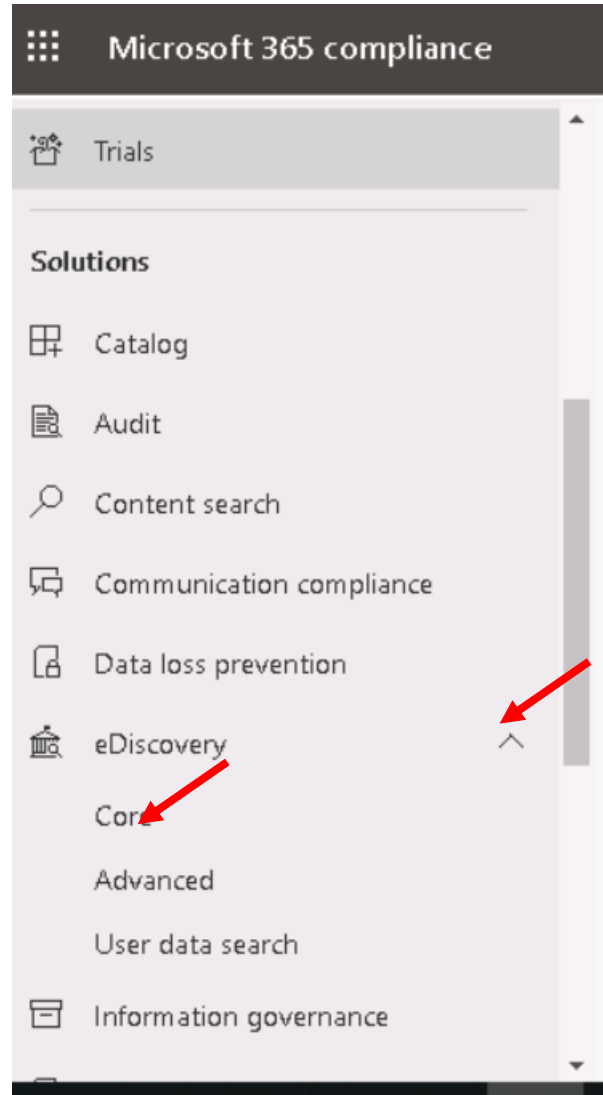
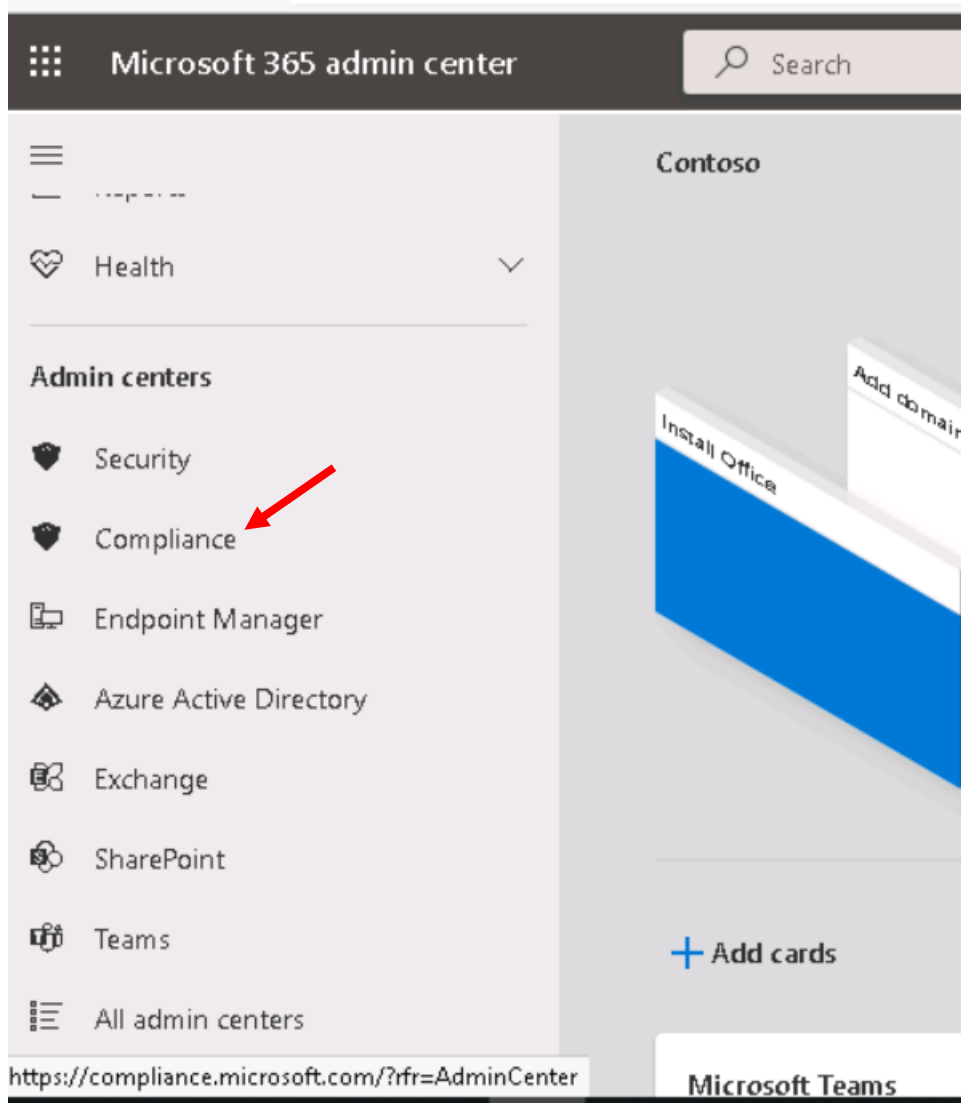



