

# Getting Started

First thank your support in delivering this session! The deck includes content you can cover during your presentation. Please also review the following recordings from Ignite to prepare for your session.

- [E-discovery and Audit: Harnessing intelligent and end-to-end solutions to improve results and lower costs](#)
- [eDiscovery for Microsoft Teams, Yammer, and beyond](#)
- [Do more with Advanced eDiscovery: Custodian communications, and review](#)

# Intelligent compliance and risk management solutions



## Information Protection & Governance

Protect and govern data  
wherever it lives



## Insider Risk Management

Identify and take action on  
critical insider risks



## Discover & Respond

Quickly investigate and respond  
with relevant data



Compliance Management | Simplify compliance and reduce risk

# Two solutions to power your data discovery



## Advanced eDiscovery

Reduce risk and cost with eDiscovery in Microsoft 365

- End-to-end solution built-in Microsoft 365
- Easy eDiscovery for Teams and Yammer
- Custodian management



## Advanced Audit

Power faster and more effective forensic and compliance investigations

- High value events
- Processed insights
- Longer-term retention
- Near Realtime data access

# Discovering data efficiently is important for both legal and IT professionals



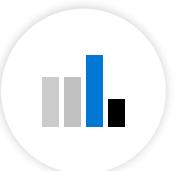
**\$3B**

Was spent on eDiscovery software in 2018



**57%**

Of corporate counsel plan to increase their total eDiscovery spend next year



**71%**

Of corporate counsel are leveraging technology and/or best practices to improve legal operations



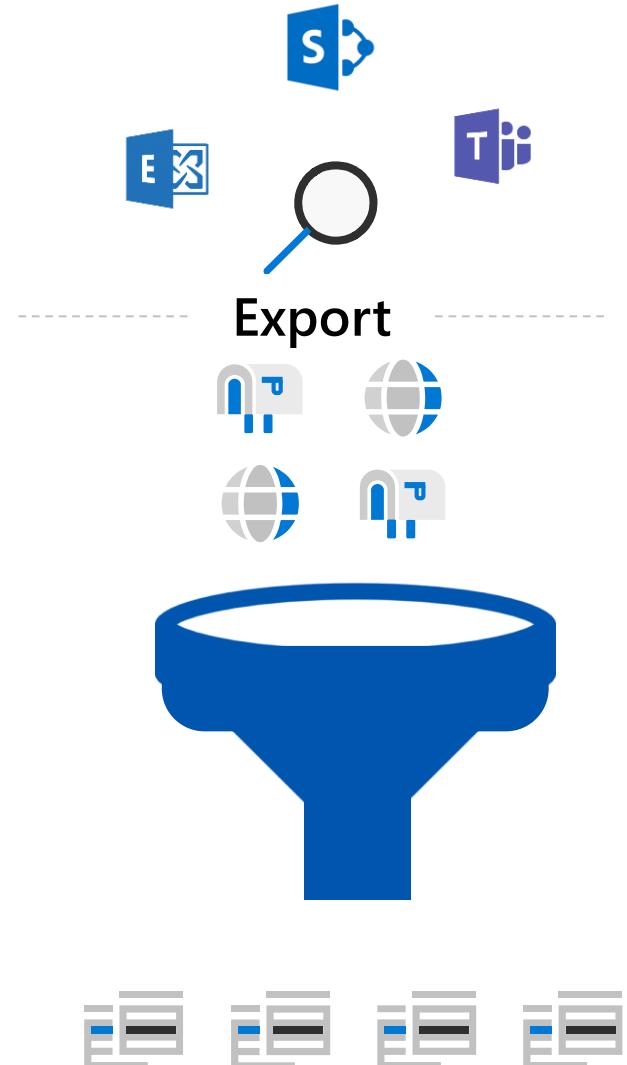
# “Collect and export” is risky and costly; we address them with Advanced eDiscovery

 Pain points of “collect and export”

-  Move sensitive data to other systems
-  Work with disjointed tools
-  Lose insights in large amount of data

 Advanced eDiscovery design principles

-  Collect and discover data where it is
-  Manage end-to-end workflows in one solution
-  Find relevant data and insights intelligently



# Advanced eDiscovery: an end-to-end solution



## Custodian Management and Communications

Preserve content by custodian, send hold notifications and track acknowledgements



## Deep crawling and indexing

Deep processing (e.g. much higher size limits, non-Microsoft file types, ...) to extract and index text & metadata



## Collection into document review sets

Manage static sets of documents within a case, that can be independently searched, analyzed, shared, and acted upon



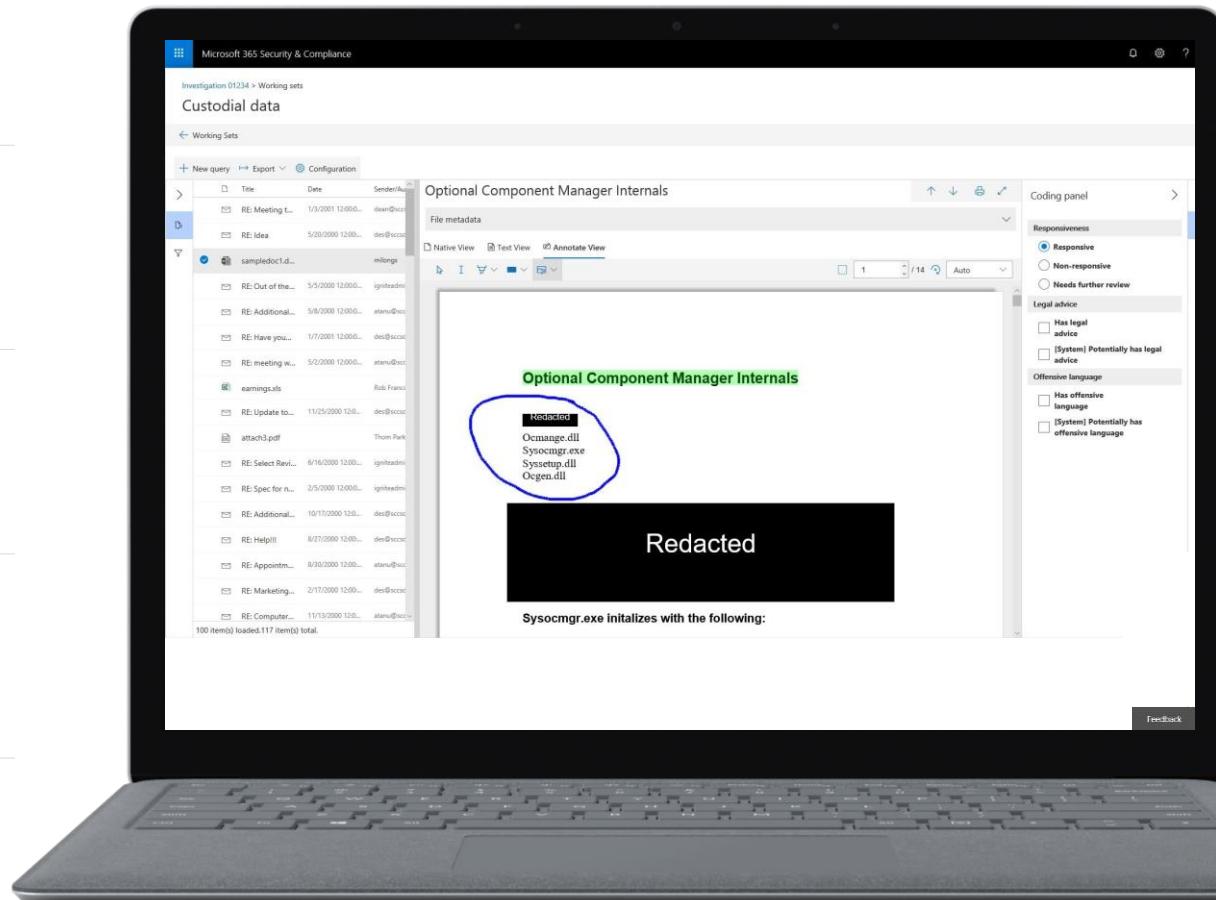
## Cull your data intelligently with ML

Use predictive coding, near duplicate detection, email threading, Themes and ML models to identify potential high value content



## Review and take action on documents

View content via a native and text viewer, organize documents with tags and redact sensitive information prior to export



# Demo

Advanced eDiscovery for Contoso

Teams chat & Yammer



# Customer Story



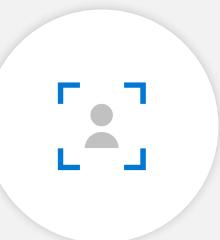
Contoso is developing a new VR experience – Project Obsidian



Fabritech released a similar feature before Contoso



Contoso and Fabritech are ordered to exchange documents related to the project to establish a timeline



Ex-Contoso employee [name] is the lead designer at Fabritech

Contoso M&amp;A Investigation &gt; Home



## Contoso M&amp;A Investigation

[Back](#)[Home](#)[Custodians](#)[Communications](#)[Holds](#)[Processing](#)[Searches](#)[Review Sets](#)[Exports](#)[Jobs](#)[Settings](#)[Custodians](#)

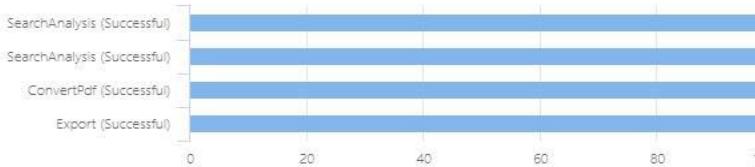
5 Total custodians

5 of 5 Total custodians on hold

[Communications](#)

3 Notices sent      1 of 3 Acknowledged

0 Reminders sent      0 Escalations sent

[Recent jobs status](#)[Errors](#)

Review set: All Custodial Data

- 0 password protected files
- 0 unknown file types



Contoso M&amp;A Investigation &gt; Custodians



## Contoso M&amp;A Investigation

[Back](#)[Home](#) [Custodians](#) [Communications](#) [Holds](#) [Processing](#) [Searches](#) [Review Sets](#) [Exports](#) [Jobs](#) [Settings](#)Start your case by setting up people as custodians to quickly identify and preserve data sources with which they are associated. [Learn more](#)[+ Add custodians](#)[Refresh](#)

<input type="checkbox"/>	Name	Email	Country/Region	Role	Status	Acknowledgement date	Indexing job status	Index updated time
<input checked="" type="checkbox"/>	Irvin Sayers	IrvinS@M365x521608.OnMicrosoft.com	United States	Project Manager	Active		Successful	10/22/2019 21:43:29
<input type="checkbox"/>	Lidia Holloway	LidiaH@M365x521608.OnMicrosoft.com	United States	Product Manager	Active		Successful	10/18/2019 22:07:47
<input type="checkbox"/>	Alex Wilber	AlexW@M365x521608.OnMicrosoft.com	United States	Marketing Assistant	Active	2019-10-21 18:06:01	Successful	10/21/2019 18:28:29
<input type="checkbox"/>	Miriam Graham	MiriamG@M365x521608.OnMicrosoft.com	United States	Director	Active		Successful	10/18/2019 21:11:16
<input type="checkbox"/>	Megan Bowen	MeganB@M365x521608.OnMicrosoft.com	United States	Marketing Manager	Active		Successful	10/18/2019 23:11:32

Add custodians to a case

## Choose custodians

 Choose custodians Choose custodial locations Select additional locations Place custodial holds

Choose a custodian

ade

Adele Vance

email: AdeleV@M365x521608.OnMicrosoft.com

Person's name

Email address

NextCancel

Add custodians to a case

## Choose custodians

 Choose custodians Choose custodial locations Select additional locations Place custodial holds

Choose a custodian

Please type a minimum of 3 characters to get the list of users

Person's name

Adele Vance

Email address

AdeleV@M365x521608.OnMicrosoft.com

X

 Next Cancel

Add custodians to a case

 Choose custodians Choose custodial locations Select additional locations Place custodial holds

## Choose custodial locations

In addition to email messages, Exchange mailboxes also include content from individual Teams chats, Sways, Forms, Yammer messages, and more. What content is stored in mailboxes?

Custodians	Email address	<input type="checkbox"/> Exchange	<input type="checkbox"/> OneDrive
Adele Vance	AdeleV@M365x521608.OnMicrosoft.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Back](#)[Next](#)[Cancel](#)

Add custodians to a case

 Choose custodians Choose custodial locations Select additional locations Place custodial holds

## Select additional locations

Custodians	Email address	Mailboxes <small>i</small>	Sites	Teams	Yammer	Add
Adele Vance	AdeleV@M365x521608.OnMicrosoft.com	1	1	0	0	<button>Add</button>

BackNextCancel

Add custodians to a case

Choose custodians

Choose custodial locations

Select additional locations

Place custodial holds

### Select additional locations

Custodians	Email address	Mailboxes
Adele Vance	AdeleV@M365x521608.OnMicrosoft.com	1

Back Next Cancel

### Select additional locations for Adele Vance

Location	Include
Exchange email <small>?</small>	None selected <a href="#">Choose users, groups, or teams</a>
SharePoint sites	None selected <a href="#">Choose sites</a>
Teams	None selected <a href="#">Choose teams</a>
Yammer	None selected <a href="#">Choose yammer</a>

Save Cancel

Need help? Feedback

Add custodians to a case

## Select additional locations

Custodians

Adele Vance

Email address

AdeleV@M365x521608.OnMicrosoft.com

Choose custodians

Choose custodial locations

Select additional locations

Place custodial holds

[Back](#)[Next](#)[Cancel](#)

## Edit locations



Teams

[Choose teams](#)▼ Teams (0) [Clear all](#)[Done](#)[Need help?](#)[Feedback](#)

Additional locations

## Select additional locations

Custodians

Add source

Email address

Added@contoso.com (Outlook)

Choose custodians

Choose custodial locations

Select additional locations

Place custodial holds

[Previous](#) [Next](#) [Cancel](#)

## Edit locations



## Teams

Choose which teams to choose from the list below.

Search 

▼ Added (1)

▲ Teams (4)

<input type="checkbox"/>	Name	Email	Site
<input type="checkbox"/>	Sales and Marketing	SalesAndMarketing@M365x521608.onmicrosoft.com	<a href="https://m365x521608.sharepoint.com/sites/SalesAndMarketing">https://m365x521608.sharepoint.com/sites/SalesAndMarketing</a>
<input checked="" type="checkbox"/>	Mark 8 Project Team	Mark8ProjectTeam@M365x521608.onmicrosoft.com	<a href="https://m365x521608.sharepoint.com/sites/Mark8ProjectTeam">https://m365x521608.sharepoint.com/sites/Mark8ProjectTeam</a>
<input type="checkbox"/>	Retail	Retail@M365x521608.onmicrosoft.com	<a href="https://m365x521608.sharepoint.com/sites/Retail">https://m365x521608.sharepoint.com/sites/Retail</a>
<input type="checkbox"/>	Digital Initiative Publi...	DigitalInitiativePublicRelations@M365x521608.onmicrosoft.com	<a href="https://m365x521608.sharepoint.com/sites/DigitalInitiativePublicR...">https://m365x521608.sharepoint.com/sites/DigitalInitiativePublicR...</a>

[Choose](#)[Cancel](#)[Need help?](#)[Feedback](#)

Add custodians to a case

## Select additional locations

Custodians

Adele Vance

Email address

AdeleV@M365x521608.OnMicro...

Choose custodians

Choose custodial locations

Select additional locations

Place custodial holds

Back

Next

Cancel

## Edit locations



1 team added

Choose teams

Teams (1) Clear allMark 8 Project Team Mark8ProjectTeam@M365x521608.onmicro... <https://m365x521608.sharepoint.com/sites/Mark8Project...> X

Done

Need help?

Feedback

Add custodians to a case

Choose custodians

Choose custodial locations

Select additional locations

Place custodial holds

### Select additional locations

Custodians	Email address	Mailboxes
Adele Vance	AdeleV@M365x521608.OnMicrosoft.com	1

Back Next Cancel

### Select additional locations for Adele Vance

Location	Include
Exchange email <small>?</small>	None selected <a href="#">Choose users, groups, or teams</a>
SharePoint sites	None selected <a href="#">Choose sites</a>
Teams	1 team <a href="#">Choose teams</a>
Yammer	None selected <a href="#">Choose yammer</a>

Save Cancel

[Need help?](#) [Feedback](#)

Add custodians to a case

## Select additional locations

Custodians

Adele Vance

Email address

AdeleV@M365x521608.OnMicrosoft.com

Choose custodians

Choose custodial locations

Select additional locations

Place custodial holds

Back

Next

Cancel

## Edit locations



Yammer

Choose yammer

Yammer (0) Clear all

Done

Need help?

Feedback

Additional locations

## Select additional locations

Custodians

Add source

Email address

Added@M365x521608.onmicrosoft.com

Choose custodians

Choose custodial locations

Select additional locations

Place custodial holds

Back Next Cancel

## Edit locations



## Yammer

Choose which yammer to choose from the list below.

Search 

▼ Added (1)

^ Yammer (2)

Name	Email
<input checked="" type="checkbox"/> Operations	operations@M365x521608.onmicrosoft.com
<input type="checkbox"/> Leadership	leadership@M365x521608.onmicrosoft.com

ChooseCancelNeed help?Feedback

Add custodians to a case

## Select additional locations

Custodians

Adele Vance

Email address

AdeleV@M365x521608.OnMicrosoft.com

Choose custodians

Choose custodial locations

Select additional locations

Place custodial holds

[Back](#)[Next](#)[Cancel](#)

## Edit locations



1 yammer added

[Choose yammer](#)^ Yammer (1) [Clear all](#)

Operations

operations@M365x521608.onmicrosoft.com

[Done](#)[Need help?](#)[Feedback](#)

Add custodians to a case

Choose custodians

Choose custodial locations

Select additional locations

Place custodial holds

### Select additional locations

Custodians	Email address	Mailboxes
Adele Vance	AdeleV@M365x521608.OnMicrosoft.com	1

Back Next Cancel

### Select additional locations for Adele Vance

Location	Include
 Exchange email <small>(1)</small>	None selected <a href="#">Choose users, groups, or teams</a>
 SharePoint sites	None selected <a href="#">Choose sites</a>
 Teams	1 team <a href="#">Choose teams</a>
 Yammer	1 yammer <a href="#">Choose yammer</a>

Save Cancel

Need help? Feedback

Add custodians to a case

 Choose custodians Choose custodial locations Select additional locations Place custodial holds

## Select additional locations

Custodians	Email address	Mailboxes <small>i</small>	Sites	Teams	Yammer	Add
Adele Vance	AdeleV@M365x521608.OnMicrosoft.com	1	1	1	1	<input type="button" value="Add"/>

## Add custodians to a case

 Choose custodians Choose custodial locations Select additional locations Place custodial holds

## Place a hold on the selected custodians

When you place a custodian on hold, all content in all locations that are associated with the custodian is preserved until you remove the hold or release the custodian from the case.

