



# Microsoft eDiscovery Premium Training

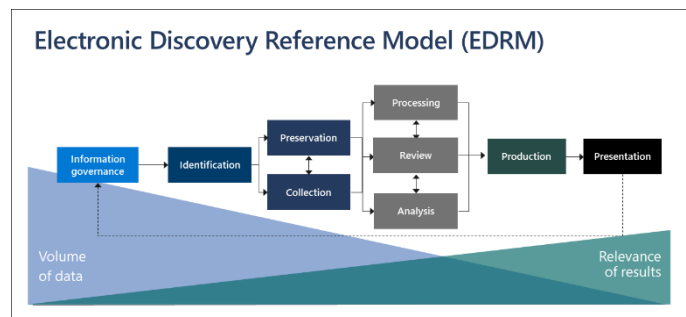
Microsoft Purview provides multiple eDiscovery solutions increasing in capability as you move up the stack from content search, to Core eDiscovery (Standard) to Advanced eDiscovery (Premium).

The Microsoft Purview eDiscovery (Premium) solution builds on the existing Microsoft eDiscovery and analytics capabilities. It provides an end-to-end workflow to preserve, collect, analyse, review, and export content in response to your internal and external investigations.

To get best value from Purview eDiscovery capability it is important to fully understand the features and adopt best practices for running eDiscovery tasks.

It is also important to align your use of the features with your full approach to fulfilling the EDRM workflow.

For example, optimising the output from Purview to feed into eDiscovery processing further downstream and outside of the Microsoft ecosystem.



## Objective of the service

This practical training will enable you to use the M365 eDiscovery tools in an accurate, comprehensive and defensible manner.

**Accurate:** What you have is what you need and is relevant

**Comprehensive:** You are not excluding any important or relevant information

**Defensible:** The collection process stands up to inspection

## Our approach

The service is delivered as a theoretical training session plus practical hands on guidance using the features in your live environment in conjunction with a free 30 day trial of Purview eDiscovery (Premium) from Microsoft.

It combines an education with real world experience, and the opportunity to use the features against a set of use cases relevant to your organisation.

Delivered by an experienced eDiscovery specialist you will receive tips, useful links/resources and can raise questions as they come up over the trial period.

The process will equip you to assess the value of the capability, and quickly adopt it if you proceed to acquire the licencing.



## Deliverables

<b>Preparation</b>	Enabling the Discovery Premium Trial in readiness for practical training
<b>Training</b>	<p>Training session via Teams</p> <p><b>Theory:</b> The training builds the story of progression of features through the Microsoft eDiscovery stack, with focus on the jump to 'advanced' where it's a deep dive into things like</p> <ul style="list-style-type: none"><li>• Global settings</li><li>• Case settings</li><li>• Custodians and non-custodial data</li><li>• Advanced indexing</li><li>• Activity auditing</li><li>• Holds</li><li>• Error remediation</li><li>• Collection, previewing, reviewing</li><li>• Review sets – adding, dashboards, analytics, themes, tags, exports</li><li>• Limitations</li></ul> <p><b>Practical:</b> Guided sessions for the testing of features within your live environment against defined criteria.</p>
<b>Support</b>	Response to questions and troubleshooting on utilisation of features over the 30 day trial period.

### Please note:

- All sessions online via Teams
- We recommend all stakeholders involved in the eDiscovery process attend at least the theoretical elements of the training session.
- Activation of the trial is the responsibility of Balfour Beatty however we can provide assistance to locate how to do it
- Should Balfour Beatty proceed to adopt Purview eDiscovery capability, Cloud Essentials to be associated as the named CPOR for this specific workload.