**Create and run a search**

1. Go to [https://compliance.microsoft.com](https://compliance.microsoft.com/) and sign in using the credentials of an account that's been assigned the appropriate permissions.
2. In the left navigation pane of the compliance portal, click **Content search**.
3. On the **Content search** page, click **New search**.
4. Type a name for the search, an optional description that helps identify the search. The name of the search must be unique in your organization.
5. On the **Locations** page, choose the content locations that you want to search. You can search mailboxes, sites, and public folders.

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* 1. **Exchange mailboxes**: Set the toggle to **On** and then click **Choose users, groups, or teams** to specify the mailboxes to place on hold. Use the search box to find user mailboxes and distribution groups. You can also search the mailbox associated with a Microsoft Team (for channel messages), Office 365 Group, and Yammer Group. For more information about the application data stored in mailboxes, see [Content stored in mailboxes for eDiscovery](https://docs.microsoft.com/en-us/microsoft-365/compliance/what-is-stored-in-exo-mailbox?view=o365-worldwide).
  2. **SharePoint sites**: Set the toggle to **On** and then click **Choose sites** to specify SharePoint sites and OneDrive accounts to place on hold. Type the URL for each site that you want to place on hold. You can also add the URL for the SharePoint site for a Microsoft Team, Office 365 Group, or Yammer Group.
  3. **Exchange public folders**: Set the toggle to **On** to put all public folders in your Exchange Online organization on hold. You can't choose specific public folders to put on hold. Leave the toggle switch off if you don't want to put a hold on public folders.
  4. Keep this checkbox selected to search for Teams content for on-premises users. For example, if you search all Exchange mailboxes in the organization and this checkbox is selected, the cloud-based storage used to store Teams chat data for on-premises users will be included in the scope of the search. For more information, see [Search for Teams chat data for on-premises users](https://docs.microsoft.com/en-us/microsoft-365/compliance/search-cloud-based-mailboxes-for-on-premises-users?view=o365-worldwide).

1. On the **Define your search conditions** page, type a keyword query and add conditions to the search query if necessary.

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Submit it, it will start the content search

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Cleck the demo search and review the report

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