New -eDiscovery

eDiscovery permission must be given to the user creating the eDiscovery case
Security, Permissions and Roles , (Email & collaboration) – Roles, eDiscovery Manager




Core eDiscovery

 Remove from navigation

After creating an eDiscovery case and choosing who has access to it, use the case to search for email, documents, Skype for Business conversations, Teams data, and other content in your organization. You can then preserve the content and export the search results for further analysis. [Learn more](#)

  Create a case  Download list  Refresh

0 items

 Search



Name

Status

Created date

Last modified

Las

No data available



New case

Enter a name and description

Give this case a friendly name so you can easily find it again later.

Name *

Description

Save

Cancel

Core eDiscovery

 Remove from navigation

After creating an eDiscovery case and choosing who has access to it, use the case to search for email, documents, Skype for Business conversations, Teams data, and other content in your organization. You can then preserve the content and export the search results for further analysis. [Learn more](#)

 Create a case  Download list  Refresh

1 item

Name	Status	Created date	Last modified	La
Legal Case A	Active	Mar 20, 2022 9:23 AM	Mar 20, 2022 9:23 AM	M



- Permissions
- Trials

- Solutions**
- Catalog
- Audit
- Content search
- Communication compliance
- Data loss prevention
- eDiscovery
- Core**
- Advanced
- User data search
- Information governance

Core eDiscovery > Legal Case A

- Home
- Searches
- Hold
- Exports
- Settings 

Legal Case A

Created

2022-03-20T16:23:31.517Z

Status

Active

-  Close case
-  Delete case

Description

Legal case - Holding info

 Case Information

Edit general information about your case, such as:

- Case name
- Case number
- Description
- Status
- Delete case

Select

 Access & permissions

Manage who can access your case and what they can do.

- Add / remove members
- Add / remove role groups

Select

Case Information

Id: a44c190f-b237-4ca6-bf8f-6d34d5431cf4

Case name *

Legal Case A

Case description


Legal case - Holding info

Case type: eDiscovery

Case status: Active

Case created: 2022-03-20T16:23:31.517Z

Actions 

 Exit

 Save

 Close case

 Delete case

 Case Information

Edit general information about your case, such as:

- Case name
- Case number
- Description
- Status
- Delete case

Select

 Access & permissions

Manage who can access your case and what they can do.

- Add / remove members
- Add / remove role groups

Select



Access & permissions

Manage members

 [+ Add](#) [🗑 Remove](#)

1 item

Name

Email

MOD Administrator

admin@M365x81883120.OnMicrosoft.com

Manage role groups

[+ Add](#) [🗑 Remove](#)

0 items

Name

Description

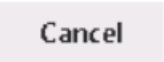
Add members

 Search members

1 selected

	Name	Email
<input checked="" type="checkbox"/>	Nestor Wilke	NestorW@M365x81883120.OnMicro...
	Alex Wilber	AlexW@M365x81883120.OnMicroso...
	Microsoft Service Account	ms-serviceaccount@M365x8188312...
	Joni Sherman	JoniS@M365x81883120.OnMicrosoft...
	Diego Siciliani	DiegoS@M365x81883120.OnMicros...

