**Lab 3- Investigate Your Microsoft 365 Data**

### Task 1 – Perform a content search for deleted emails

In this exercise, you will add Joni Sherman and Holly Dickson as members of the eDiscovery Manger role, and then you will login as Joni and perform a content search that looks for emails with the keywords related to social security numbers.

1. you should be logged into Microsoft 365 as **Holly Dickson**.
2. In your **Microsoft Edge** browser, if you have the **Security and Compliance Center** open in a tab, then select it; otherwise, open a new tab and enter the following URL in the address bar: https://protection.office.com.
3. In the **Office 365 Security and Compliance Center**, in the left navigation pane, select **Permissions.**
4. In the **Home > Permissions** page, select the **eDiscovery Manager** check box.
5. In the **eDiscovery Manager** role group window, scroll down to the **eDiscovery Manager** section and select **Edit**.
6. The **Editing Choose eDiscovery Manager** wizard opens. The list should be empty. Select **Choose eDiscovery Manager**.
7. In the **Choose eDiscovery Manager window**, select **(+) Add**.
8. In the list of users that’s displayed, select Joni Sherman and Holly Dickson, and then select **Add**.

‎**Note:** You are adding Joni to the eDiscovery Manager role group for later use in this exercise, and you are assigning Holly to the role group for use in the next exercise.

1. You should see a banner with the message **2 members added**. Select **Done** and then **Save**. Click **Close**.
2. Logout
3. **Sign in** window, enter [**JoniS@M365xZZZZZZ.onmicrosoft.com**](mailto:JoniS@M365xZZZZZZ.onmicrosoft.com)
4. If you have a tab open in your **Edge** browser for the **Office 365 Security and Compliance Center**, then select it now. Otherwise, select a new tab and enter the following URL in the address bar: https://protection.office.com.
5. In the **Security and Compliance Center**, in the left navigation pane, select **Search**, and then under it select **Content search**.

‎**Note**: If you cannot see **Search** in the navigation pane yet, you need to reload the browser tab with the **Security and Compliance Center.**

1. On the **Content search** window, in the **Searches** tab, select **+ New search** on the top menu. This will initiate the **New search** wizard.
2. On the Name your search page, enter Content Search Test into the **Name** field and then select **Next**.
3. On the Locations page, select **All locations** and then select **Next**.

‎**Note**: If **Specific locations** radio button is selected and **All location** option is not found, then enable the **Status** silder manually for all the available locations.

1. On the **Define your search conditions** page, enter SSN press enter and type social into the **Keywords** box. Pressing enter between keywords will separate the words as independent terms in the list. Once the two terms are added select **Next**. On the **Review your search and create it** page reveiw all the details and if any changes required click **Edit** and update the necessary changes. Click **Submit** and then click **Done**.
2. Back on the **Searches** tab, the Search query will run. The Status field in the bottom-left corner of the screen will indicate when the query is complete. It may take many minutes for the query to run and the data to be displayed in the right pane. When the content search finishes, you will see all mailbox items that you have created for the sensitive information test of your custom DLP policy.

You can let the search run while you proceed with the remainder of this exercise.

You have successfully assigned an eDiscovery role to Joni and performed a content search for a specific keyword across all locations of your tenant

### Task 2 – Create an eDiscovery case

In this task, you will create an eDiscovery case with a configured hold and content search for any violations regarding social security numbers. You will continue using Joni Sherman’s user account. Having been assigned the eDiscovery Managers role in the prior task, Joni has the permissions necessary to create an eDiscovery case.

1. Signed into Microsoft 365 as Joni Sherman. However, if you have been signed out of Microsoft 365, then on the Microsoft 365 sign-in page, sign into Joni’s [**JoniS@M365xZZZZZZ.onmicrosoft.com**](mailto:JoniS@M365xZZZZZZ.onmicrosoft.com) account using her password assigned from previous step
2. The **Security and Compliance Center** should still be open in a tab in Microsoft Edge. If so, select that tab now. If not, then enter the following URL in the address bar: https://protection.office.com.
3. In the **Security and Compliance Center**, in the left navigation pane, select **eDiscovery**, and then under it, select **eDiscovery**.
4. On the **eDiscovery** window, select **(+) Create a case** on the top menu.
5. In the **New case** window, enter Social Security Violation into the **Name** field and select **Save**.
6. Back on the **eDiscovery** page, select **Open** that appears to the left of the **Social Security Violation** case.
7. On the **Social Security Violation** window, select the **Hold** tab from the top menu.
8. Select **(+) Create** to create a new hold. This initiates the **Create a new hold** wizard.
9. On the **Name your hold** page, enter Social Security Violation - Content into the **Name** field and then select **Next**.
10. On the **Choose locations** page, For the location **Exchange mailboxes**, select **Choose users, groups or teams**.
11. Enter **Holly** into the search field and press **Enter**.
12. Scroll down on the page, and under **Name**, select **Holly Dickson** from the search results and select **Done**.
13. On the **Choose locations** page, **1** is displayed to the right of **Exchange mailboxes**. Select **Next**.
14. On the **Query conditions** page, enter SSN press enter and then type social into the **Keywords** box. This will search for those two terms independently. Then select **Next**.
15. On the **Review your settings** page, review the values and select **Edit** next to any that need to be modified. When you are satisfied with the settings, select **Submit**, then select **Done**.
16. Back on the **eDiscovery Case overview**, on the **Core eDiscovery > Social Security Violation > Hold** page, select the **Searches** tab from the top menu.
17. Select **+ New search**.
18. In the **New search** window,in the **Name and description** page enter Social Security Violation - Search into the **Name** field and select **Next**. Under the **Locations** page, select **Locations on hold** and click **Next**.
19. In the **Define your search conditions** page, enter SSN press enter and then type social in the **Keywords** field and then click **Next**.
20. On the **Review your search and create it** page, review the values and select **Edit** next to any that need to be modified. When you are satisfied with the settings, select **Submit**, then select **Done**.
21. This will initiate a search query that looks for the keywords **SSN**. Once the query is finished, wait for the preview results to be displayed.

‎**Note**: If you scroll to the right corner of the newly created search, the **Status** field will show the status of the search whether started or completed, click **Refresh** to view the current status.

You have now created an eDiscovery case, added an In-Place Hold to preserve mailbox content, and created a search to discover data from the hold