Custodians	Email address	<input type="checkbox"/> Hold
Adele Vance	AdeleV@M365x521608.OnMicrosoft.com	<input checked="" type="checkbox"/>

[Back](#)[Complete](#)[Cancel](#)

Contoso M&amp;A Investigation &gt; Custodians



## Contoso M&amp;A Investigation

[Back](#)

Home

Custodians

Communications

Holds

Processing

Searches

Review Sets

Exports

Jobs

Settings

Start your case by setting up people as custodians to quickly identify and preserve data sources with which they are associated. [Learn more](#)[+ Add custodians](#)[⟳ Refresh](#)

<input type="checkbox"/>	Name	Email	Country/Region	Role	Status	Acknowledgement date	Indexing job status	Index updated time
<input checked="" type="checkbox"/>	Irvin Sayers	IrvinS@M365x521608.OnMicrosoft.com	United States	Project Manager	Active		Successful	10/22/2019 21:43:29
<input type="checkbox"/>	Lidia Holloway	LidiaH@M365x521608.OnMicrosoft.com	United States	Product Manager	Active		Successful	10/18/2019 22:07:47
<input type="checkbox"/>	Alex Wilber	AlexW@M365x521608.OnMicrosoft.com	United States	Marketing Assistant	Active	2019-10-21 18:06:01	Successful	10/21/2019 18:28:29
<input type="checkbox"/>	Miriam Graham	MiriamG@M365x521608.OnMicrosoft.com	United States	Director	Active		Successful	10/18/2019 21:11:16
<input type="checkbox"/>	Megan Bowen	MeganB@M365x521608.OnMicrosoft.com	United States	Marketing Manager	Active		Successful	10/18/2019 23:11:32

Contoso M&amp;A Investigation &gt; Custodians

## Contoso M&amp;A Investigation

[Back](#)[Home](#) [Custodians](#) [Communications](#) [Holds](#) [Processing](#) [Searches](#) [Review Sets](#) [Exports](#) [Jobs](#) [Settings](#)Start your case by setting up people as custodians to quickly identify and preserve data sources with which they are associated. [Learn more](#)[+ Add custodians](#) [⟳ Refresh](#)

<input type="checkbox"/> Name	Email	Country/Region	Role	Status
<input checked="" type="checkbox"/> Irvin Sayers	IrvinS@M365x521608.OnMicrosoft.com	United States	Project Manager	Active
<input type="checkbox"/> Lidia Holloway	LidiaH@M365x521608.OnMicrosoft.com	United States	Product Manager	Active
<input type="checkbox"/> Alex Wilber	AlexW@M365x521608.OnMicrosoft.com	United States	Marketing Assistant	Active
<input type="checkbox"/> Miriam Graham	MiriamG@M365x521608.OnMicrosoft.com	United States	Director	Active
<input type="checkbox"/> Megan Bowen	MeganB@M365x521608.OnMicrosoft.com	United States	Marketing Manager	Active

## Irvin Sayers

[Update index](#) [View custodian activity](#) [Release custodians](#)

## Details



Display name: Irvin Sayers  
Title: Project Manager  
Department: R&D  
Manager: Lee Gu  
City: Bloomington  
State: IL  
Country/Region: United States  
Email address: IrvinS@M365x521608.OnMicrosoft.com  
Office: 19/2106  
User principal name: IrvinS@M365x521608.OnMicrosoft.com  
Hold status: true  
Status: Active

## Data sources

[Edit](#)

Exchange: 1 mailbox [①](#)  
OneDrive: 1 site  
Team: 1 team  
Index updated time: 2019-10-22 14:43:29

[Close](#)[Need help?](#)[Feedback](#)

## Custodian activities



Custodian

Irvin Sayers

Activities

Show results for all activities

Start date

2019-10-21 00:00

End date

2019-10-26 00:00

Search

Clear

Results 46 results found

Filter results

Export results

Date	IP address	Activity	Item
2019-10-23 13:41:40	131.107.174.44	Broke sharing inheritance	<a href="https://m365x521608-my.sharepoint.com/personal/irvins_m3...">https://m365x521608-my.sharepoint.com/personal/irvins_m3...</a>
2019-10-23 13:41:40	131.107.174.44	Shared file, folder, or site	<a href="https://m365x521608-my.sharepoint.com/personal/irvins_m3...">https://m365x521608-my.sharepoint.com/personal/irvins_m3...</a>
2019-10-23 13:41:40	131.107.174.44	Shared file, folder, or site	<a href="https://m365x521608-my.sharepoint.com/personal/irvins_m3...">https://m365x521608-my.sharepoint.com/personal/irvins_m3...</a>
2019-10-23 13:41:40	131.107.174.44	Shared file, folder, or site	<a href="https://m365x521608-my.sharepoint.com/personal/irvins_m3...">https://m365x521608-my.sharepoint.com/personal/irvins_m3...</a>
2019-10-23 13:41:40	131.107.174.44	Broke sharing inheritance	<a href="https://m365x521608-my.sharepoint.com/personal/irvins_m3...">https://m365x521608-my.sharepoint.com/personal/irvins_m3...</a>
2019-10-23 13:41:40	131.107.174.44	Shared file, folder, or site	<a href="https://m365x521608-my.sharepoint.com/personal/irvins_m3...">https://m365x521608-my.sharepoint.com/personal/irvins_m3...</a>
2019-10-23 13:41:40	131.107.174.44	Shared file, folder, or site	<a href="https://m365x521608-my.sharepoint.com/personal/irvins_m3...">https://m365x521608-my.sharepoint.com/personal/irvins_m3...</a>
2019-10-23 13:41:40	131.107.174.44	Shared file, folder, or site	<a href="https://m365x521608-my.sharepoint.com/personal/irvins_m3...">https://m365x521608-my.sharepoint.com/personal/irvins_m3...</a>
2019-10-23 13:41:28	131.107.174.44	Modified file	Project Obsidian Release Plan Agenda.docx
2019-10-23 13:41:28	131.107.174.44	Modified file	Project Obsidian Release Plan Agenda.docx
2019-10-23 13:41:26	131.107.174.44	Accessed file	Project Obsidian Release Plan Agenda.docx
2019-10-23 13:41:26	131.107.174.44	Accessed file	Project Obsidian Release Plan Agenda.docx

Close

Need help?

Feedback



Contoso M&amp;A Investigation &gt; Communications



## Contoso M&amp;A Investigation

[Back](#)[Home](#)   [Custodians](#)   [Communications](#)   [Holds](#)   [Processing](#)   [Searches](#)   [Review Sets](#)   [Exports](#)   [Jobs](#)   [Settings](#)Manage and automate legal hold notifications, escalations, and reminders in one place. [Learn more](#)[+ New communication](#)   [Export](#)   [Refresh](#)

<input type="checkbox"/> Name	Status	Last modified	Custodians	Hold acknowledged
-------------------------------	--------	---------------	------------	-------------------

<input type="checkbox"/> Employee LH Notice		10/21/2019 18:06:02	3	1
---	--	---------------------	---	---

Contoso M&amp;A Investigation &gt; Communications

## Contoso M&amp;A Investigation

[Back](#)[Home](#)   [Custodians](#)   [Communications](#)   [Holds](#)   [Processing](#)   [Searches](#)   [Review Sets](#)   [Exports](#)   [Jobs](#)   [Settings](#)Manage and automate legal hold notifications, escalations, and reminders in one place. [Learn more](#)[+ New communication](#)   [Export](#)   [Refresh](#) Name

Status

Last modified

 Employee LH Notice

10/21/2019 18:06:02

## Custodian communication

[Edit](#)   [Delete](#)   [More ▾](#)

Status

1 of 3  
Acknowledged  
hold notice2 of 3  
Awaiting  
acknowledgement

Custodians

3 Custodians

Alex Wilber	Acknowledged
Miriam Graham	No Response
Megan Bowen	No Response

Contoso M&amp;A Investigation &gt; Communications

## Contoso M&amp;A Investigation

[Back](#)

Home

Custodians

Communications

Manage and automate legal hold notifications, escalation

[+ New communication](#)[Export](#) Name Employee LH Notice

## Edit Communication

## Name Communication

## Define Portal Content

## Set Notifications - Required

## Set Notifications - Optional

## Custodians

## Editing Name Communication

Name \*

Employee LH Notice

Issuing officer \*

MOD Administrator

[Save](#)[Cancel](#)

## Contoso M&A Investigation

 Back

[Home](#)      [Custodians](#)      [Communications](#)

Manage and automate legal hold notifications, escalation



Name

### Edit Communication

## Name Communication

## Define Portal Content

### **Set Notifications - Required**

### **Set Notifications - Optional**

## Custodians

## Editing Define Portal Content

Define the content of your hold notice here. This content will be emailed to your custodians and also be made accessible through their personal custodian portal. After assigning custodians to this notice, you can also create and send templated emails to improve response rates and ensure that your custodians have the most up-to-date information.

**Insert:** **Display name** **Acknowledgement link** **Portal link** **Issuing officer email** **Issuing date**



**{{{DisplayName}}},**

Contoso is involved in a matter that may involve litigation. To that end we are advising you as a potential custodian of records pertaining to this potential matter that you requested as follows. Please be advised that you are instructed to hold and preserve all documents. Normal records retention policies regarding the destruction of such documents must be immediately suspended. The obligation to retain records applies to records, paper and electronic, currently in existence as well as to records created in the future. You must retain all records, including memoranda, correspondence, electronic data and any information contained in Company supported databases. Compliance with this records-retention directive is mandatory. This directive also applies to all company issued computer equipment and electronic data hardware on which any of the described records and information may be stored, including, but not limited to, any desktop systems, laptops, portable storage devices (thumb drives, external hard drives and the like) or portable wireless devices. The hardware itself must be preserved, and should not be transferred to other employees, nor should its data storage function be modified or impaired in any way (such as by removing, replacing, or "wiping" a hard disk). The scope of the material that must be retained is very comprehensive. It includes all records of all written or graphic matter, however produced or reproduced, of every kind and description, including writings, communications, graphs, sound and video tapes or recordings, photographs, magnetic discs, emails, invoices, calendars, etc.

Three kinds of records merit special attention: Email and electronic information records: Email and "electronic information" of any kind must be preserved (i.e., any information created, stored, or accessible by means of computer technology). Do not delete any email (or attachments to any email) in your "in-box" or "out-box" or any email that you may receive or send in the future. Also do not delete any email or other records that you have stored on your computer's hard-drive or on a Company server.

If your email system is programmed to erase email after a certain length of time, preserve your email by (1) transferring your email to a personal folder, or (2) transferring your email to a disc. Please be sure any attachments to your emails are transferred as well. Do NOT make decisions about whether an email or other document is 'important'; preserve ALL documents. Duplicate Records: All duplicate copies of records must be preserved. Counsel will determine the status and treatment of duplicates. "Personal" Files: There is no distinction between "official" Company files and your "personal" files. All potentially relevant records you wrote, compiled, or received must be preserved, including any copies you have saved separately from any "official" or "Company" file, including records stored off-site. You should instead just identify the relevant records and retain them as they now are being kept. It is advantageous to assure that the records are preserved in exactly the way they were maintained in the ordinary course of business and disadvantageous to disturb that order. Please inform your administrative assistants and other staff not to discard or delete any documents or other electronic information related to these products. Attorneys from the Law Department and/or outside counsel will be contacting you to determine whether you have any records that may be relevant to this matter.

In the event your records are required for review, the lawyers handling this litigation will make arrangements for segregating and copying your records. Please share this notice with those members of your department who may also have files or information relevant to this hold notice. Please refer any questions you may have about the preservation and collection of records, to: {{IssuingOfficerEmail}}

Dated: {{IssuingDate}}

**Save**

Cancel

Contoso M&amp;A Investigation &gt; Communications

## Contoso M&amp;A Investigation

[Back](#)

Home

Custodians

Communications

Manage and automate legal hold notifications, escalation

[+ New communication](#)[Export](#) Name Employee LH Notice

## Edit Communication

## Name Communication

## Define Portal Content

## Set Notifications - Required

## Set Notifications - Optional

## Custodians

## Editing Set Notifications - Required

## Issuance\*

[Edit](#)

Recipient: All custodians

Cc:

Bcc:

Subject: Hold Issued: Please Read

Body: Hello,

You have been issued a hold. Please read and review.

## Reissue\*

[Edit](#)

Recipient: All custodians

Cc:

Bcc:

Subject: Reissue: Hold Updated

Body: The content below has been updated

## Release\*

[Edit](#)

Recipient: All custodians

Cc:

Bcc:

Subject: Release: You have been removed from hold

Body: Hold Released

[Save](#)[Cancel](#)

Contoso M&amp;A Investigation &gt; Communications

## Contoso M&amp;A Investigation

[Back](#)

Home

Custodians

Communications

Manage and automate legal hold notifications, escalation

[+ New communication](#)[Export](#) Name Employee LH Notice

## Edit Communication

## Name Communication

## Define Portal Content

## Set Notifications - Required

## Set Notifications - Optional

## Custodians

1 item(s) loaded.

## Editing Set Notifications - Optional

[Reminder](#)[Edit](#)

Status: Enabled

Interval in days: 1

Count: 2

Subject: Reminder: Please Read

Body: Please review.

[Escalation](#)[Edit](#)

Status: Disabled

Interval in days: 1

Count: 0

Subject:

Body:

[Save](#)[Cancel](#)[Need help?](#)[Feedback](#)

Contoso M&amp;A Investigation &gt; Communications

## Contoso M&amp;A Investigation

[Back](#)[Home](#)[Custodians](#)[Communications](#)

Manage and automate legal hold notifications, escalation

[+ New communication](#)[Export](#) Name Employee LH Notice

## Edit Communication

## Name Communication

## Define Portal Content

## Set Notifications - Required

## Set Notifications - Optional

## Custodians

## Editing Custodians

 Name Irvin Sayers Lidia Holloway

## Email

IrvinS@M365x521608.OnMicrosoft.com

LidiaH@M365x521608.OnMicrosoft.com

[Save](#)[Cancel](#)

Contoso M&amp;A Investigation &gt; Holds



## Contoso M&amp;A Investigation

[Back](#)[Home](#)   [Custodians](#)   [Communications](#)   [Holds](#)   [Processing](#)   [Searches](#)   [Review Sets](#)   [Exports](#)   [Jobs](#)   [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](#)   [Refresh](#)   

Name	Last modified
------	---------------

Non-Custodial Hold	2019-10-22 10:59
--------------------	------------------

CustodianHold-6280cd7a-8ccc-4fac-9322-96dd1c3a7148	2019-10-18 13:57
--	------------------



Contoso M&amp;A Investigation &gt; Holds

## Contoso M&amp;A Investigation

[Back](#)

Home

Custodians

Communications

Holds

Processing

Searches

Create holds to preserve content. Manage hold policies associated with custodians, create and manage additional holds.

[+ Create](#)[Refresh](#)[Search](#)

Name

Non-Custodial Hold

CustodianHold-6280cd7a-8ccc-4fac-9322-96dd1c3a7148

## Create a new hold

Name your hold

Choose locations

Create query

Review your settings

## Name your hold

Name \*

Engineering Site

## Description

Enter a friendly description for your policy

[Next](#)[Cancel](#)

Contoso M&amp;A Investigation &gt; Holds

## Contoso M&amp;A Investigation

Back

Home

Custodians

Communications

Holds

Processing

Searches

Create holds to preserve content. Manage hold policies associated with custodians, create and manage additional holds.

+ Create

Refresh

Search



Name

Non-Custodial Hold

CustodianHold-6280cd7a-8ccc-4fac-9322-96dd1c3a7148

## Create a new hold

## Name your hold

## Choose locations

## Create query

## Review your settings

## Choose locations

Location	Include
Exchange email	None Choose users, groups, or teams
Office 365 group email	
Skype for Business	
Teams messages	
To-Do	
Facebook	
Yammer conversations	
SharePoint sites	None Choose sites
OneDrive accounts	
Office 365 group sites	
Teams sites	
Yammer sites	
Exchange public folders	None <input checked="" type="checkbox"/>

Back

Next

Cancel

Need help?

Feedback



Contoso M&amp;A Investigation &gt; Holds

## Contoso M&amp;A Investigation

 Back

Home

Custodians

Communications

Holds

Processing

Searches

Create holds to preserve content. Manage hold policies associated with custodians, create and manage additional holds.

 + Create Refresh Search

Name

Non-Custodial Hold

CustodianHold-6280cd7a-8ccc-4fac-9322-96dd1c3e7148

Create a new hold

 Name your hold Choose locations Create query Review your settings

## Edit locations



## Exchange email

 Choose users, groups, or teams Users, groups, or teams (0) 

Done

 Need help? Feedback

Search for locations or users

## Contoso M&amp;A Investigation

← Back

[Home](#) [Custodians](#) [Communications](#) [Holds](#) [Processing](#) [Searches](#)

Create holds to preserve emails. Manage hold policies associated with custodians, credits, and message retention.

[Create hold](#) [Edit hold](#) [Delete](#)[Home](#)[New Hold](#)[Last modified: 4/20/2023 8:50:12 AM](#)

Create a new hold

Name your hold

Choose locations

- Create query
- Review your settings

## Edit locations



## Exchange email

Choose which users, groups, or teams to choose from the list below.

leadership@M365x521608.onmicrosoft.com 

Please type minimum 3 characters to get the mailbox list.

Distribution lists and mail-enabled security groups will be expanded so that an In-Place Hold can be put on the mailboxes in these groups. Only the mailboxes that are currently members of these groups will be placed on hold. Mailboxes added to or removed from these groups won't be added or removed from this hold.

▼ Added (1)

^ Users, groups, or teams (1)

<input checked="" type="checkbox"/> Name	Email
<input checked="" type="checkbox"/> Leadership	leadership@M365x521608.onmicrosoft.com

[Choose](#)[Cancel](#)[Need help?](#)[Feedback](#)

Contoso M&amp;A Investigation &gt; Holds

## Contoso M&amp;A Investigation

Back

Home

Custodians

Communications

Holds

Processing

Searches

Create holds to preserve content. Manage hold policies associated with custodians, create and manage additional holds.

+ Create

Refresh

Search



Name

Non-Custodial Hold

CustodianHold-6280cd7a-8ccc-4fac-9322-96dd1c3e7148

Create a new hold

Name your hold

Choose locations

Create query

Review your settings

## Edit locations



1 user, group, or team added

Choose users, groups, or teams

Users, groups, or teams (1) Clear all

Leadership

leadership@M365x521608.onmicrosoft.com



Done

Need help?

