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1. What is an In-place hold and Litigation Hold?

In-place hold	✓ Hold all mailbox data for a user indefinitely or until when the hold is removed. ✓ Hold mailbox based on criteria or query parameter. ✓ To perform this, you need to be a member of **Discovery Management.** Includes a new model that allows you to specify the following parameters: ✓ **What to hold**: You can specify which items to hold by using query parameters such as keywords, senders and recipients, start and end dates, and also specify the message types such as email messages or calendar items that you want to place on hold. ✓ **How long to hold:** You can specify a duration for items on hold.
Litigation Hold	✓ Hold entire mailbox without any criteria for a certain period or indefinite time ✓ Duration is calculated from the date a mailbox item is received or created. If a duration isn't set, items are held indefinitely or until the hold is removed.

2. How to put mailbox/mailboxes on litigation hold? Perform putting mailbox on litigation hold using PowerShell.

Put Mailbox Litigation Hold from EAC
Please login to – https://outlook.office365.com/ecp Please navigate to – ① **recipients** > ② **mailboxes** > ③ select & double-click on the user > ④ **mailbox features** > ⑤ Under Litigation Hold option, click **Enable**
⑥ You may give a value in the **Litigation hold duration (days)** box if you want to hold the mailbox for a certain period. If you leave this empty, the mailbox will be held for an indefinite time. ⑦ press **Save**
You will see **Litigation hold** is enabled now. The system will take some time (240 mins maximum) to execute the settings to that mailbox. ⑧ press **Save**

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Put Mailbox Litigation Hold using PowerShell
Please open PowerShell as administrator –   Place a mailbox on Litigation Hold please type command –   **Set-Mailbox <UPN> -LitigationHoldEnabled <$true/$false>**
If you want to place all mailboxes on Litigation Hold then –   **# Set-Mailbox <UPN> -LitigationHoldEnabled <$true/$false) -LitigationHoldDuration <duration period (days)>**
To verify that the litigation hold commands working perfectly – **Get-Mailbox <UPN>	Format-List LitigationHold***
To verify that the litigation hold commands working perfectly – **Get-Mailbox -ResultSize Unlimited -Filter "RecipientTypeDetails -eq 'UserMailbox'"	Format-Table Name,LitigationHold***

3. What licenses are required for this feature?

License Required for Litigation Hold	✓ Standalone Exchange Online Plan-2 ✓ Standalone Exchange Online Plan-1 + Auto Archiving Add-ins ✓ Enterprise (E3, E5) – included with EXO Plan-2

4. How to enable In-Place Archive from Admin Centre & PowerShell?

Put Mailbox Litigation Hold from EAC
Please login to –   https://outlook.office365.com/ecp   Please navigate to –   ① **recipients** > ② **mailboxes** > ③ select & double-click on the user > ④ **mailbox features** > ⑤ Under Archiving option, click **Enable** > ⑥ press **Save**
You can confirm from the mailboxes option. You will see **Mailbox Type** is now set to **User (Archive)**

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Enable In-place Archive from PowerShell

Please open PowerShell as administrator –

Enable Archiving mailbox please type command –

Enable-Mailbox <UPN> -Archive

Verify the Archiving Command working Successfully -

Get-Mailbox <UPN> | Format-List Name,RecipientTypeDetails,PrimarySmtpAddress,*Archive*

5. What is Auditing? How many types of Auditing are there?

✓ Use audit logging to troubleshoot configuration issues by tracking specific changes made by admins.
✓ Help to meet regulatory, compliance, and litigation requirements.

Exchange Online provides two types of audit logging:

✓ **Administrator** audit logging records any action, based on an Exchange Online PowerShell cmdlet, performed by an admin.
✓ **Mailbox** audit logging records when a mailbox is accessed by an admin, a delegated user, or the person who owns the mailbox.

1. **Run a non-owner mailbox access report**: Use this report to find mailboxes that have been accessed by someone other than the person who owns the mailbox.
2. **Export mailbox audit logs**: When mailbox audit logging is enabled for a mailbox, Exchange Online stores a record of actions performed on mailbox data by non-owners in the mailbox audit log, which is stored in a hidden folder in the mailbox being audited. Exchange Online saves the search results in an XML file and attaches it to an email message.
3. **Run an administrator role group report**: Use this report to search for changes made to administrator role groups.
4. **Run an in-place discovery and hold report**: Use this report to find mailboxes that have been put on, or removed from, In-Place Hold.
5. **Run a per-mailbox litigation hold report**: Use this report to find mailboxes that were put on, or removed from, litigation hold.
6. **Run the admin audit log report**: Use this report to view entries from the administrator audit log. Instead of exporting the administrator audit log, which can take up to 24 hours to receive in an email message, you can run this report in the EAC.

7. **Export the administrator audit log:** Any action performed by an admin that's based on an Exchange Online PowerShell cmdlet that doesn't begin with the verbs Get, Search, or Test is logged in the administrator audit log. Exchange Online saves them in an XML file and attaches it to an email message.

8. **Run the external admin audit log report:** Actions performed by Microsoft datacenter administrators or delegated admins are logged in the administrator audit log. Use the external admin audit log report to search for and view the actions that administrators outside your organization performed on the configuration of your Exchange Online organization.

6. What is Journaling and why we use it?

Journaling	✓ Recording all inbound and outbound emails for the regulatory purpose ✓ Help organization respond to legal, regulatory, and organizational compliance requirements by recording inbound and outbound email communications.
Reason for Using	✓ To meet an increasing number of regulatory and compliance requirements, many organizations must maintain records of communications that occur when employees perform daily business tasks.

7. Explain the steps to enable Journaling.

Put Mailbox Litigation Hold from EAC
Please login to – https://outlook.office365.com/ecp Please navigate to – ① **compliance management** > ② **journal rules** > ③ click "**+**" sign > ④ press **Save** Here 3 options are available to change – 1. Journaling Mailbox 2. Journal Recipient 3. Journal Rule Scope
Here, you will see a new journal entry.

8. Option in Compliance Management in EAC?

(InAD ReReJ)

- ✓ in-place eDiscovery & hold
- ✓ auditing
- ✓ data loss prevention
- ✓ retention policies
- ✓ retention tags
- ✓ journal rules

9. Which admin roles is required to perform litigation hold?

In **permission > Admin roles > Discovery management**

10. Which admin role is required to perform auditing?

In **permission > Admin roles > Compliance Management**

11. Who can be the Journaling Mailbox?

- ✓ Mail user
- ✓ Mail contact
- ✓ External user

12. What are the 3 things required for journal rules and Journal rule scope?

- ✓ Journaling Mailbox (whom we send journal reports)
- ✓ Journaling Recipient (which mailbox we want to record)
- ✓ Journal Rule Scope
  - o Internal Message
  - o External Message
  - o All Message

13. Why do we need set **Send undeliverable journal reports to** before set journal rules?

If the system can't send the records of inbound and outbound message to Journaling mailbox then the report will go to the Send undeliverable journal reports to (email address).