 Add

 Cancel



Access & permissions

Manage members

 Add  Remove

2 items

Name

Email

MOD Administrator

admin@M365x81883120.OnMicrosoft.com

Nestor Wilke

NestorW@M365x81883120.OnMicrosoft.com

[Home](#)

[Searches](#)

[Hold](#)


[Exports](#)

[Settings](#)

 Case Information

Edit general information about your case, such as:

- Case name
- Case number
- Description
- Status
- Delete case

 Access & permissions

Manage who can access your case and what they can do.

- Add / remove members
- Add / remove role groups

Core eDiscovery > Legal Case A

Home Searches **Hold** Exports Settings

Create holds to preserve content. Manage hold policies associated with custodians, create and manage additional locations, and optionally scope your hold policy.[Learn more](#)

 [+ Create](#) [↓ Download list](#) [↻ Refresh](#)

0 items



Name

Last modified

Created by

No data available

New Hold

- Name your hold
- Choose locations
- Query
- Review your settings

Name your hold

Name *

Hold on Billing Info

Description

Hold on Billing Info

Next

New Hold

- Name your hold
- Choose locations**
- Query
- Review your settings

Choose locations

Status	Location	Included	Excluded
<input checked="" type="checkbox"/> On	Exchange mailboxes Microsoft 365 Groups Teams Yammer user messages	None Choose users, groups, or teams	None
<input type="checkbox"/> Off	SharePoint sites OneDrive sites Microsoft 365 Group Sites Team Sites Yammer Networks		
<input type="checkbox"/> Off	Exchange public folders		

Back

Next

Exchange mailboxes

Please type minimum 3 characters to get the mailbox list.

1 selected

Name	Email address
Nestor Wilke	NestorW@M365x81883120.On...
Alex Wilber	AlexW@M365x81883120.OnMi...
Joni Sherman	JoniS@M365x81883120.OnMicr...
Diego Siciliani	DiegoS@M365x81883120.OnMi...
<input checked="" type="checkbox"/> Lynne Robbins	LynneR@M365x81883120.OnMi...

Done

Cancel

New Hold

- Name your hold
- Choose locations**
- Query
- Review your settings

Choose locations

Status	Location	Included	Excluded
<input checked="" type="checkbox"/> On	Exchange mailboxes Microsoft 365 Groups Teams Yammer user messages	1 Choose users, groups, or teams	None
<input type="checkbox"/> Off	SharePoint sites OneDrive sites Microsoft 365 Group Sites Team Sites Yammer Networks		
<input type="checkbox"/> Off	Exchange public folders		

New Hold

- Name your hold
- Choose locations
- Query**
- Review your settings

Query

- Condition card builder
- KQL editor

Keywords

Billing

Show keyword list

+ Add condition

New Hold

- ✓ Name your hold
- ✓ Choose locations
- ✓ Query
- **Review your settings**

Review your settings

Name

Name Hold on Billing Info

Description Hold on Billing Info

[Edit name](#)

Choose locations

Exchange email LynneR@M365x81883120.OnMicrosoft.com

SharePoint sites

Exchange public folders

[Edit locations](#)

[Back](#)

[Submit](#)



New Hold

- ✓ Name your hold
- ✓ Choose locations
- ✓ Query
- ✓ Review your settings

✓ Succeeded

Done



Core eDiscovery > Legal Case A

Home Searches **Hold** Exports Settings

Catalog

Create holds to preserve content. Manage hold policies associated with custodians, create and manage additional locations, and optionally scope your hold policy.[Learn more](#)

[+](#) Create [↓](#) Download list [↻](#) Refresh

1 item



Name	Last modified	Created by
Hold on Billing Info	Mar 20, 2022 10:00 AM	MOD Administrator

[Home](#)

[Searches](#)

[Hold](#)

[Exports](#)

[Settings](#)

Legal Case A

Created

2022-03-20T16:23:31.517Z

Status

Active



Close case



Delete case

Description

Legal case - Holding info