Feedback



Contoso M&amp;A Investigation &gt; Holds

## Contoso M&amp;A Investigation

[Back](#)

Home

Custodians

Communications

Holds

Processing

Searches

Create holds to preserve content. Manage hold policies associated with custodians, create and manage additional holds.

[+ Create](#)[Refresh](#)[Search](#)

Name

Non-Custodial Hold

CustodianHold-6280cd7a-8ccc-4fac-9322-96dd1c3a7148

Create a new hold

Name your hold

Choose locations

Create query

Review your settings

## Query conditions

^ \* Keywords

Enter keywords

[+ Add conditions](#)[Back](#)[Next](#)[Cancel](#)

Contoso M&amp;A Investigation &gt; Holds

## Contoso M&amp;A Investigation

[Back](#)

Home

Custodians

Communications

Holds

Processing

Searches

Create holds to preserve content. Manage hold policies associated with custodians, create and manage additional holds.

[+ Create](#)[Refresh](#)[Search](#)

Name

Non-Custodial Hold

CustodianHold-6280cd7a-8ccc-4fac-9322-96dd1c3a7148

Create a new hold

Name your hold

Choose locations

Create query

Review your settings

## Review your settings

Policy name [Edit](#)

Engineering Site

Description [Edit](#)Applies to content in these locations [Edit](#)

Exchange email ⓘ

Query conditions [Edit](#)

Keywords

[Back](#)[Create this hold](#)[Cancel](#)

Contoso M&amp;A Investigation &gt; Processing



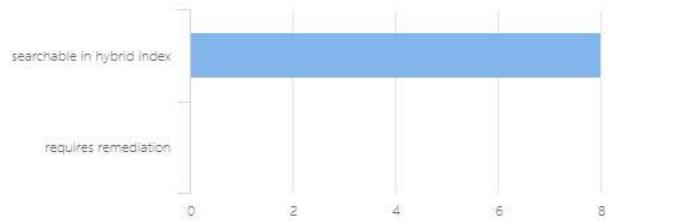
## Contoso M&A Investigation

[Back](#)[Home](#)[Custodians](#)[Communications](#)[Holds](#)[Processing](#)[Searches](#)[Review Sets](#)[Exports](#)[Jobs](#)[Settings](#)

Processing provides visibility into Advanced Custodian Indexing and is where you can address processing errors with file identification, expansion of embedded documents and attachments, and text extraction. [Learn more](#)

View: [Index status](#) [Update index](#)

Advanced indexing results



Index last updated: 2019-10-18 21:10:00 | MiriamG@M365x521608.OnMicrosoft.com

Note: Custodian indexes are automatically updated before returning search results.



Contoso M&amp;A Investigation &gt; Processing



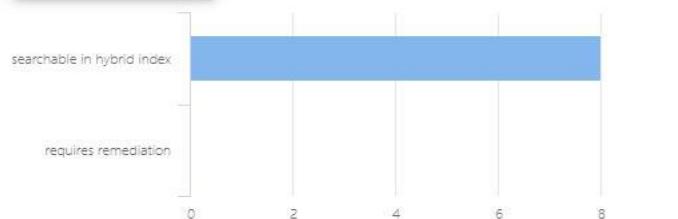
## Contoso M&A Investigation

[Back](#)[Home](#) [Custodians](#) [Communications](#) [Holds](#) [Processing](#) [Searches](#) [Review Sets](#) [Exports](#) [Jobs](#) [Settings](#)

Processing provides visibility into Advanced Custodian Indexing and is where you can address processing errors with file identification, expansion of embedded documents and attachments, and text extraction. [Learn more](#)

View: [Index status](#) [Update index](#)[Index status](#)[Errors](#)[Remediations](#)

Advanced indexing results



Index last updated: 2019-10-18 21:10:00 | MiriamG@M365x521608.OnMicrosoft.com

Note: Custodian indexes are automatically updated before returning search results.





Contoso M&amp;A Investigation &gt; Processing



## Contoso M&amp;A Investigation

Back

[Home](#)   [Custodians](#)   [Communications](#)   [Holds](#)   [Processing](#)   [Searches](#)   [Review Sets](#)   [Exports](#)   [Jobs](#)   [Settings](#)Processing provides visibility into Advanced Custodian Indexing and is where you can address processing errors with file identification, expansion of embedded documents and attachments, and text extraction. [Learn more](#)

View: Errors

Scope: Initial collection

+ New error remediation

Refresh

Export

- ▼ File type is not supported. (2)

Items: 104

15124.31 KB

glb	Items: 1	2228.48 KB
-----	----------	------------

- ▼ File is malformed. (1)

one

Items: 1

54.47 KB



Contoso M&amp;A Investigation &gt; Processing

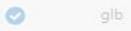
## Contoso M&amp;A Investigation

[Back](#)[Home](#)    [Custodians](#)    [Communications](#)

Processing provides visibility into Advanced Custodian Inc.

View: [Errors](#)    Scope: [Initial collection](#)

File type is not supported. (2)



glb

File is malformed. (1)

one

## New remediation

1. Prepare    [2. Download files](#)    [3. Upload files](#)    [4. Process files](#)

The selected files need to be prepared for download by copying to a staging location on the Azure cloud, to ensure reliable, uninterrupted download of the files. This may take several minutes depending on the total amount of data to be downloaded. This cannot be paused or cancelled.

Job status: InProgress

Preparation in progress: 5%

[Next: Download files](#)[Cancel](#)

Contoso M&amp;A Investigation &gt; Searches



## Contoso M&amp;A Investigation

[Back](#)[Home](#)   [Custodians](#)   [Communications](#)   [Holds](#)   [Processing](#)   [Searches](#)   [Review Sets](#)   [Exports](#)   [Jobs](#)   [Settings](#)Find data in Office 365 that is relevant to your case. Verify your search query by previewing the results and viewing statistics before adding data to a review set, where you can take further actions on the data. [Learn more](#)[New search](#)[Refresh](#)

<input type="checkbox"/> Name	Query text	Last run time	Estimate status	Preview status	Added to review set
<input type="checkbox"/> Yammer Content		2019-10-25 14:55:27	Successful	Successful	Successful
<input type="checkbox"/> Alex Wilbur Keyword	obsidian(c:c)(ItemClass=IPM.Note.Microsoft.Conversatio...	2019-10-24 13:55:50	Successful	Successful	Successful
<input type="checkbox"/> Custodial Data		2019-10-21 12:11:25	Successful	Successful	Successful



Create new search

## Name and description

### Name and description

Custodial data

### Description

Enter a friendly description for your policy

Next

Cancel

Create new search

## Custodians

Choose the custodian locations to search. When you select a custodian, we'll search the data sources that were associated with that person when they were added to the case, or you can [narrow the search to selected locations](#).

## Suggested custodians

Cancel

 Irvin Sayers  
IrvinS@M365x521608.... Lidia Holloway  
LidiaH@M365x521608.... Alex Wilber  
AlexW@M365x521608.... Miriam Graham  
MiriamG@M365x5216... Megan Bowen  
MeganB@M365x5216...



Create new search

## Custodians



Choose the custodian locations to search. When you select a custodian, we'll search the data sources that were associated with that person when they were added to the case, or you can [narrow the search to selected locations](#).

 Alex Wilber X |[Back](#)[Next](#)[Cancel](#) Name and description Custodians Additional locations Search criteria Review your search

Create new search

## Locations

Choose additional locations to search. An additional location is a data source that isn't associated with the custodians you selected on the previous page.

Location

Selected locations

Select all

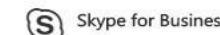


Exchange email

None selected

[Choose users, groups, or teams](#)

Office 365 group email



Skype for Business



Teams messages



To-Do



Sway



Forms



Facebook



Yammer conversations



SharePoint sites

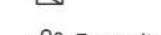
None selected

[Choose sites](#)

OneDrive accounts



Office 365 group sites



Teams sites



Yammer sites



Exchange public folders

[Back](#)[Next](#)[Cancel](#)[Need help?](#)[Feedback](#)

Create new search

 Name and description Custodians Additional locations Search criteria Review your search

## Search criteria

Enter keywords or use the keyword list. You can also add conditions to narrow your results.

[Learn more](#)

^ Keywords



Enter keywords

 Show keyword list [\(i\)](#)[+ Add conditions](#)[Back](#)[Next](#)[Cancel](#)

Create new search

## Search criteria

Enter keywords or use the keyword list. You can also add conditions to narrow your results.  
[Learn more](#)

 Name and description Custodians Additional locations Search criteria Review your search

## Keywords

Enter keywords

 Show keyword list 

Add conditions

Back

Next

Cancel

## Add conditions

Search

 Name

Group

 Date

Common

 Sender/Author

Common

 Size (in bytes)

Common

 Subject/Title

Common

 Compliance label

Common

 Sensitive Type

Common

 Message kind

Emails

 Participants

Emails

 Type

Emails

 Received

Emails

 Recipients

Emails

 Sender

Emails

 Sent

Emails

 Subject

Emails

20 item(s) loaded.

Add

Cancel

Need help?

Feedback

Create new search

## Search criteria

X

 Name and description Custodians Additional locations

Enter keywords or use the keyword list. You can also add conditions to narrow your results.  
[Learn more](#)

Keywords

earnings



X

 Show keyword list [\(i\)](#)

Date

Between [▼](#)

2018-01-01

X

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
31							01
01	02	03	04	05	06		

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
07	08	09	10	11	12	13	
14	15	16	17	18	19	20	

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
21	22	23	24	25	26	27	
28	29	30	31	01	02	03	

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
04	05	06	07	08	09	10	

[Add conditions](#)[Back](#)[Next](#)

Create new search

## Search criteria



Enter keywords or use the keyword list. You can also add conditions to narrow your results.

[Learn more](#) Name and description Custodians Additional locations Search criteria Review your search

^ Keywords

earnings

 Show keyword list 

^ Date

Between

2018-01-01

2019-10-25



Add conditions

[Back](#)[Next](#)[Cancel](#)

Create new search

Name and description

Custodians

Additional locations

Search criteria

Review your search

## Review your search

### Search criteria

Keywords earnings and Date between 2018-01-01 and 2019-10-25

### Custodians

Alex Wilber

### Locations

Back

Run

Cancel

Contoso M&amp;A Investigation &gt; Searches

## Contoso M&amp;A Investigation

Back

[Home](#)   [Custodians](#)   [Communications](#)   [Holds](#)   [Processing](#)   [Searches](#)   [Review Sets](#)

Find data in Office 365 that is relevant to your case. Verify your search query by previewing the results and viewing statistics before adding it to a review set.

 [New search](#)    [Refresh](#)

<input type="checkbox"/> Name	Query text	Last run
<input type="checkbox"/> Yammer Content		2019-10-21 11:21:57
<input type="checkbox"/> Alex Wilbur Keyword	obsidian(c:c)(ItemClass=IPM.Note.Microsoft.Conversation)	2019-10-21 11:21:57
<input checked="" type="checkbox"/> Custodial Data		2019-10-21 11:21:57

## Custodial Data

[Statistics](#)   [Preview](#)   [+ Add results to review set](#)   [Sample](#)   [Edit](#)   [Delete](#)   [Copy](#)Description [Edit](#)

&lt;No description provided&gt;

Query [Edit](#)

## Custodians

Irvin Sayers, Lidia Holloway, Alex Wilber, Megan Bowen

## Locations

Last run on [Re-run](#)

2019-10-21 11:21:57

## Created

2019-10-21 11:14:28

## Last modified

2019-10-21 12:11:25

## Estimate

9,465 items (655.44 MB)

0 unindexed items, 0 B

10 mailboxes

9 site(s)

[Close](#)[Need help?](#)[Feedback](#)

Search &gt; Search Statistics



## Search Statistics

[Back](#)Validate the search by reviewing high-level statistics for the estimated search results. [Learn more.](#)

Type:

[Download](#)

Summary

Location type	Locations in search	Items count	Size
SharePoint	9	507	488180040
Exchange <span style="color: #0078D4;">(i)</span>	10	8958	199102998

[Need help?](#)[Feedback](#)

Search &gt; Search Statistics



## Search Statistics

[Back](#)

Validate the search by reviewing high-level statistics for the estimated search results. [Learn more.](#)

Type:

Summary	▼
Summary	
Top locations	
Queries	
Exchange 	

 Download

	Locations in search	Items count	Size
	9	507	488180040
	10	8958	199102998

[Need help?](#)[Feedback](#)

Search &gt; Search Statistics



## Search Statistics

[Back](#)Validate the search by reviewing high-level statistics for the estimated search results. [Learn more.](#)[Download](#)

Type:

Top locations

Location	Location type	Items	Size
https://m365x521608-my.sharepoint.com/personal/irvi...	SharePoint	20	8242300
https://m365x521608.sharepoint.com/sites/ProjectObsi...	SharePoint	12	22260
https://m365x521608-my.sharepoint.com/personal/lidi...	SharePoint	23	3319360
https://m365x521608.sharepoint.com/sites/Mark8Proje...	SharePoint	87	174347043
https://m365x521608.sharepoint.com/sites/DigitalInitia...	SharePoint	13	120050905
https://m365x521608-my.sharepoint.com/personal/ale...	SharePoint	21	7031724
https://m365x521608-my.sharepoint.com/personal/me...	SharePoint	68	90606056
https://m365x521608.sharepoint.com/sites/SalesAndM...	SharePoint	191	59070952
https://m365x521608.sharepoint.com/sites/Retail	SharePoint	72	25489440
DigitalInitiativePublicRelations@M365x521608.onmicr...	Exchange ⓘ	40	5490346
IrvinS@M365x521608.OnMicrosoft.com	Exchange ⓘ	5583	61437105
Mark8ProjectTeam@M365x521608.onmicrosoft.com	Exchange ⓘ	180	9011200
MeganB@M365x521608.OnMicrosoft.com	Exchange ⓘ	957	29747873
SalesAndMarketing@M365x521608.onmicrosoft.com	Exchange ⓘ	127	13318390
LidiaH@M365x521608.OnMicrosoft.com	Exchange ⓘ	1007	30858954
AlexW@M365x521608.OnMicrosoft.com	Exchange ⓘ	903	28585534
ProjectObsidian@M365x521608.onmicrosoft.com	Exchange ⓘ	22	5386482
CommercialLending@M365x521608.onmicrosoft.com	Exchange ⓘ	72	6308846
Retail@M365x521608.onmicrosoft.com	Exchange ⓘ	67	8958268

[Need help?](#)[Feedback](#)

Search &gt; Search Statistics



## Search Statistics

[Back](#)Validate the search by reviewing high-level statistics for the estimated search results. [Learn more.](#)[Download](#)

Type:

Top locations

Summary

Top locations

Queries

https://m365x521608.sharepoint.com/sites/ProjectObsi...

https://m365x521608-my.sharepoint.com/personal/lidi...

https://m365x521608.sharepoint.com/sites/Mark8Proje...

https://m365x521608.sharepoint.com/sites/DigitalInitia...

https://m365x521608-my.sharepoint.com/personal/ale...

https://m365x521608-my.sharepoint.com/personal/me...

https://m365x521608.sharepoint.com/sites/SalesAndM...

https://m365x521608.sharepoint.com/sites/Retail

DigitalInitiativePublicRelations@M365x521608.onmicr...

IrvinS@M365x521608.OnMicrosoft.com

Mark8ProjectTeam@M365x521608.onmicrosoft.com

MeganB@M365x521608.OnMicrosoft.com

SalesAndMarketing@M365x521608.onmicrosoft.com

LidiaH@M365x521608.OnMicrosoft.com

AlexW@M365x521608.OnMicrosoft.com

ProjectObsidian@M365x521608.onmicrosoft.com

CommercialLending@M365x521608.onmicrosoft.com

Retail@M365x521608.onmicrosoft.com

Location type

Items

Size

SharePoint

20

8242300

SharePoint

12

22260

SharePoint

23

3319360

SharePoint

87

174347043

SharePoint

13

120050905

SharePoint

21

7031724

SharePoint

68

90606056

SharePoint

191

59070952

SharePoint

72

25489440

Exchange ⓘ

40

5490346

Exchange ⓘ

5583

61437105

Exchange ⓘ

180

9011200

Exchange ⓘ

957

29747873

Exchange ⓘ

127

13318390

Exchange ⓘ

1007

30858954

Exchange ⓘ

903

28585534

Exchange ⓘ

22

5386482

Exchange ⓘ

72

6308846

Exchange ⓘ

67

8958268

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Search &gt; Search Statistics



## Search Statistics

[Back](#)Validate the search by reviewing high-level statistics for the estimated search results. [Learn more.](#)[Download](#)

Type:

Queries

Location type	Part	Condition	Locations in search	Items	Size
SharePoint	Primary	Size>=0	9	507	488180040
Exchange <a href="#">(i)</a>	Primary	((size>=0) OR (((IndexingErrorCode<0) OR (IndexingErr...))	11	8958	199102998

[Need help?](#)[Feedback](#)

Contoso M&amp;A Investigation &gt; Searches

## Contoso M&amp;A Investigation

[Back](#)[Home](#)   [Custodians](#)   [Communications](#)   [Holds](#)   [Processing](#)   [Searches](#)   [Review Sets](#)

Find data in Office 365 that is relevant to your case. Verify your search query by previewing the results and viewing statistics before adding it to a review set.

[New search](#)   [Refresh](#)

<input type="checkbox"/> Name	Query text	Last run
<input type="checkbox"/> Yammer Content		2019-10-21 11:21:57
<input type="checkbox"/> Alex Wilbur Keyword	obsidian(c:c)(ItemClass=IPM.Note.Microsoft.Conversation)	2019-10-21 11:21:57
<input checked="" type="checkbox"/> Custodial Data		2019-10-21 11:21:57

## Custodial Data

[Statistics](#)   [Preview](#)   [+ Add results to review set](#)   [Sample](#)   [Edit](#)   [Delete](#)   [Copy](#)Description [Edit](#)

&lt;No description provided&gt;

Query [Edit](#)

## Custodians

Irvin Sayers, Lidia Holloway, Alex Wilber, Megan Bowen

## Locations

Last run on [Re-run](#)

2019-10-21 11:21:57

## Created

2019-10-21 11:14:28

## Last modified

2019-10-21 12:11:25

Estimate [i](#)

9,465 items (655.44 MB)

0 unindexed items, 0 B [i](#)10 mailboxes [i](#)9 site(s) [i](#)[Close](#)[Need help?](#)[Feedback](#)

Search &gt; Search Results



## Search Results

[Back](#)

Preview a sampled set of items in the search result.

