

Lab Instruction” Assign eDiscovery Permission

1. From the Microsoft 365 Admin Center select **Security**
2. From Office 365 Security and Compliance center select **Permissions**
3. Select **eDiscovery Manager** from the list of Permissions
4. Select **Edit** to the right of **eDiscovery Manager**
5. Select **Choose eDiscovery Administrator**
6. Click in the **Search** box and type Allan
7. Click on **+ Add**
8. Scroll down and decide to select **Alex** instead of Allan
9. Click on **Add**
10. Select **Done**
11. Select **Save**
12. Select **Close**
- 13.