	Date	Name or Subject	Sender or Author	File type
	2019-10-21T18:16:35.222Z		AlexW@M365x521608.On...	MicrosoftTeams
	2019-10-21T18:16:35.222Z		AlexW@M365x521608.On...	MicrosoftTeams
	2019-10-21T16:51:20.2149...	RE: Azurix 2002 Plan Review	Iram.Arras@microsoft.com	msg
	2019-10-21T13:14:53.9378...			msg
	2019-10-21T06:57:24.7530...			msg
	2019-10-20T22:38:00Z	_sitelcon__.png	System Account	png
	2019-10-20T22:38:00Z	_sitelcon__.png	System Account	png
	2019-10-20T22:38:00Z	_sitelcon__.png	System Account	png
	2019-10-20T21:32:33.1561...	Reminder: Please Read	admin@M365x521608.On...	msg
	2019-10-20T06:43:24.3648...			msg
	2019-10-20T01:59:51.0433...			msg
	2019-10-19T06:11:11.6885...			msg
	2019-10-19T02:55:28.5674...			msg
	2019-10-18T22:52:36Z	Project Obsidian Release Plan Agenda.docx	MOD Administrator	docx
	2019-10-18T22:22:03.3787...			SharePoint
	2019-10-18T22:22:03.1488...			SharePoint
	2019-10-18T22:22:02.8879...			SharePoint
	2019-10-18T22:22:01.2376...			SharePoint
	2019-10-18T22:20:28.3804...	The new Commercial Lending group is ready	CommercialLending@M36...	msg

0 items selected. 348 items total.

[Need help?](#)[Feedback](#)

Search &gt; Search Results

## Search Results

[Back](#)

Preview a sampled set of items in the search result.

Date	Name or Subject	Sender or
2019-10-14T20:5...		
2019-10-14T01:5...		
2019-10-11T20:4...		John J Lav...
2019-10-11T20:4...	Re:	Scott Neal
2019-10-11T20:4...	Re: TDC	Scott Neal
2019-10-11T20:4...	info	Scott Neal
2019-10-11T20:4...	TDC	Kam Keise...
2019-10-11T20:4...	FW: Gas Logistics Employee Meeting	kimberly.b
2019-10-11T20:4...	FW: Williams Physical Gas Master	ellen.wallu...
2019-10-11T20:4...	Logistics Commercial Realignment	heather.ch
2019-10-11T20:4...	FW: Gas Logistics Employee Meeting	kimberly.b
2019-10-11T20:4...	FW: Williams Physical Gas Master	ellen.wallu...
2019-10-11T20:4...	REMINDER: Trader's roundtable Meeting	jennifer.bu...
2019-10-11T20:4...	Primary Receipt Points	Loving
2019-10-11T20:4...		kimberly.b
2019-10-11T20:4...	Amy Oberg brown bag- CANCELLED	imceanote
2019-10-11T20:4...	Please read: Interview Schedule , May 30th	karen.buck

File metadata

Source view

**From:** Commercial Lending <CommercialLending@M365x521608.onmicrosoft.com> on behalf of Commercial Lending  
**Sent on:** Friday, October 18, 2019 10:20:28 PM  
**To:** Commercial Lending <CommercialLending@M365x521608.onmicrosoft.com>  
**Subject:** The new Commercial Lending group is ready  
**Attachments:** windows\_store\_badge.png (3.34 KB), apple\_store\_badge.png (4.11 KB), google\_play\_store\_badge.png (4.45 KB), warming\_email\_03\_2017\_calendar.png (307 Bytes)

Welcome to the Commercial Lending group.  
Use the group to share ideas, files, and important dates.

 **Start a conversation**  
Read group conversations or start your own.

 **Add to the team site**  
Start sharing and collaborating on content in SharePoint.

 **Share files**  
View, edit, and share all group files, including email attachments.

 **Connect your apps**  
Connect apps like Twitter and Trello to stay current with information and updates your team cares about.

1 item selected. 348 items total.

[Need help?](#)

[Feedback](#)

Search &gt; Search Results

## Search Results

[Back](#)

Preview a sampled set of items in the search result.

Date	Name or Subject	Sender or	File metadata
2019-10-11T20:4...	Re:	Scott Neal	
2019-10-11T20:4...	Re: TDC	Scott Neal	
2019-10-11T20:4...	info	Scott Neal	
2019-10-11T20:4...	TDC	Kam Keise	
2019-10-11T20:4...	FW: Gas Logistics Employee Meeting	kimberly.b	
2019-10-11T20:4...	FW: Williams Physical Gas Master	ellen.wallu	
<input checked="" type="checkbox"/> 2019-10-11T20:4...	Logistics Commercial Realignment	heather.ch	<p>From: Choate Heather Sent on: Friday, October 11, 2019 8:42:04 PM To: Neal Scott ; Bates Kimberly CC: Bates Kimberly Subject: Logistics Commercial Realignment After a careful review of the wholesale and retail gas trading and scheduling process it has been decided that the Gas Logistics teams should report directly into the Enron America's Commercial organization. This realignment will help to strengthen the commercial focus and communication between the trading desks and the schedulers and will play a critical role as Enron tries to maximize opportunities and maintain a competitive trading edge. The details are as follows: Wholesale Bob Superty will maintain his management of the Logistics support functions which include the Transport Rate team (Kim Olinger), Electronic Commerce team (Tammy Lee-Jaquet) and Regulatory Affairs teams (Suzanne Calcagno). In addition, Bob will now manage the Northeast Logistics team as part of the East desk. Bob will report directly to Scott Neal and will also help coordinate the Logistics function across all regions working closely with each of the regional Logistics Managers, Commercial desk heads and Enron Americas senior management team. Victor LaMadrid will manage the Southeast Logistics team and will report directly to Scott Neal. Victor's knowledge and overall east desk experience will be critical to help maximize east desk opportunities and promote new initiatives across all regions. Lisa Kinsey will manage the Central Logistics team and will report directly to Hunter Shively. Patti Sullivan will manage the West Logistics team and will report directly to Mike Grigsby. Darren Farmer will manage the Texas Logistics team and will report directly to Tom Martin George Smith will manage the Well Head Logistics team and will report directly to Fred Lagrasta. Retail Donna Greif will now report directly to Don Black. Each of the regional Logistics Managers (East - Marde Driscoll-Ernest, Central - Charlie Muzzy, West - Sabra Dinari) will continue to report directly to Donna. Donna will continue her ongoing efforts in the development and integration of the new retail trading systems, prior period adjustments and development of a strong and talented Logistics team. Congratulations to all involved and welcome to the commercial gas team - John Lavorato, President and CEO, Enron Americas.</p> <p>Assistants - Please forward on to your groups.</p> <p>***** EDRM Enron Email Data Set has been produced in EML, PST and NSF format by ZL Technologies, Inc. This Data Set is licensed under a Creative Commons Attribution 3.0 United States License . To provide attribution, please cite to "ZL Technologies, Inc. (<a href="http://www.zli.com">http://www.zli.com</a>)."</p> <p>***** California</p>
2019-10-11T20:4...	FW: Gas Logistics Employee Meeting	kimberly.b	
2019-10-11T20:4...	FW: Williams Physical Gas Master	ellen.wallu	
2019-10-11T20:4...	REMINDER: Trader's roundtable Meeting	jennifer.bu	
<input type="radio"/>	2019-10-11T20:4... Primary Receipt Points	Loving	
2019-10-11T20:4...		kimberly.b	
2019-10-11T20:4...	Amy Oberg brown bag- CANCELLED	imceanote	
2019-10-11T20:4...	Please read: Interview Schedule , May 30th	karen.buck	
2019-10-11T20:4...	Targets	Geaccone	
2019-10-11T20:4...	FW: REQUEST - 2001 Operating Expenses - High Priority	Geaccone	
2019-10-11T20:4...	FW: 2002 Plan	Geaccone	
2019-10-11T20:4...	FW: REQUEST - 2001 Operating Expenses - High Priority	Geaccone	
2019-10-11T20:4...	FW:	Geaccone	

Search &gt; Search Results

## Search Results

[Back](#)

Preview a sampled set of items in the search result.

Date	Name or Subject	Sender or
2019-10-21T18:1...		AlexW@M...
2019-10-21T18:1...		AlexW@M...
2019-10-21T16:5...	RE: Azurix 2002 Plan Review	Iram.Arras...
2019-10-21T13:1...		
2019-10-21T06:5...		
2019-10-20T22:3...	_sitelcon_.png	System Ac...
2019-10-20T22:3...	_sitelcon_.png	System Ac...
2019-10-20T22:3...	_sitelcon_.png	System Ac...
2019-10-20T21:3...	Reminder: Please Read	admin@M...
2019-10-20T06:4...		
2019-10-20T01:5...		
2019-10-19T06:1...		
2019-10-19T02:5...		
2019-10-18T22:5...	Project Obsidian Release Plan Agenda.docx	MOD Adm...
2019-10-18T22:2...		
2019-10-18T22:2...	The new Commercial Lending group is ready	Commerci...

File metadata

Source view

Word

Project Obsidian Release Plan Agenda

Accessibility Mode Print Find Immersive Reader ...

# Project Obsidian

**Goal:**  
The goal of this meeting is to align on release management plan for the upcoming release of Obsidian.

**Agenda:**

1. Introductions
2. Marketing Campaign
3. Release Plan
4. Support
5. Key Metrics

**Attendees:**

1. MOD Administrator
2. Lidia
3. Irvin
4. Megan Bowen
5. Christie Cline

Contoso M&amp;A Investigation &gt; Searches

## Contoso M&amp;A Investigation

[Back](#)[Home](#)   [Custodians](#)   [Communications](#)   [Holds](#)   [Processing](#)   [Searches](#)   [Review Sets](#)

Find data in Office 365 that is relevant to your case. Verify your search query by previewing the results and viewing statistics before adding it to a review set.

[New search](#)   [Refresh](#)

<input type="checkbox"/> Name	Query text	Last run
<input type="checkbox"/> Yammer Content		2019-10-21 11:21:57
<input type="checkbox"/> Alex Wilbur Keyword	obsidian(c:c)(ItemClass=IPM.Note.Microsoft.Conversation)	2019-10-21 11:21:57
<input checked="" type="checkbox"/> Custodial Data		2019-10-21 11:21:57

3 item(s) loaded.

## Custodial Data

[Statistics](#)   [Preview](#)   [+ Add results to review set](#)   [Sample](#)   [Edit](#)   [Delete](#)   [Copy](#)Description [Edit](#)

&lt;No description provided&gt;

Query [Edit](#)

## Custodians

Irvin Sayers, Lidia Holloway, Alex Wilber, Megan Bowen

## Locations

Last run on [Re-run](#)

2019-10-21 11:21:57

## Created

2019-10-21 11:14:28

## Last modified

2019-10-21 12:11:25

Estimate [i](#)

9,465 items (655.44 MB)

0 unindexed items, 0 B [i](#)10 mailboxes [i](#)9 site(s) [i](#)[Close](#)[Need help?](#)[Feedback](#)

Contoso M&amp;A Investigation &gt; Searches

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[Back](#)

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Communications

Holds

Processing

Searches

R

Find data in Office 365 that is relevant to your case. Verify your search query by previewing the results and viewing statistics.

[New search](#)[Refresh](#) Name

Query text

 Yammer Content Alex Wilbur Keyword

obsidian(cc)(itemClass=IPM.Note.Microsoft.Conversation)

 Custodial Data

## Sample

 Sampling parameters Add results to review set

## Sampling parameters from positive set

Gain confidence in your search result by collecting and reviewing a statistically significant sample. [Learn more](#) Confidence level  % and confidence interval  % [i](#) Randomly sample  %[Next](#)[Cancel](#)

Contoso M&amp;A Investigation &gt; Searches

## Contoso M&amp;A Investigation

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Custodians

Communications

Holds

Processing

Searches

R

Find data in Office 365 that is relevant to your case. Verify your search query by previewing the results and viewing statistics.

[New search](#)[Refresh](#) Name

Query text

 Yammer Content Alex Wilbur Keyword

obsidian(cc)(itemClass=IPM.Note.Microsoft.Conversa

 Custodial Data

## Sample

 Sampling parameters Add results to review set

## Add results to review set

- Initial collection
- Secondary Collection
- All Custodial Data
- Final Data

## Create a new review set:

 Review set  Conversational review set Beta 

## Collection Options

 Conversation Retrieval Options Beta

## Retrieval Filters

- Teams Conversations
- Yammer Conversations

[Back](#)[Send](#)[Cancel](#)

Contoso M&amp;A Investigation &gt; Review Sets



## Contoso M&amp;A Investigation

[Back](#)[Home](#)   [Custodians](#)   [Communications](#)   [Holds](#)   [Processing](#)   [Searches](#)   [Review Sets](#)   [Exports](#)   [Jobs](#)   [Settings](#)

Review sets help you manage content that you've collected from Office 365 and non-Office 365 data sources, such as documents, email, and chat messages. You can collaborate with other case members to analyze, query, review, tag, and export content. [Learn more](#)

[+ Add Review Set](#)

Name	Status	Created by	Last modified	Modified by
Initial collection	ready	admin@M365x521608.onmicrosoft.com	2019-10-21 10:57:54	admin@M365x521608.onmicrosoft.com
Secondary Collection	ready	admin@M365x521608.onmicrosoft.com	2019-10-22 13:12:37	admin@M365x521608.onmicrosoft.com
All Custodial Data	ready	admin@M365x521608.onmicrosoft.com	2019-10-24 10:22:22	admin@M365x521608.onmicrosoft.com
Final Data	ready	admin@M365x521608.onmicrosoft.com	2019-10-25 14:41:52	admin@M365x521608.onmicrosoft.com

Contoso M&amp;A Investigation &gt; Review sets

## Initial collection

[Review sets](#)

Filter

[Save the query](#) [Filters](#)
[New query](#) [Action](#) [Manage review set](#) [Group by conversation](#) [Edit columns](#)

Individual results

Subject/Title	Status	Date	Sender/Author	File class	Bcc	Cc	Recipients	Custodian	ID
Adjusted Final Gross Bonus Spending by Com...	<input type="radio"/> Ready	10/11/2019, 1:35:39 PM	Vaughn Ann <ann.vaughn@enron.com>	Email			Geaccone Tracy ...	IrvinS@M365x52...	00092d52db88a...
Joni Sherman shared "OSHA Regulations" with...	<input type="radio"/> Ready	10/11/2019, 12:07:00 AM	Joni Sherman <JoniS@M365x521608.OnMicrosoft.co...	Email			Alex Wilber <Ale...	IrvinS@M365x52...	0009c621f7c003...
	<input type="radio"/> Ready	10/10/2019, 1:54:58 PM		Email				AlexW@M365x5...	000a2a0d8ef922...
EnTouch Deadline	<input checked="" type="radio"/> Tagged	10/11/2019, 1:40:40 PM	Grabstald Kathie <kathie.grabstald@enron.com>	Email			Presto Kevin M. ...	IrvinS@M365x52...	00178923fce3a3...
Goodwill Presentation and Exposure Draft - FYI	<input type="radio"/> Ready	10/11/2019, 1:35:39 PM	Rod Hayslett	Email			James Saunders	IrvinS@M365x52...	0018729dd48dbf...
HR.pbix	<input type="radio"/> Ready	12/27/2017, 1:51:18 AM		Document				MeganB@M365x...	00223ff549cfa87...
You have been added to a team in Microsoft T...	<input type="radio"/> Ready	10/18/2019, 3:34:03 PM	Microsoft Teams <noreply@email.teams.microsoft.co...	Email			Megan Bowen <...>	MeganB@M365x...	00293fc5c2e39af...
Your Azure AD Identity Protection Weekly Digest	<input type="radio"/> Ready	10/16/2019, 8:24:47 PM	Microsoft Azure <azure-noreply@microsoft.com>	Email			Lidia Holloway <...>	LidiaH@M365x5...	002d17bfa7e42e...
More base gas questions	<input type="radio"/> Ready	10/11/2019, 1:36:28 PM	Howard Kevin A. <kevin_howard@enron.net>	Email			Geaccone Tracy ...	IrvinS@M365x52...	003fddd88180a5...
	<input type="radio"/> Ready	10/10/2019, 11:16:46 PM		Email				MeganB@M365x...	0041b9b9c541d...
FW: FERC Approves Transco's Leidy Project, Pet...	<input type="radio"/> Ready	10/11/2019, 1:41:47 PM	Lamadrid Victor <victor.lamadrid@enron.com>	Email			Ames Chuck <ch...	IrvinS@M365x52...	00420b99b761b...
Re: FW: Agave Letter	<input type="radio"/> Ready	10/11/2019, 1:38:20 PM	Geaccone	Email			Watson	IrvinS@M365x52...	0046da2c0c688a...
FW: Azurix 2002 Plan Review	<input type="radio"/> Ready	10/11/2019, 1:40:04 PM	Geaccone	Email			Stark	IrvinS@M365x52...	0047ca5cee80e0...
	<input type="radio"/> Ready	10/10/2019, 2:09:38 PM		Email				LidiaH@M365x5...	004a220dbb268...
EOL Average Deal Count by Trader and Product...	<input type="radio"/> Ready	10/11/2019, 1:41:05 PM	Johnson Adam <adam.johnson@enron.com>	Email			Allen Phillip K. <...	IrvinS@M365x52...	0050aabcb12ad6...
	<input type="radio"/> Ready	10/10/2019, 9:33:00 PM		Email				AlexW@M365x5...	00528d2509c13d...
	<input type="radio"/> Ready	10/10/2019, 1:55:00 PM		Email				AlexW@M365x5...	005b2c54c13859...
	<input type="radio"/> Ready	10/10/2019, 2:54:07 PM		Email				LidiaH@M365x5...	0060141f6e42caf...

0 items selected. 12475 items total.

[Need help?](#)[Feedback](#)

Contoso M&amp;A Investigation &gt; Review sets

## Initial collection

[← Review sets](#)

Filter

File type: doc, docx, ppt +6 X

+ New query Action Manage review set Group by conversation Edit columns

Subject/Title	Status	Date	Sender/Author	File class
Contoso Purchasing Data - Q1.xlsx	Tagged	7/17/2019, 3:52:38 PM		Document
2018 EISA Awards.docx	Ready	9/20/2016, 6:44:00 AM	Dan Holme	Document
Turkey Sales.xlsx	Ready	6/22/2018, 4:48:22 PM	Linda Kemper	Document
NC460 Line Feature Comparison.docx	Tagged	8/10/2017, 9:49:00 AM		Document
UK Sales.xlsx	Ready	6/22/2018, 4:48:39 PM	Linda Kemper	Document
Timesheet_LidiaH.xlsx	Tagged	10/24/2012, 3:43:45 PM	York Danielson	Document
Eastern Region Retail Performance.docx	Tagged	8/8/2017, 3:52:00 PM		Document
Technology and Fashion	Ready	9/20/2016, 6:51:00 AM	Dan Holme	Document
Concurrent Project Data	Tagged	8/2/2017, 10:04:33 AM	Garth Fort	Document
Contoso Purchasing Data - Q1.xlsx	Tagged	7/17/2019, 3:52:38 PM		Document
Adventure Works Copter Camera Overview.docx	Tagged	9/18/2017, 10:29:00 AM	Josh Addison (Xtreme Consulting Group Inc)	Document
CR -227 Camera briefing.docx	Ready			Document
Word Editor Demo.docx	Tagged	10/4/2017, 3:49:00 PM	Mar Gines Marin	Document
LiveCaptions.gif	Ready			Document
Pricing Guidelines for XT1000	Ready	10/18/2018, 3:19:00 PM		Document
Report of Research and Development Expense...	Ready	10/24/2012, 4:00:08 PM	Denis Dehenne	Document
Standouts at ICCE.docx	Ready	9/20/2016, 6:50:00 AM	Dan Holme	Document
CR -227 Camera briefing.docx	Ready			Document

Loading... 0 items selected. 293 items total.

## Filters

You can customize the filter, choose filter sets, and save them as the default filter.

Reset to default Save as default

## Saved filter queries

[AutoGen] For Review

[AutoGen] Potentially Immortal Items

Teams Content

Privileged

Responsive

Interesting files

Conversation ID

Keywords

Custodian

Source

Date

FileId

File type

Sender/Author

Size

Subject/Title

Themes list

Dominant theme

Bcc

Cc

Message kind

Participants

Received

Recipients

Done

Need help?

Feedback

Contoso M&amp;A Investigation &gt; Review sets

## Initial collection

[Review sets](#)Filter X Clear all Save the query FiltersFile type: **doc, docx, ppt +6** XTag documents + New query Action ... Individual resultsSubject/Title Status Date Sender/Author

	Contoso Purch...	<input checked="" type="checkbox"/> Tagged	7/17/2019, 3:52:...
	2018 EISA Aw...	<input type="radio"/> Ready	9/20/2016, 6:44:... Dan Holme
	Turkey Sales.xls...	<input type="radio"/> Ready	6/22/2018, 4:48:... Linda Kemper
<input checked="" type="checkbox"/>	NC460 Line Fe...	<input checked="" type="checkbox"/> Tagged	8/10/2017, 9:49:...
	UK Sales.xlsx	<input type="radio"/> Ready	6/22/2018, 4:48:... Linda Kemper
	Timesheet_Lid...	<input checked="" type="checkbox"/> Tagged	10/24/2012, 3:43:... York Danielson
	Eastern Regio...	<input checked="" type="checkbox"/> Tagged	8/8/2017, 3:52:0...
	Technology an...	<input type="radio"/> Ready	9/20/2016, 6:51:... Dan Holme
	Concurrent Pr...	<input checked="" type="checkbox"/> Tagged	8/2/2017, 10:04:... Garth Fort
	Contoso Purch...	<input checked="" type="checkbox"/> Tagged	7/17/2019, 3:52:...
	Adventure Wo...	<input checked="" type="checkbox"/> Tagged	9/18/2017, 10:29:... Josh Addison (Xt...
	CR -227 Came...	<input type="radio"/> Ready	
	Word Editor D...	<input checked="" type="checkbox"/> Tagged	10/4/2017, 3:49:... Mar Gines Marin
	LiveCaptions.gif	<input type="radio"/> Ready	
	Pricing Guideli...	<input checked="" type="checkbox"/> Tagged	10/18/2018, 3:19:...
	Report of Res...	<input type="radio"/> Ready	10/24/2012, 4:00:... Denis Dehenne
	Standouts at I...	<input type="radio"/> Ready	9/20/2016, 6:50:... Dan Holme
	CR -227 Came...	<input type="radio"/> Ready	

NC460 Line Feature Comparison.docx

↑ ↓ ⤒ ⤓ ⤔ ⤖

Source view Text view Annotate view

Word

NC460 Line Feature Comparison

Accessibility Mode Print Find Immersive Reader ...

## NC460 55"/NC460 60" FEATURE COMPARISON

Category	Feature	NC320	NC460
Display	Screen Size (in.)	55	60
	Display Type	LED	LED
	Full HD (1080p)	Yes	Yes
	Min. Resolution 1980x1020	Yes	Yes
	Motion Clarity Index	600Hz	1000Hz
	Video	Triple XD Engine	Yes
		Aspect Ration Correction	Yes
		Smart Color Gradation	Yes
		Resolution Upscaler	Basic
		Contrast Optimizer	Yes
3D Spec	AV Modes	3	5
	Picture Modes	5	7
	Picture Wizard	V1	V2
	FPR 3D (Cinema 3D)	No	Yes
	Formats	None	4
	2D to 3D	No	Yes

PAGE 1 OF 5

GIVE FEEDBACK TO MICROSOFT 100%

Tag documents

Need help?

Feedback

Contoso M&amp;A Investigation &gt; Review sets

## Initial collection

[Review sets](#)Filter X Clear all Save the query FiltersFile type: **doc, docx, ppt +6** XTag documents + New query Action ... Individual resultsSubject/Title Status Date Sender/Author

	CR -227 Came...	<input type="radio"/> Ready
	2018 Energy S...	<input type="radio"/> Ready
	8/1/2017, 1:51:0...	Dan Holme
	Community T...	<input type="radio"/> Ready
	10/23/2012, 12:1...	Denis Dehenne
	CR -227 Came...	<input type="radio"/> Ready
	Timesheet_Me...	<input type="radio"/> Ready
	10/23/2012, 3:02...	York Danielson
	Technology an...	<input type="radio"/> Ready
	9/20/2016, 6:49:...	Dan Holme
	Contoso Electr...	<input type="radio"/> Ready
	8/4/2017, 9:44:0...	
	New Data Typ...	<input type="radio"/> Ready
	4/2/2018, 10:46:...	Rob Howard (OF...
	ZT1000 Sales ...	<input type="radio"/> Ready
	1/22/2016, 11:35...	Garth Fort
	CR -227 Came...	<input type="radio"/> Ready
	DG-2000 Prod...	<input checked="" type="radio"/> Ready
	8/4/2017, 10:03:...	
	USA Sales.xlsx	<input type="radio"/> Ready
	6/22/2018, 4:49:...	Linda Kemper
	International ...	<input type="radio"/> Ready
	6/26/2015, 12:54:...	Alex Darrow
	Report of Res...	<input type="radio"/> Ready
	10/23/2012, 3:11:...	Denis Dehenne
	PowerPoint Pr...	<input type="radio"/> Ready
	12/28/2017, 11:2...	Brad McCabe
	Income Data ...	<input type="radio"/> Ready
	10/23/2012, 11:0...	York Danielson
	QT300 Access...	<input type="radio"/> Ready
	10/29/2012, 10:5...	Denis Dehenne
	Mark 8 - FAQ...	<input type="radio"/> Ready
	10/4/2017, 11:01:...	

DG-2000 Product Pitch.pptx

Source view Text view Annotate view

PowerPoint

DG-2000 Product Pitch

Start Slide ShowPrint to PDFCommentsHelp

SLIDE 1 OF 8

HELP IMPROVE OFFICE

NOTES

Contoso M&amp;A Investigation &gt; Review sets

## Initial collection

[Review sets](#)Filter X Clear all Save the query FiltersFile type: **doc, docx, ppt +6** XTag documents + New query Action ...Individual results ...Subject/Title Status Date Sender/Author

<input checked="" type="checkbox"/>	DG-2000 Prod...	<input type="radio"/> Ready	8/4/2017, 10:03....	
	USA Sales.xlsx	<input type="radio"/> Ready	6/22/2018, 4:49....	Linda Kemper
	International ...	<input type="radio"/> Ready	6/26/2015, 12:54....	Alex Darrow
	Report of Res...	<input type="radio"/> Ready	10/23/2012, 3:11....	Denis Dehenne
	PowerPoint Pr...	<input type="radio"/> Ready	12/28/2017, 11:2....	Brad McCabe
	Income Data ...	<input type="radio"/> Ready	10/23/2012, 11:0....	York Danielson
	QT300 Access...	<input type="radio"/> Ready	10/29/2012, 10:5....	Denis Dehenne
	Mark 8 - FAQ....	<input type="radio"/> Ready	10/4/2017, 11:01....	
	Gadgets hall o...	<input type="radio"/> Ready	9/20/2016, 6:47....	Dan Holme
	CR -227 Came...	<input type="radio"/> Ready		
	Jackson Buildi...	<input type="radio"/> Ready	8/18/2015, 1:05....	Sara Davis
	CR -227 Came...	<input type="radio"/> Ready		
	Contoso Purc...	<input type="radio"/> Ready	8/2/2019, 9:12:0....	
	XT1000 Specif...	<input type="radio"/> Ready	10/24/2012, 3:46....	Denis Dehenne
	CR -227 Came...	<input type="radio"/> Ready		
	Contoso Electr...	<input type="radio"/> Ready	8/3/2017, 2:56:0....	
	2018 - Contos...	<input type="radio"/> Ready	7/26/2017, 5:43....	
	2017 Energy S...	<input type="radio"/> Ready	9/20/2016, 6:44....	Dan Holme

1 item selected. 293 items total. (i)

DG-2000 Product Pitch.pptx

↑ ↓ ⤒ ⤓ X

Source view Text view Annotate view

PowerPoint

DG-2000 Product Pitch

Start Slide ShowPrint to PDFCommentsHelp

...



Point, snap, capture video, and share your shots with friends—all in one slim, sleek design. The DG-2000 represents a unique combination of portability and power, appealing to both high-end and casual users in the same device.

In preparation for the global launch next month, Contoso is having a presale! The opportunity is now to pre-purchase and stock up on the Contoso DG-2000. Bulk discounts begin at 10 percent below wholesale price for orders of 200 to 500, and 15 percent for orders of greater than 500.

SLIDE 2 OF 8

HELP IMPROVE OFFICE

NOTES

...

Tag documents

Need help?

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Contoso M&amp;A Investigation &gt; Review sets

## Initial collection

[Review sets](#)Filter X Clear all Save the query Filters

File type: doc, docx, ppt +6

Tag documents + New query Action ... Individual results

	Subject/Title	Status	Date	Sender/Author
	2018 EISA Aw...	Ready	9/20/2018, 6:44...	Dan Holme
<input checked="" type="checkbox"/>	Turkey Sales.xls...	Ready	6/22/2018, 4:48...	Linda Kemper
	NC460 Line Fe...	Tagged	8/10/2017, 9:49...	
	UK Sales.xlsx	Ready	6/22/2018, 4:48...	Linda Kemper
	Timesheet_Lid...	Tagged	10/24/2012, 3:43...	York Danielson
	Eastern Regio...	Tagged	8/8/2017, 3:52:0...	
<input type="radio"/>	Technology an...	Ready	9/20/2016, 6:51:...	Dan Holme
	Concurrent Pr...	Tagged	8/2/2017, 10:04...	Garth Fort
	Contoso Purc...	Tagged	7/17/2019, 3:52:...	
	Adventure Wo...	Tagged	9/18/2017, 10:29...	Josh Addison (Xt...
	CR -227 Came...	Ready		
	Word Editor D...	Tagged	10/4/2017, 3:49...	Mar Gines Marin
	LiveCaptions.gif	Ready		
	Pricing Guideli...	Ready	10/18/2018, 3:19...	
	Report of Res...	Ready	10/24/2012, 4:00...	Denis Dehenne
	Standouts at I...	Ready	9/20/2016, 6:50:...	Dan Holme
	CR -227 Came...	Ready		
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1 item selected. 293 items total.

Turkey Sales.xlsx

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Turkey Sales												
A	B	C	D	E	F	G	H	I	J	K	L	M
1	Product	Product Category - P	Target Revenue	TY YTD Revenue	Variance to Targ	COGS	List Price	% of List Pri	Actual Margin	Target Margin		
2	Audio Car Audio	Audio - Car Audio	6,165,000.00	5,548,500.00	616,500.00	4,932,000.00	5,425,200.00	102.2727273	-616500	-		
3	Audio Headphones	Audio - Headphones	795,000.00	715,500.00	79,500.00	636,000.00	699,600.00	102.2727273	-79500	-		
4	Audio Speakers	Audio - Speakers	3,140,000.00	2,826,000.00	314,000.00	2,512,000.00	2,763,200.00	102.2727273	-314000	-		
5	Cameras & Action Cameras	Cameras and Camcorde	116,000.00	104,400.00	11,600.00	92,800.00	102,080.00	102.2727273	-11600	-		
6	Computers Laptops	Computers & Tablets - L	15,136,000.00	13,622,400.00	1,513,600.00	12,108,800.00	13,319,680.00	102.2727273	-1513600	-1		
7	Gaming Games	Gaming - Games	2,150,000.00	1,935,000.00	215,000.00	1,720,000.00	1,892,000.00	102.2727273	-215000	-		
8	Home Auto Security & Surveillance	Home Automation - Sec	2,325,000.00	2,092,500.00	232,500.00	1,860,000.00	2,046,000.00	102.2727273	-232500	-		
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Tag documents

Need help?

Feedback

Help Improve Office

Contoso M&amp;A Investigation &gt; Review sets

## Initial collection

[Review sets](#)Filter X Clear all Save the query FiltersFile type: **doc, docx, ppt +6** XTag documents + New query Action ... Individual resultsSubject/Title Status Date Sender/Author

<span>Contoso Purc...</span>	<span>Tagged</span>	<span>7/17/2019, 3:52:...</span>
<span>2018 EISA Aw...</span>	<span>Ready</span>	<span>9/20/2016, 6:44:...</span> Dan Holme
<span>Turkey Sales.xls...</span>	<span>Ready</span>	<span>6/22/2018, 4:48:...</span> Linda Kemper
<span>NC460 Line Fe...</span>	<span>Tagged</span>	<span>8/10/2017, 9:49:...</span>
<span>UK Sales.xlsx</span>	<span>Ready</span>	<span>6/22/2018, 4:48:...</span> Linda Kemper
<span>Timesheet_Lid...</span>	<span>Tagged</span>	<span>10/24/2012, 3:43:...</span> York Danielson
<span>Eastern Regio...</span>	<span>Tagged</span>	<span>8/8/2017, 3:52:0...</span>
<span>Technology an...</span>	<span>Ready</span>	<span>9/20/2016, 6:51:...</span> Dan Holme
<span>Concurrent Pr...</span>	<span>Tagged</span>	<span>8/2/2017, 10:04:...</span> Garth Fort
<span>Contoso Purc...</span>	<span>Tagged</span>	<span>7/17/2019, 3:52:...</span>
<span>Adventure Wo...</span>	<span>Tagged</span>	<span>9/18/2017, 10:29:...</span> Josh Addison (Xt...
<span>CR -227 Came...</span>	<span>Ready</span>	
<span>Word Editor D...</span>	<span>Tagged</span>	<span>10/4/2017, 3:49:...</span> Mar Gines Marin
<span>LiveCaptions.gif</span>	<span>Ready</span>	
<span>Pricing Guideli...</span>	<span>Tagged</span>	<span>10/18/2018, 3:19:...</span>
<span>Report of Res...</span>	<span>Ready</span>	<span>10/24/2012, 4:00:...</span> Denis Dehenne
<span>Standouts at I...</span>	<span>Ready</span>	<span>9/20/2016, 6:50:...</span> Dan Holme
<span>CR -227 Came...</span>	<span>Ready</span>	

Jackson Building Codes.docx

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Word

Jackson Building Codes

Accessibility Mode Print Find Immersive Reader ...**Office Expansion: Jackson, MI. BUILDING CODES**

Zrinka Makovac, Janet Schorr, Alex Darrow



PAGE 1 OF 3

GIVE FEEDBACK TO MICROSOFT 100%

Tag documents

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Feedback

Contoso M&amp;A Investigation &gt; Review sets

## Initial collection

[Review sets](#)Filter X Clear all Save the query FiltersFile type: **doc, docx, ppt +6** X[Tag documents](#) [Conversation \(1\)](#) ...Individual results v

	Subject/Title	Status	Date	Sender/Author
<input type="checkbox"/>	CR -227 Came...	<input type="radio"/> Ready		
<input type="checkbox"/>	2018 Energy S...	<input type="radio"/> Ready	8/1/2017, 1:51:0...	Dan Holme
<input type="checkbox"/>	Community T...	<input type="radio"/> Ready	10/23/2012, 12:1...	Denis Dehenne
<input type="checkbox"/>	CR -227 Came...	<input type="radio"/> Ready		
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<input type="checkbox"/>	New Data Typ...	<input type="radio"/> Ready	4/2/2018, 10:46:...	Rob Howard (OF...
<input type="checkbox"/>	ZT1000 Sales ...	<input type="radio"/> Ready	1/22/2016, 11:35...	Garth Fort
<input type="checkbox"/>	CR -227 Came...	<input type="radio"/> Ready		
<input type="checkbox"/>	DG-2000 Prod...	<input type="radio"/> Ready	8/4/2017, 10:03:...	
<input type="checkbox"/>	USA Sales.xlsx	<input type="radio"/> Ready	6/22/2018, 4:49:...	Linda Kemper
<input type="checkbox"/>	International ...	<input type="radio"/> Ready	6/26/2015, 12:54:...	Alex Darrow
<input type="checkbox"/>	Report of Res...	<input type="radio"/> Ready	10/23/2012, 3:11...	Denis Dehenne
<input type="checkbox"/>	PowerPoint Pr...	<input type="radio"/> Ready	12/28/2017, 11:2...	Brad McCabe
<input type="checkbox"/>	Income Data ...	<input type="radio"/> Ready	10/23/2012, 11:0...	York Danielson
<input type="checkbox"/>	QT300 Access...	<input type="radio"/> Ready	10/29/2012, 10:5...	Denis Dehenne
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Contoso Electronics to Open Miami Store.docx

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Contoso Electronics to Open Miami Store

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# CONTOSO ELECTRONICS TO OPEN MIAMI STORE

## PRESS ANNOUNCEMENT



FOR IMMEDIATE RELEASE

PAGE 1 OF 2

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Conversation (1)

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## Initial collection

[Review sets](#)Filter X Clear all Save the query FiltersFile type: doc, docx, ppt +6 XTag documents + New query Action ... Individual results

	Subject/Title	Status	Date	Sender/Author
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	NC460 Line Fe...	Tagged	8/10/2017, 9:49...	
	UK Sales.xlsx	Ready	6/22/2018, 4:48...	Linda Kemper
	Timesheet_Lid...	Tagged	10/24/2012, 3:43...	York Danielson
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	Contoso Purc...	Tagged	7/17/2019, 3:52...	
	Adventure Wo...	Tagged	9/18/2017, 10:29...	Josh Addison (Xt...
	CR -227 Came...	Ready		
	Word Editor D...	Tagged	10/4/2017, 3:49...	Mar Gines Marin
	LiveCaptions.gif	Ready		
<input checked="" type="checkbox"/>	Pricing Guideli...	Ready	10/18/2018, 3:19...	
	Report of Res...	Ready	10/24/2012, 4:00...	Denis Dehenne
	Standouts at I...	Ready	9/20/2016, 6:50...	Dan Holme
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Pricing Guidelines for XT1000

Source view Text view Annotate view

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## Payment Terms

25% of total fees are due upon the first day of the engagement, December 1st. Contoso will send an invoice every other week with payment due the following Tuesday (due dates will be clearly stated on invoices). Any outstanding payments must be made within one week of project completion or outstanding fees will begin to accrue 5% interest.

## Acceptance and authorization

## Assumptions

Any major milestones or roadblocks will be presented to Contoso in a timely manner to ensure project timeline remains on track. Client contacts will be responsive and provide information in a timely manner, as requested by the Contoso team. An escalation path for issues will be defined during the kick-off meeting and a senior-level executive at Contoso will be named and responsible for resolving escalated issues.

## Professional Services Agreement

Payment will be due as described above or penalty charges could result. The deliverables produced by the Contoso team are not to be distributed or shared with any other third party. They are intended for Contoso's internal use only and legal action could result if intellectual property or confidential data is shared.

The terms and conditions of the **Professional Services Agreement** apply in full to the services and products provided under this Statement of Work.

^ ▼ 3 of 4 🔍 ? 🔍

Tag documents

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Feedback

Contoso M&amp;A Investigation &gt; Review sets

## Initial collection

[Review sets](#)Filter X Clear all Save the query FiltersFile type: doc, docx, ppt +6 XTag documents + New query Action ... Individual results

	Subject/Title	Status	Date	Sender/Author
	2018 EISA Aw...	Ready	9/20/2018, 6:44...	Dan Holme
	Turkey Sales.xls...	Ready	6/22/2018, 4:48...	Linda Kemper
	NC460 Line Fe...	Tagged	8/10/2017, 9:49...	
	UK Sales.xlsx	Ready	6/22/2018, 4:48...	Linda Kemper
	Timesheet_Lid...	Tagged	10/24/2012, 3:43...	York Danielson
	Eastern Regio...	Tagged	8/8/2017, 3:52:0...	
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	CR -227 Came...	Ready		
	Word Editor D...	Tagged	10/4/2017, 3:49...	Mar Gines Marin
	LiveCaptions.gif	Ready		
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	Report of Res...	Ready	10/24/2012, 4:00...	Denis Dehenne
	Standouts at I...	Ready	9/20/2016, 6:50...	Dan Holme
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## Pricing Guidelines for XT1000

Source view Text view Annotate view

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- ↶ Remove drawings on current page
- ↶ Remove all drawings in document

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Contoso M&amp;A Investigation &gt; Review sets

## Initial collection

[Review sets](#)Filter X Clear all Save the query FiltersFile type: doc, docx, ppt +6 XTag documents + New query Action ... Individual results

	Subject/Title	Status	Date	Sender/Author
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	Timesheet_Lid...	Tagged	10/24/2012, 3:43...	York Danielson
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	Adventure Wo...	Tagged	9/18/2017, 10:29...	Josh Addison (Xt...
	CR -227 Came...	Ready		
	Word Editor D...	Tagged	10/4/2017, 3:49...	Mar Gines Marin
	LiveCaptions.gif	Ready		
<input checked="" type="checkbox"/>	Pricing Guideli...	Ready	10/18/2018, 3:19...	
	Report of Res...	Ready	10/24/2012, 4:00...	Denis Dehenne
	Standouts at I...	Ready	9/20/2016, 6:50...	Dan Holme
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Pricing Guidelines for XT1000

Source view Text view Annotate view

^ ▼ 3 of 4 🔍 ? 🔍[Tag documents](#)[Need help?](#)[Feedback](#)**Redacted**

Acceptance and authorization

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Contoso M&amp;A Investigation &gt; Review sets

## Initial collection

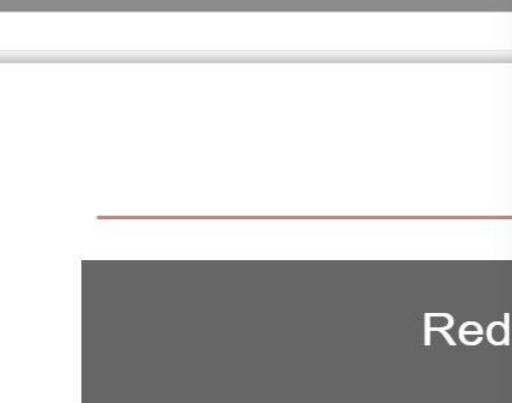
[← Review sets](#)Filter X Clear all Save the query FiltersFile type: doc, docx, ppt +6 XTag documents + New query Action ... Individual results ▼

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<span>Word Editor D...</span>	<span>Tagged</span>	10/4/2017, 3:49:...	Mar Gines Marin	
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Pricing Guidelines for XT1000

Source view Text view Annotate view



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Acceptance and authorization

## Assumptions

Any major milestones or roadblocks will be present. We will ensure project timeline remains on track. Client information in a timely manner, as requested by the client. Issues will be defined during the kick-off meeting and will be named and responsible for resolving escalations.

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Payment will be due as described above or as per agreement. The deliverables produced by the Contoso team are intended for the client and may be used by other third party. They are intended for Contoso and will be named and responsible for resolving escalations.

The terms and conditions of the **Professional Services Agreement** apply to the services and products provided under this Statement of Work.

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## Tagging panel

## Classification

 Responsive Non responsive Attorney-client privilege Positive Negative[Manage tags](#)[?](#) Need help?[Feedback](#)

Contoso M&amp;A Investigation &gt; Review sets

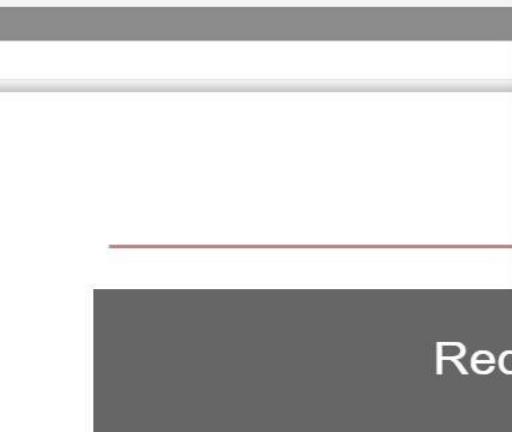
## Initial collection

[← Review sets](#)Filter X Clear all Save the query FiltersFile type: doc, docx, ppt +6 X[Tag documents](#) [+ New query](#) [Action](#) Individual results

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	NC460 Line Fe...	<input checked="" type="radio"/> Tagged	8/10/2017, 9:49:...	
	UK Sales.xlsx	<input type="radio"/> Ready	6/22/2018, 4:48:...	Linda Kemper
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	Eastern Regio...	<input checked="" type="radio"/> Tagged	8/8/2017, 3:52:0...	
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	Report of Res...	<input type="radio"/> Ready	10/24/2012, 4:00:...	Denis Dehenne
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## Pricing Guidelines for XT1000

Source view [Text view](#) [Annotate view](#)

Acceptance and authorization

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The terms and conditions of the **Professional Services Agreement** apply to the services and products provided under this Statement of Work.

^ v 3 of 4

## Tagging panel

## Classification

 Responsive Non responsive Attorney-client privilege Positive Negative[Manage tags](#)[Need help?](#)[Feedback](#)

Contoso M&amp;A Investigation &gt; Review sets

## Initial collection

[Review sets](#)**Filter** X Clear all Save the query FiltersFile type: **doc, docx, ppt +6** X[Tag documents](#) [Conversation \(6\)](#) ...Individual results v

	Subject/Title	Status	Date	Sender/Author
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<input type="checkbox"/>	Turkey Sales.xls...	<input type="radio"/> Ready	6/22/2018, 4:48...	Linda Kemper
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<input type="checkbox"/>	UK Sales.xlsx	<input type="radio"/> Ready	6/22/2018, 4:48...	Linda Kemper
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Eastern Region Retail Performance.docx

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Eastern Region Retail Performance

Accessibility Mode Print Find Immersive Reader ...

# EASTERN REGION RETAIL PERFORMANCE RETAIL SALES TEAM



PAGE 1 OF 8

Near Duplicates (6)

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## Initial collection

[← Review sets](#)Filter X Clear all Save the query FiltersFile type: doc, docx, ppt +6 X[Tag documents](#) [Conversation \(6\)](#) ...Individual results v

	Subject/Title	Status	Date	Sender/Author
<a href="#">Word</a>	2018 EISA Aw...	Ready	9/20/2016, 6:44...	Dan Holme
<a href="#">Excel</a>	Turkey Sales.xls...	Ready	6/22/2018, 4:48...	Linda Kemper
<a href="#">Word</a>	NC460 Line Fe...	Tagged	8/10/2017, 9:49...	
<a href="#">Excel</a>	UK Sales.xlsx	Ready	6/22/2018, 4:48....	Linda Kemper
<a href="#">Word</a>	Timesheet_Lid...	Tagged	10/24/2012, 3:43...	York Danielson
<input checked="" type="checkbox"/>	Eastern Regio...	Tagged	8/8/2017, 3:52:0...	
<a href="#">Word</a>	Technology an...	Ready	9/20/2016, 6:51:...	Dan Holme
<a href="#">Word</a>	Concurrent Pr...	Tagged	8/2/2017, 10:04...	Garth Fort
<a href="#">Word</a>	Contoso Purc...	Tagged	7/17/2019, 3:52:...	
<a href="#">Word</a>	Adventure Wo...	Tagged	9/18/2017, 10:29...	Josh Addison (Xt...
<a href="#">Word</a>	CR -227 Came...	Ready		
<a href="#">Word</a>	Word Editor D...	Tagged	10/4/2017, 3:49:...	Mar Gines Marin
<a href="#">Image</a>	LiveCaptions.gif	Ready		
<a href="#">Word</a>	Pricing Guideli...	Tagged	10/18/2018, 3:19...	
<a href="#">Word</a>	Report of Res...	Ready	10/24/2012, 4:00...	Denis Dehenne
<a href="#">Word</a>	Standouts at I...	Ready	9/20/2016, 6:50:...	Dan Holme
<a href="#">Word</a>	CR -227 Came...	Ready		

1 item selected. 293 items total. (i)

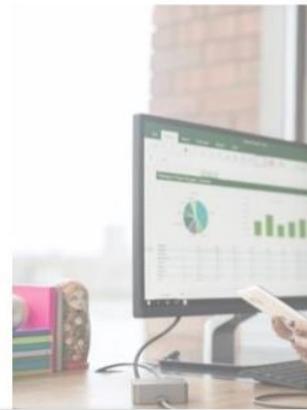
Eastern Region Retail Performance.docx

Source view Text view Annotate view

Word



# EASTERN R ETAIL PER TAIL SALES TEAM



PAGE 1 OF 8

[Tag documents](#)[Conversation \(6\)](#)[Near Duplicates \(6\)](#)

...

## Near Duplicates

 Tag documents[Open as explorer](#)[File](#) [File](#) Title[Word](#) Eastern Region Retail Performance.docx[Word](#) X1050 Marketing Collateral Timelines[Word](#) Divisional Sales Report.docx[Word](#) DG-2000 Product Specification.docx[Word](#) XT1050 Usability Test 2.3[Word](#) International Marketing Campaigns.docx[Word](#) European Tech Trends.docx

0 items selected. 7 items total.

[Need help?](#)[Feedback](#)

Contoso M&amp;A Investigation &gt; Review sets

## Initial collection

[Review sets](#)[Close comparison](#)

## X1050 Marketing Collateral Timelines

[Edit](#) [Compare](#) [X](#)

1-Eastern Region Retail Performance  
2  
3-Eastern Region Retail Performance  
4-Retail Sales team  
5  
6  
7-  
8-  
9-This is a working strategy for use by the Contoso Electronics retail sales team. Please a  
10 Note: Please don't update local copies of this document. Remember, we can all work in the  
11-Evaluation of Retail Sales Strategy  
12-Last quarter we developed a strategy for our retail locations that addressed customers' n  
13-Our strategy will continue to include one major campaign per quarter with minor modificat  
14-  
15-Stakeholders  
16- Miriam Graham  
17- Director, Sales and Marketing  
18-  
19- Megan Bowen  
20- Marketing Manager  
21-  
22- Christie Cline  
23- Buyer  
24-  
25- Isaiah Langer  
26- Sales Representative  
27-  
28- Adele Vance  
29- Retail Manager  
30-  
31- Emily Braun  
32- Budget Analyst  
33-  
34- Lidia Holloway  
35- Product Manager  
36-  
37-  
38 Milestones  
39 Completed  
40 Milestone  
41 Target  
42 Start Date  
43 Target  
44 Completion Date  
45  
46 Budget planning  
47 11/7

1+project requirements  
2  
3  
4  
5+This is a working reference document for use by the project team. Please add or reply to  
6 Note: Please don't update local copies of this document. Remember, we can all work in the  
7+Project Scope  
8+Develop packaging design and content for our product launch that reaches customers effect  
9+Scope will include one core package design with minor modifications only for the three pr  
10  
11 Milestones  
12 Completed  
13 Milestone  
14 Target  
15 Start Date  
16 Target  
17 Completion Date  
18  
19 Budget planning  
20 11/7

[Need help?](#)[Feedback](#)

Contoso M&amp;A Investigation &gt; Review sets

## Initial collection

[← Review sets](#)

Filter

[Save the query](#)

File type: Any

[Tag documents](#)

Conversation (4)



Individual results



Joni Sherman ...

Ready

10/11/2019, 12:0...

Joni Sherman &lt;...



Ready

10/10/2019, 1:54...



EnTouch Dead...

Tagged

10/11/2019, 1:40...

Grabstald Kathie ...



Goodwill Pres...

Ready

10/11/2019, 1:35...

Rod Hayslett



HR.pbix

Ready

12/27/2017, 1:51...



You have bee...

Ready

10/18/2019, 3:34...

Microsoft Teams ...



Your Azure AD...

Ready

10/16/2019, 8:24...

Microsoft Azure ...



More base ga...

Ready

10/11/2019, 1:36...

Howard Kevin A ...



Ready

10/10/2019, 11:1...



FW: FERC App...

Ready

10/11/2019, 1:41...

Lamadrid Victor ...



Re: FW: Agave...

Ready

10/11/2019, 1:38...

Geaccone



FW: Azurix 20...

Ready

10/11/2019, 1:40...

Geaccone



Ready

10/10/2019, 2:09...



EOL Average ...

Ready

10/11/2019, 1:41...

Johnson Adam &lt;...



Ready

10/10/2019, 9:33...



Ready

10/10/2019, 1:55...



Ready

10/10/2019, 2:54...



1 item selected. 12475 items total.

[Tag documents](#)

Conversation (4)

...

## Conversation

 Tag documents Open as explorer  Title

Inclusive type

  Re: FW: Agave Letter

Copy

  Re: FW: Agave Letter

Inclusive

0 items selected. 5 items total.

[Need help?](#)[Feedback](#)

Contoso M&amp;A Investigation &gt; Review sets

## Initial collection

[Review sets](#)Filter [Save the query](#) [Filters](#)

File type: Any

[Tag documents](#) [Conversation \(4\)](#) ...

Individual results

	Subject/Title	Status	Date	Sender/Author
<a href="#">Email</a>	Joni Sherman ...	<input type="radio"/> Ready	10/11/2019, 12:0...	Joni Sherman <J...
<a href="#">Email</a>		<input type="radio"/> Ready	10/10/2019, 1:54...	
<a href="#">Email</a>	EnTouch Dead...	<input checked="" type="radio"/> Tagged	10/11/2019, 1:40...	Grabstald Kathie ...
<a href="#">Email</a>	Goodwill Pres...	<input type="radio"/> Ready	10/11/2019, 1:35...	Rod Hayslett
<a href="#">File</a>	HR.pbix	<input type="radio"/> Ready	12/27/2017, 1:51...	
<a href="#">Email</a>	You have bee...	<input type="radio"/> Ready	10/18/2019, 3:34...	Microsoft Teams ...
<a href="#">Email</a>	Your Azure AD...	<input type="radio"/> Ready	10/16/2019, 8:24...	Microsoft Azure ...
<a href="#">Email</a>	More base ga...	<input type="radio"/> Ready	10/11/2019, 1:36...	Howard Kevin A...
<a href="#">Email</a>		<input type="radio"/> Ready	10/10/2019, 11:1...	
<a href="#">Email</a>	FW: FERC App...	<input type="radio"/> Ready	10/11/2019, 1:41...	Lamadrid Victor ...
<input checked="" type="checkbox"/>	Re: FW: Agave...	<input type="radio"/> Ready	10/11/2019, 1:38...	Geaccone
<a href="#">Email</a>	FW: Azurix 20...	<input type="radio"/> Ready	10/11/2019, 1:40...	Geaccone
<a href="#">Email</a>		<input type="radio"/> Ready	10/10/2019, 2:09...	
<a href="#">Email</a>	EOL Average ...	<input type="radio"/> Ready	10/11/2019, 1:41...	Johnson Adam <...
<a href="#">Email</a>		<input type="radio"/> Ready	10/10/2019, 9:33...	
<a href="#">Email</a>		<input type="radio"/> Ready	10/10/2019, 1:55...	
<a href="#">Email</a>		<input type="radio"/> Ready	10/10/2019, 2:54...	

1 item selected. 12475 items total.

[Tag documents](#)

Conversation (4)

...

## Conversation

 Tag documents Open as explorer   Title

Inclusive type

   Re: FW: Agave Letter

Copy

   Re: FW: Agave Letter

Inclusive

5 items selected. 5 items total.

[Need help?](#)[Feedback](#)

Contoso M&amp;A Investigation &gt; Review sets

## Initial collection

Review sets

Filter Save the query Filters

File type: Any

Tag documents Conversation (4) ...

Individual results

	Subject/Title	Status	Date	Sender/Author
	Joni Sherman ...	Ready	10/11/2019, 12:0...	Joni Sherman <j...
		Ready	10/10/2019, 1:54...	
	EnTouch Dead...	Tagged	10/11/2019, 1:40...	Grabstald Kathie ...
	Goodwill Pres...	Ready	10/11/2019, 1:35...	Rod Hayslett
	HR.pbix	Ready	12/27/2017, 1:51...	
	You have bee...	Ready	10/18/2019, 3:34...	Microsoft Teams ...
	Your Azure AD...	Ready	10/16/2019, 8:24...	Microsoft Azure ...
	More base ga...	Ready	10/11/2019, 1:36...	Howard Kevin A...
		Ready	10/10/2019, 11:1...	
	FW: FERC App...	Ready	10/11/2019, 1:41...	Lamadrid Victor ...
<input checked="" type="checkbox"/>	Re: FW: Agave...	Ready	10/11/2019, 1:38...	Geaccone
	FW: Azurix 20...	Ready	10/11/2019, 1:40...	Geaccone
		Ready	10/10/2019, 2:09...	
	EOL Average ...	Ready	10/11/2019, 1:41...	Johnson Adam <...
		Ready	10/10/2019, 9:33...	
		Ready	10/10/2019, 1:55...	
		Ready	10/10/2019, 2:54...	

1 item selected. 12475 items total.

Tag documents

Conversation (4)

...

Re: FW: Agave Letter

Source view Text view Annotate view

From: Geaccone Sent on: Friday, October 11, 2019 8:38:20 PM To: Watson Subject: Re: FW: Agave tonight. Is that ok? ----- Sent from my BlackBerry Wireless Handheld (www.BlackBerry.com). NSF format by ZL Technologies, Inc. This Data Set is licensed under a Creative Commons Attribution (http://www.zlti.com). \*\*\*\*\* California

**Classification**

**Responsive**

**Non responsive**

**Attorney-client privilege**

**Positive**

**Negative**

[Manage tags](#)

**Done**

## Conversation

Tag documents	Open as explorer
<input checked="" type="checkbox"/> Title	Inclusive type
<input checked="" type="checkbox"/> Re: FW: Agave Letter	Copy
<input checked="" type="checkbox"/> Re: FW: Agave Letter	Copy
<input checked="" type="checkbox"/> Re: FW: Agave Letter	Copy
<input checked="" type="checkbox"/> Re: FW: Agave Letter	Copy
<input checked="" type="checkbox"/> Re: FW: Agave Letter	Copy
<input checked="" type="checkbox"/> Re: FW: Agave Letter	Inclusive

5 items selected. 5 items total.

Need help?

Feedback

Contoso M&amp;A Investigation &gt; Review sets

## Initial collection

Review sets

Filter Save the query Filters

File type: Any



Tag documents



Conversation (4)



Individual results



Re: FW: Agave Letter

Source view Text view Annotate view

From: Geaccone Sent on: Friday, October 11, 2019 8:38:20 PM To: Watson Subject: Re: FW: Agave tonight. Is that ok? ----- Sent from my BlackBerry Wireless Handheld (www.BlackBerry.com). NSF format by ZL Technologies, Inc. This Data Set is licensed under a Creative Commons Attribution (http://www.zlti.com). \*\*\*\*\* California

**Classification**

Responsive

Non responsive (5)

Attorney-client privilege

Positive

Negative

[Manage tags](#)

**Done**

## Conversation

 Tag documents

Open as explorer

 Title

Inclusive type

 Re: FW: Agave Letter

Copy

 Re: FW: Agave Letter

Inclusive

5 items selected. 5 items total.

Contoso M&amp;A Investigation &gt; Review sets

## Initial collection

[Review sets](#)Filter [Save the query](#) [Filters](#)

File type: Any

[Tag documents](#) [Conversation \(4\)](#) ...

Individual results

	Subject/Title	Status	Date	Sender/Author
<a href="#">Email</a>	Joni Sherman ...	<input type="radio"/> Ready	10/11/2019, 12:0...	Joni Sherman <J...
<a href="#">Email</a>		<input type="radio"/> Ready	10/10/2019, 1:54...	
<a href="#">Email</a>	EnTouch Dead...	<input checked="" type="radio"/> Tagged	10/11/2019, 1:40...	Grabstald Kathie ...
<a href="#">Email</a>	Goodwill Pres...	<input type="radio"/> Ready	10/11/2019, 1:35...	Rod Hayslett
<a href="#">File</a>	HR.pbix	<input type="radio"/> Ready	12/27/2017, 1:51...	
<a href="#">Email</a>	You have bee...	<input type="radio"/> Ready	10/18/2019, 3:34...	Microsoft Teams ...
<a href="#">Email</a>	Your Azure AD...	<input type="radio"/> Ready	10/16/2019, 8:24...	Microsoft Azure ...
<a href="#">Email</a>	More base ga...	<input type="radio"/> Ready	10/11/2019, 1:36...	Howard Kevin A...
<a href="#">Email</a>		<input type="radio"/> Ready	10/10/2019, 11:1...	
<a href="#">Email</a>	FW: FERC App...	<input type="radio"/> Ready	10/11/2019, 1:41...	Lamadrid Victor ...
<input checked="" type="checkbox"/>	Re: FW: Agave...	<input type="radio"/> Ready	10/11/2019, 1:38...	Geaccone
<a href="#">Email</a>	FW: Azurix 20...	<input type="radio"/> Ready	10/11/2019, 1:40...	Geaccone
<a href="#">Email</a>		<input type="radio"/> Ready	10/10/2019, 2:09...	
<a href="#">Email</a>	EOL Average ...	<input type="radio"/> Ready	10/11/2019, 1:41...	Johnson Adam <...
<a href="#">Email</a>		<input type="radio"/> Ready	10/10/2019, 9:33...	
<a href="#">Email</a>		<input type="radio"/> Ready	10/10/2019, 1:55...	
<a href="#">Email</a>		<input type="radio"/> Ready	10/10/2019, 2:54...	

1 item selected. 12475 items total.

[Tag documents](#)

Conversation (4)

...

## Conversation

 Tag documents[Open as explorer](#) [Title](#)

Inclusive type

 [Re: FW: Agave Letter](#)

Copy

 [Re: FW: Agave Letter](#)

Inclusive

5 items selected. 5 items total.

[Need help?](#)[Feedback](#)

Contoso M&amp;A Investigation &gt; Review sets

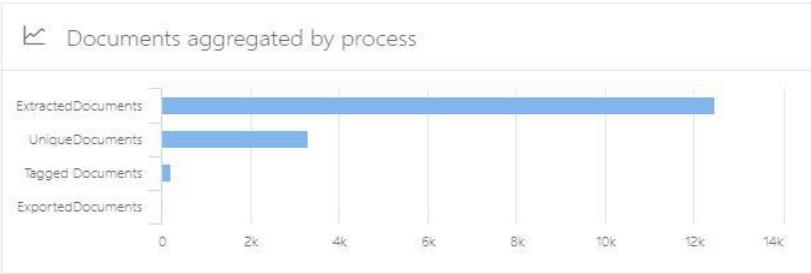
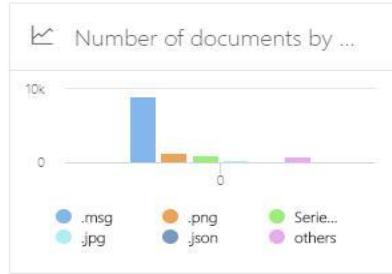
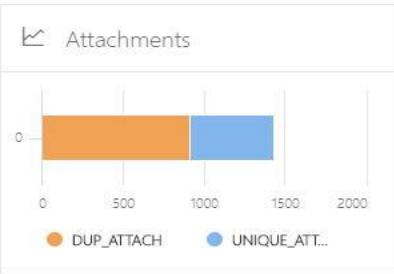
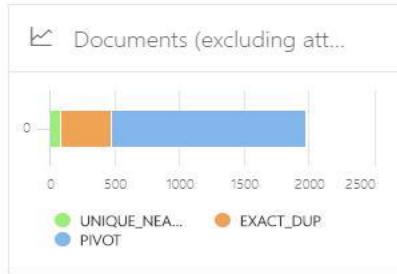
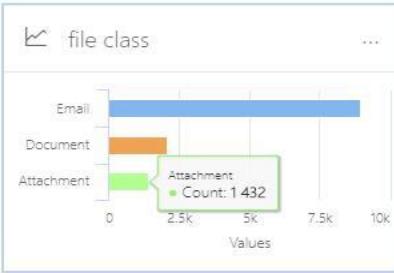
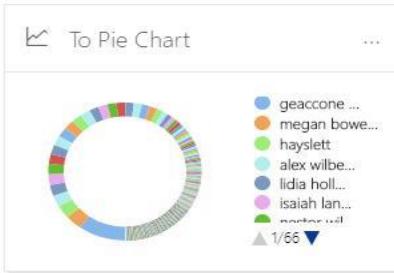
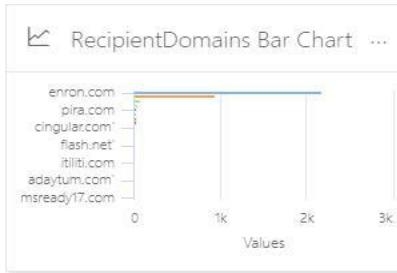
## Initial collection

[Review sets](#)[New query](#) [Action](#) [Manage review set](#) [Group by conversation](#) [Edit columns](#) [New widget](#)

Search profile view

Filter

Filters



# Two solutions to power your data discovery



## Advanced eDiscovery

Reduce risk and cost with eDiscovery in Microsoft 365

- End-to-end solution built-in Microsoft 365
- Easy eDiscovery for Teams and Yammer
- Custodian management



## Advanced Audit

Power faster and more effective forensic and compliance investigations

- High value events
- Processed insights
- Longer-term retention
- Near Realtime data access

# Enterprise-scale audit is essential to modern organizations



**60M**

User activity searches per day against Microsoft 365



**15B**

Records processed per day



**1500+**

Unique event types



# Customer challenges in leveraging audit for investigations



## Missing events

- Search terms
- Teams chat or call participation and sharing
- Mail reads



## Manual Insights and correlations

- Correlations of audit logs across users and content
- Correlations of activities across workloads



## Short lived signals

- Time to detect breach: ~200 days
- Typical investigations: 6 months to 1 year
- Audit log retention: 90 days

# We address your challenges with Advanced Audit: Power fast and effective forensic and investigations



**High value events** to power quicker investigations



**Processed insights** to show context and key patterns



**Longer-term retention** to meet investigation and compliance requirements



**Near real-time access to data** to enable fast access to audit events

The screenshot shows the Microsoft Office 365 Security & Compliance center. On the left, there's a navigation menu with options like Classifications, Data loss prevention, Data governance, Threat management, Mail flow, Data privacy, and several others under Search & investigation, such as Content search, Audit log search, eDiscovery, Productivity app discovery, and Reports. The main area is titled "Audit log search" and contains a search bar with the placeholder "Accessed file". Below the search bar is a table of audit log results. The columns in the table are "Activity", "Date", "IP address", "User", and "Activity". The results listed include various file operations like "Accessed file", "Deleted Record Compliance policy label", "Checked out file", etc.

Activity	Date	IP address	User	Activity
Accessed file				Changed compliance policy label
Deleted Record Compliance policy label				Checked in file
Checked out file				Copied file
Discarded file checkout				Deleted file
Deleted file from recycle bin				Deleted file from second-stage recycle bin
Detected malware in file				Downloaded file
Modified file				Moved file
Recycled all minor versions of file				Recycled all versions of file
Recycled version of file				Renamed file
Restored file				Uploaded file
Viewed page				

# Demo

Advanced Audit

Intelligence for internal investigations



InPrivate Advanced eDiscovery - X Audit log search - Security Audit log search - Security Audit log search - Security Solution catalog - Microsoft +

https://protection.office.com/advancedediscoverycases/84ffaa6b-061b-4c66-b954-0b3a2cd384fd

Contoso Electronics Office 365 Security & Compliance

Finance Earnings > Home

## Finance Earnings

Back

Home Custodians Communications Holds Processing Searches Review Sets Exports Jobs Settings

Custodians

4 Total custodians

4 of 4 Total custodians on hold

Communications

no statistics available

Recent jobs status

Job Type	Status
Export (Successful)	Successful
SearchAnalysis (Successful)	Successful
Export (Successful)	Successful
Export (Successful)	Successful

Errors

Review set: Earnings Review

0 password protected files

0 unknown file types

Need help?

Feedback



Finance Earnings &gt; Searches



# Finance Earnings

[Back](#)[Home](#)   [Holds](#)   [Processing](#)   [Searches](#)   [Review Sets](#)   [Exports](#)   [Jobs](#)   [Settings](#)

Find data in Office 365 that is relevant to your case. Verify your search query by previewing the results and viewing statistics before adding data to a review set, where you can take further actions on the data. [Learn more](#)

[New search](#)   [Refresh](#)

<input checked="" type="checkbox"/> Name	Query text	Last run time	Estimate status	Preview status	Added to review set
<input checked="" type="checkbox"/> Earnings Review	Earnings Review	2020-01-22 14:25:56			

InPrivate Advanced eDiscovery - X Audit log search - Security Audit log search - Security Audit log search - Security Solution catalog - Microsoft +

https://protection.office.com/advancedediscoverycases/84ffaa6b-061b-4c66-b954-0b3a2cd384fd

Contoso Electronics Office 365 Security & Compliance

Finance Earnings > Review Sets

## Finance Earnings

Back

Home Custodians Communications Holds Processing Searches Review Sets Exports Jobs Settings

Review sets help you manage content that you've collected from Office 365 and non-Office 365 data sources, such as documents, email, and chat messages. You can collaborate with other case members to analyze, query, review, tag, and export content. [Learn more](#)

+ Add Review Set Refresh

Name	Status	Created by	Last modified	Modified by
Earnings Review	ready	MeganB@M365x818246.OnMicrosoft.com	2019-10-21 14:57:30	MeganB@M365x818246.OnMicrosoft.com

1 item(s) loaded.

Need help? Feedback

InPrivate Advanced eDiscovery - Audit log search - Security Audit log search - Security Audit log search - Security Solution catalog - Microsoft

https://protection.office.com/advancedediscoverycases/84ffa6b-061b-4c66-b954-0b3a2cd384fd

Contoso Electronics Office 365 Security & Compliance

Finance Earnings > Review sets

## Earnings Review

Review sets

+ New query Action Manage review set Show all documents Edit columns

	Subject/Title	Status	Date	Sender/Author	File class	Custodian	ID	Recipients
	image4.jpeg	Ready			Attachment	MeganB@M365x...	07ae1ca99e1b14...	
	International Marketing	Ready	6/26/2015, 12:54:00 PM	Alex Darrow	Document	MeganB@M365x...	086db541934fb5...	
	HBI: release report for review	Ready	10/21/2019, 11:46:39 AM	Megan Bowen	Email	MeganB@M365x...	08cc3eff8e13461...	Adele Vance <Ad...
	image1.png	Ready			Attachment	MeganB@M365x...	09fa616ebc195c...	
	EMEA Training Programs	Ready	9/25/2019, 4:25:04 AM	Diego Siciliani <DiegoS@m365x435907.onmicrosoft.com>	Email	MeganB@M365x...	119ffd62df04f9a...	Megan Bowen <Ad...
	Contoso Projects Next Years Earnings	Ready	7/26/2017, 5:38:00 PM		Document		2081f8a3570510...	
	EMEA Training.docx	Ready	1/31/2018, 11:05:00 AM		Attachment	MeganB@M365x...	23aec22363e01d...	
	International Marketing Strategy.docx	Ready			Document	MeganB@M365x...	24f74f75479217f...	
	image1.png	Ready			Attachment	AdeleV@M365x...	2f030636c8644c...	
	Contoso Earnings Confidential.docx	Ready	8/4/2017, 9:44:00 AM		Attachment	MeganB@M365x...	430a414b110339...	
	International Marketing Strategy.docx	Ready			Document	MeganB@M365x...	5cb8404b833c5f...	
	Contoso Electronics Projects Next Years Earning...	Ready			Document		67361c33b39f29...	
	Re: HBI: release report for review	Ready	10/21/2019, 11:49:33 AM	Megan Bowen <MeganB@M365x818246.OnMicrosoft.com>	Email	MeganB@M365x...	691a7534f08663...	Adele Vance <Ad...
	image2.jpeg	Ready			Attachment	MeganB@M365x...	6cd89a60347c6b...	
	image1.png	Ready			Attachment	AlexW@M365x8...	6f623f9b496f58b...	
	HBI: release report for review	Ready	10/21/2019, 11:46:39 AM	Megan Bowen <MeganB@M365x818246.OnMicrosoft.com>	Email	AlexW@M365x...	84d84f82d2b415...	Adele Vance <Ad...
	Contoso Earnings Confidential.docx	Ready	8/4/2017, 9:44:00 AM		Attachment	AdeleV@M365x...	87c022bf0c78cd...	
	International Marketing Strategy.docx	Ready			Document	MeganB@M365x...	91eca784c044e1...	
	Re: HBI: release report for review	Ready	10/21/2019, 11:49:33 AM	Megan Bowen <MeganB@M365x818246.OnMicrosoft.com>	Email	AlexW@M365x...	9ae369ba98ae1e...	Adele Vance <Ad...
	International Marketino Strategy.docx	Ready			Document	MeganB@M365x...	91eca784c044e1...	

0 items selected. 27 items total. ①

Need help? Feedback

InPrivate Advanced eDiscovery - X Audit log search - Security Audit log search - Security Audit log search - Security Solution catalog - Microsoft +

https://protection.office.com/advancedediscoverycases/84ffaa6b-061b-4c66-b954-0b3a2cd384fd

Contoso Electronics Office 365 Security & Compliance

Finance Earnings > Review sets

## Earnings Review

Review sets

+ New query Action Manage review set Show all documents Edit columns

	Subject/Title	Status	Date	Sender/Author	File class	Custodian	ID	Recipients
>	Re: HBI: release report for review	<input type="radio"/> Ready	10/21/2019, 11:49:33 AM	Megan Bowen <MeganB@M365x818246.OnMicrosoft.com>	Email	MeganB@M365x...	691a7534f08663...	Adele Vance <Ad...
>	HBI: release report for review	<input type="radio"/> Ready	10/21/2019, 11:46:39 AM	Megan Bowen <MeganB@M365x818246.OnMicrosoft.com>	Email	AlexW@M365x8...	84d84f82d2b415...	Adele Vance <Ad...
>	Re: HBI: release report for review	<input type="radio"/> Ready	10/21/2019, 11:49:33 AM	Megan Bowen <MeganB@M365x818246.OnMicrosoft.com>	Email	AlexW@M365x8...	9ae369ba98ae1e...	Adele Vance <Ad...
>	Re: HBI: release report for review	<input type="radio"/> Ready	10/21/2019, 11:49:33 AM	Megan Bowen <MeganB@M365x818246.OnMicrosoft.com>	Email	AdeleV@M365x...	e1bf7c38732fc57...	Adele Vance <Ad...
>	HBI: release report for review	<input type="radio"/> Ready	10/21/2019, 11:46:39 AM	Megan Bowen <MeganB@M365x818246.OnMicrosoft.com>	Email	AdeleV@M365x...	e99c015d5b2a57...	Adele Vance <Ad...

0 items selected. 5 items total. ⓘ ⓘ Need help? ⓘ Feedback

InPrivate Advanced eDiscovery - X Audit log search - Security Audit log search - Security Audit log search - Security Solution catalog - Microsoft +

https://protection.office.com/advancedediscoverycases/84ffaa6b-061b-4c66-b954-0b3a2cd384fd

Contoso Electronics Office 365 Security & Compliance

Finance Earnings > Review sets

## Earnings Review

Review sets

+ New query Action Manage review set Show all documents Edit columns

	Subject/Title	Status	Date	Sender/Author	File class	Custodian	ID	Recipients
>	Re: HBI: release report for review	Ready	10/21/2019, 11:49:33 AM	Megan Bowen <MeganB@M365x818246.OnMicrosoft.com>	Email	MeganB@M365x...	691a7534f08663...	Adele Vance <Ad...
>	HBI: release report for review	Ready	10/21/2019, 11:46:39 AM	Megan Bowen <MeganB@M365x818246.OnMicrosoft.com>	Email	AlexW@M365x8...	84d84f82d2b415...	Adele Vance <Ad...
>	Re: HBI: release report for review	Ready	10/21/2019, 11:49:33 AM	Megan Bowen <MeganB@M365x818246.OnMicrosoft.com>	Email	AlexW@M365x8...	9ae369ba98ae1e...	Adele Vance <Ad...
>	Re: HBI: release report for review	Ready	10/21/2019, 11:49:33 AM	Megan Bowen <MeganB@M365x818246.OnMicrosoft.com>	Email	AdeleV@M365x...	e1bf7c38732fc57...	Adele Vance <Ad...
>	HBI: release report for review	Ready	10/21/2019, 11:46:39 AM	Megan Bowen <MeganB@M365x818246.OnMicrosoft.com>	Email	AdeleV@M365x...	e99c015d5b2a57...	Adele Vance <Ad...

0 items selected. 5 items total. ⓘ ⓘ Need help? ⓘ Feedback

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https://protection.office.com/advancedediscoverycases/84ffaa6b-061b-4c66-b954-0b3a2cd384fd

Contoso Electronics Office 365 Security & Compliance

Finance Earnings > Review sets

## Earnings Review

Review sets

+ New query Action Manage review set Show all documents Edit columns

Subject/Title	Status	Date
Re: HBI: releas...	Ready	10/21/2019, 1
HBI: release re...	Ready	10/21/2019, 1
Re: HBI: releas...	Ready	10/21/2019, 1
Re: HBI: releas...	Ready	10/21/2019, 1
<input checked="" type="checkbox"/> HBI: release re...	Ready	10/21/2019, 1

**HBI: release report for review**

File metadata

Native View Text View Annotate View

**From:** Megan Bowen <MeganB@M365x818246.OnMicrosoft.com> on behalf of Megan Bowen  
**Sent on:** Monday, October 21, 2019 6:46:39 PM  
**To:** Adele Vance <AdeleV@M365x818246.OnMicrosoft.com>; Alex Wilber <AlexW@M365x818246.OnMicrosoft.com>  
**Subject:** HBI: release report for review  
**Attachments:** Contoso Earnings Confidential.docx (406.85 KB)

1 item selected. 5 items total.

Tagging panel

Manage tags

Need help? Feedback

InPrivate Advanced eDiscovery - Audit log search - Security Audit log search - Security Audit log search - Security Solution catalog - Microsoft

https://protection.office.com/advancedediscoverycases/84ffaa6b-061b-4c66-b954-0b3a2cd384fd

Contoso Electronics Office 365 Security & Compliance

Finance Earnings > Review sets

## Earnings Review

Review sets

+ New query Action Manage review set Show all documents Edit columns

	Subject/Title	Status	Date
	Re: HBI: releas...	<input type="radio"/> Ready	10/21/2019, 1
	HBI: release re...	<input type="radio"/> Ready	10/21/2019, 1
	Re: HBI: releas...	<input type="radio"/> Ready	10/21/2019, 1
	Re: HBI: releas...	<input type="radio"/> Ready	10/21/2019, 1
<input checked="" type="checkbox"/>	HBI: release re...	<input type="radio"/> Ready	10/21/2019, 1

**HBI: release report for review**

File metadata

Native View Text View Annotate View

**From:** Megan Bowen <MeganB@M365x818246.OnMicrosoft.com> on behalf of Megan Bowen  
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1 item selected. 5 items total.

Tagging panel

Manage tags

Need help? Feedback

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https://protection.office.com/advancedediscoverycases/84ffaa6b-061b-4c66-b954-0b3a2cd384fd

Contoso Electronics Office 365 Security & Compliance

Finance Earnings > Review sets

## Earnings Review

Review sets

+ New query Action Manage review set Show all documents Edit columns Close

	Subject/Title	Status	Date
	Re: HBI: releas...	<input type="radio"/> Ready	10/21/2019, 1
	HBI: release re...	<input type="radio"/> Ready	10/21/2019, 1
	Re: HBI: releas...	<input type="radio"/> Ready	10/21/2019, 1
	Re: HBI: releas...	<input type="radio"/> Ready	10/21/2019, 1
<input checked="" type="checkbox"/>	HBI: release re...	<input type="radio"/> Ready	10/21/2019, 1

**HBI: release report for review**

File metadata

Native View Text View Annotate View

**From:** Megan Bowen <MeganB@M365x818246.OnMicrosoft.com> on behalf of Megan Bowen  
**Sent on:** Monday, October 21, 2019 6:46:39 PM  
**To:** Adele Vance <AdeleV@M365x818246.OnMicrosoft.com>; Alex Wilber <AlexW@M365x818246.OnMicrosoft.com>  
**Subject:** HBI: release report for review  
**Attachments:** Contoso Earnings Confidential.docx (406.85 KB)

1 item selected. 5 items total.

Tagging panel Manage tags

Need help? Feedback

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Contoso Electronics Office 365 Security & Compliance

Home > Audit log search

## Audit log search

Search

Clear

Results 7 results found

Date ▾ IP address User Activity Item Detail

Date	IP address	User	Activity	Item	Detail
2019-10-21 12:01:43	131.107.160.136	alexw@m365x818246.onmicrosoft.com	Downloaded file	Contoso Earnings Confidential.docx	Downloaded from "Shared Documents"
2019-10-21 12:01:43	131.107.160.136	alexw@m365x818246.onmicrosoft.com	Downloaded file	Contoso Earnings Confidential.docx	Downloaded from "Shared Documents"
2019-10-21 12:01:01	131.107.160.136	alexw@m365x818246.onmicrosoft.com	Accessed file	Contoso Earnings Confidential.docx	Accessed from "Shared Documents"
2019-10-21 12:01:01	131.107.160.136	alexw@m365x818246.onmicrosoft.com	Accessed file	Contoso Earnings Confidential.docx	Accessed from "Shared Documents"
2019-10-21 12:00:43	131.107.160.136	alexw@m365x818246.onmicrosoft.com	Accessed file	Contoso Earnings Confidential.docx	Accessed from "Shared Documents"
2019-10-21 11:54:12	131.107.160.136	alexw@m365x818246.onmicrosoft.com	Accessed file	Contoso Earnings Confidential.docx	Accessed from "Shared Documents"
2019-10-21 11:54:12	131.107.160.136	alexw@m365x818246.onmicrosoft.com	Accessed file	Contoso Earnings Confidential.docx	Accessed from "Shared Documents"

Filter results Export results

Activities

Accessed file, ... (25)

Start date 2019-10-10 00:00

End date 2019-10-29 00:00

Users

AlexW@M365x818246.OnMicrosoft.com X  
AdeleV@M365x818246.OnMicrosoft.com X

Adams@M365x818246.onmicrosoft.com X  
emails: Adams@M365x818246.onmicrosoft.com  
AdeleV@M365x818246.OnMicrosoft.com X  
emails: AdeleV@M365x818246.OnMicrosoft.com  
admin@M365x818246.OnMicrosoft.com X  
emails: admin@M365x818246.onmicrosoft.com  
AlexW@M365x818246.OnMicrosoft.com X  
emails: AlexW@M365x818246.OnMicrosoft.com

+ New alert policy

Need help? Feedback

Home Alerts Permissions Classification Data loss prevention Records management Information governance Supervision Threat management Mail flow Data privacy Search Content search Audit log search Productivity app discovery eDiscovery Reports Service assurance

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Home > Audit log search

## Audit log search

Need to find out if a user deleted a document or if an admin reset someone's password? Search the Office 365 audit log to find out what the users and admins in your organization have been doing. You'll be able to find activity related to email, groups, documents, permissions, directory services, and much more. [Learn more about searching the audit log](#)

Search		Results 13 results found				
Activities	Date	IP address	User	Activity	Item	Detail
Performed search query, ... (2)	2019-10-22 17:00:00	2001:4898:80e8:9:699d:b428:af89:80a6	AdeleV@M365x818246.OnMicrosoft.c...	Accessed mailbox items		Mail Items Accessed undefined
Start date 2019-10-10	2019-10-20 16:03:20	[2001:4898:a800:1012:80ae:1427:2d9b:...]	AdeleV@M365x818246.OnMicrosoft.c...	Accessed mailbox items		Mail Items Accessed undefined
End date 2019-10-29	2019-10-20 15:50:24	[2001:4898:a800:1012:80ae:1427:2d9b:...]	AdeleV@M365x818246.OnMicrosoft.c...	Accessed mailbox items		Mail Items Accessed undefined
Users AlexW@M365x818246.OnMicrosoft.com AdeleV@M365x818246.OnMicrosoft.com	2019-10-20 08:09:16	[2001:4898:a800:1012:80ae:1427:2d9b:...]	AdeleV@M365x818246.OnMicrosoft.c...	Accessed mailbox items		Mail Items Accessed undefined
	2019-10-20 08:00:44	[2001:4898:a800:1012:80ae:1427:2d9b:...]	AdeleV@M365x818246.OnMicrosoft.c...	Accessed mailbox items		Mail Items Accessed undefined
	2019-10-19 18:43:06	[2001:4898:a800:1012:80ae:1427:2d9b:...]	AdeleV@M365x818246.OnMicrosoft.c...	Accessed mailbox items		Mail Items Accessed undefined
File, folder, or site Add all or part of a file name, folder name, or URL.	2019-10-18 10:02:00	131.107.159.249	AdeleV@M365x818246.OnMicrosoft.c...	Performed search query		Search Query Performed from undefin...
	2019-10-18 10:02:00	131.107.159.249	AdeleV@M365x818246.OnMicrosoft.c...	Performed search query		Search Query Performed from undefin...
Client IP address Add IP address	2019-10-18 10:02:00	131.107.159.249	AdeleV@M365x818246.OnMicrosoft.c...	Performed search query		Search Query Performed from undefin...
	2019-10-18 10:02:00	131.107.159.249	AlexW@M365x818246.OnMicrosoft.co...	Performed search query Performed search query		Search Query Performed from undefin...
	2019-10-18 10:02:00	131.107.159.249	AlexW@M365x818246.OnMicrosoft.co...	Performed search query		Search Query Performed from undefin...
	2019-10-18 10:02:00	131.107.159.249	AlexW@M365x818246.OnMicrosoft.co...	Performed search query		Search Query Performed from undefin...

[Search](#)

[+ New alert policy](#)

[+ New Retention Policy](#)

Need help? Feedback

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## Contoso Electronics Office 365 Security & Compliance

Audit log search

Need to find out if a user deleted a document or if an admin reset someone's password? Search the Office 365 audit log to find out what the users and admins in your organization did. Learn more about searching the audit log.

### Search

**Activities:** Performed search query... (2)

**Start date:** 2019-10-10 | 00:00

**End date:** 2019-10-29 | 00:00

**Users:** AlexW@M365x818246.OnMicrosoft.com, AdeleV@M365x818246.OnMicrosoft.com

**File, folder, or site:** Add all or part of a file name, folder name, or URL

**Client IP address:** Add IP address

**Search:**

**+ New alert policy**

**+ New Retention Policy**

**Results: 13 results found**

Date	IP address	User
2019-10-22 17:00:00	2001:4898:80e:9:699d:b428:a89:80a6	AdeleV@M365x818246.OnMicrosoft.com
2019-10-20 16:03:20	[2001:4898:a800:1012:80ae:1427:2d9b:...]	AdeleV@M365x818246.OnMicrosoft.com
2019-10-20 15:50:24	[2001:4898:a800:1012:80ae:1427:2d9b:...]	AdeleV@M365x818246.OnMicrosoft.com
2019-10-20 15:36:06	[2001:4898:a800:1012:80ae:1427:2d9b:...]	AdeleV@M365x818246.OnMicrosoft.com
2019-10-20 08:09:16	[2001:4898:a800:1012:80ae:1427:2d9b:...]	AdeleV@M365x818246.OnMicrosoft.com
2019-10-20 08:04:44	[2001:4898:a800:1012:80ae:1427:2d9b:...]	AdeleV@M365x818246.OnMicrosoft.com
2019-10-19 18:43:06	[2001:4898:a800:1012:80ae:1427:2d9b:...]	AdeleV@M365x818246.OnMicrosoft.com
2019-10-18 10:02:00	131.107.159.249	AlexW@M365x818246.OnMicrosoft.com
2019-10-18 10:02:00	131.107.159.249	AlexW@M365x818246.OnMicrosoft.com
2019-10-18 10:02:00	131.107.159.249	AlexW@M365x818246.OnMicrosoft.com

### Details

**Date:** 2019-10-18 10:02:00  
**IP address:** 131.107.159.249  
**User:** AlexW@M365x818246.OnMicrosoft.com  
**Activity:** Performed search query  
**Item:**  
**Detail:** Search Query Performed from undefined  
**Id:** 074cf812-924f-44bd-8bc8-ebe402ec7e07  
**Object Id:** 5b0fa6e2-c236-4d99-8acf-2e2bfbb65aa8  
**Record Type:** 4

**More information**

**ApplicationDisplayName:** Microsoft SharePoint Online - SharePoint Home

**ApplicationId:** dcad865d-9257-4521-ad4d-bae3e137b345  
**ClientIP:** 131.107.159.249  
**CorrelationId:** 9bea13af-6b5b-41a8-b394-7696e783c689  
**CreationTime:** 2019-10-18T17:02:00  
**EventData:** Contoso acquisition proposal  
**EventSource:** SharePoint  
**Id:** 9bea13af-6b5b-41a8-b394-7696e783c689  
**ItemType:** Web  
**ObjectId:** 5b0fa6e2-c236-4d99-8acf-2e2bfbb65aa8  
**Operation:** SearchQueryPerformed  
**OrganizationId:** 0b5a021f-e672-42cf-862f-df5b791a4426

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Home > Audit log search

## Audit log search

Need to find out if a user deleted a document or if an admin reset someone's password? Search the Office 365 audit log to find out what the users and admins in your organization have been doing. You'll be able to find activity related to email, groups, documents, permissions, directory services, and much more. [Learn more about searching the audit log](#)

**Search** Clear

Activities: Show results for all activities

Start date: 2019-10-21 End date: 2019-10-29

Users: Show results for all users

File, folder, or site: Add all or part of a file name, folder name, or URL

Client IP address: Add IP address

**Results**

Date	IP address	User	Activity	Item	Detail

Run a search to view results

Content search

Audit log search

+ New alert policy

+ New Retention Policy

Productivity app discovery

eDiscovery

Reports

Service assurance

Need help? Feedback

10:17 AM

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Home > Audit log search

## Audit log search

Need to find out if a user deleted a document or if an admin reset someone's password? Search the Office 365 audit log to find out what the users and admins in your organization did. Learn more about searching the audit log.

### Search

Activities: Show results for all activities

Date: Start date: 2019-10-21, End date: 2019-10-29

Users: Show results for all users

File, folder, or site: Add all or part of a file name, folder name, or URL

Client IP address: Add IP address

Search

+ New alert policy

+ New Retention Policy

### Results

Date, IP address, User

Run a search

## New Retention Policy

Name\*: [ ]

Description: [ ]

Activities\*: [ ]

Users: Show results for all users

Duration\*:  90 Days  6 Months  1 Year

Priority: [ ]

Save Cancel

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## Audit log search

Need to find out if a user deleted a document or if an admin reset someone's password? Search the Office 365 audit log to find out what the users and admins in your organization did. Learn more about searching the audit log.

### Search

Activities: Show results for all activities

Date: Start date: 2019-10-21, End date: 2019-10-29

Results

Date IP address User

Run a search

Activities: Show results for all users

File, folder, or site: Add all or part of a file name, folder name, or URL

Client IP address: Add IP address

Search

+ New alert policy

+ New Retention Policy

## New Retention Policy

Name:

Description:

Activities:

Users:

Show results for all users

- Conf Room Adams  
emails: Adams@M365x818246.onmicrosoft.com
- Adele Vance  
emails: AdeleV@M365x818246.OnMicrosoft.com
- MOD Administrator  
emails: admin@M365x818246.onmicrosoft.com
- Alex Wilber**  
emails: AlexW@M365x818246.OnMicrosoft.com

Priority:

Save Cancel

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Contoso Electronics Office 365 Security & Compliance

Home > Audit log search

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### Search

Activities: Show results for all activities

Date: Start date: 2019-10-21, End date: 2019-10-29

Users: Show results for all users

File, folder, or site: Add all or part of a file name, folder name, or URL

Client IP address: Add IP address

Search

+ New alert policy

+ New Retention Policy

### Results

Date, IP address, User

Run a search

## New Retention Policy

Name\*: [ ]

Description: [ ]

Activities\*: [ ]

Users: Alex Wilber [ ]

Duration\*:  90 Days  6 Months  1 Year

Priority: [ ]

Save Cancel

Need help? Feedback

# Recap: Two solutions to power your data discovery



## Advanced eDiscovery

Reduce risk and cost with eDiscovery in Microsoft 365

- End-to-end solution built-in Microsoft 365
- Easy eDiscovery for Teams and Yammer
- Custodian management



## Advanced Audit

Power faster and more effective forensic and compliance investigations

- High value events
- Processed insights
- Longer-term retention
- Near Realtime data access

# Take actions: learn more about our solutions today!

## Check out additional resources

- [eDiscovery in Office 365](#)
- [Advanced eDiscovery solution in Microsoft 365](#)
- [Office 365 audit log capabilities](#)

## Try Advanced Audit and Advanced eDiscovery today!

- In Microsoft 365 Compliance Center – [compliance.microsoft.com](https://compliance.microsoft.com)
- Sign up for [Microsoft E5 Compliance trial](#) - [aka.ms/M365E5ComplianceTrial](https://aka.ms/M365E5ComplianceTrial)



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# Demo

Staying on top of data leak and investigations using Audit

