

# eDiscovery for Litigation and Compliance Professionals

Designed for Litigation and Compliance workers who may or may not be technical, this fully customizable course ensures these power users have all the skills they need to effectively utilize the Mimecast platform for all eDiscovery needs. Work with a technical trainer to customize an agenda based on the actual tasks your employees will perform with Mimecast.

**Duration: 2 - 4 hours\***

**Delivery Format: Classroom / Virtual Classroom**

**Cost & Bookings: Contact Sales**

## Who should attend this course?

- Litigation Workers, who may or may not have Mimecast Admin Console permissions, who want to become more efficient in their discovery tasks by learning how to take full advantage of the eDiscovery tools, both through the Mimecast Admin Console and using the Case Review Tool.
- Administrators looking to further their understanding of eDiscovery functionality (see also: Mimecast Technical Archive Professional).

## On Completion, you will be able to:

- Support discovery requests regarding all inbound, outbound and internal email held in a tamper-proof archive with auditable chains of custody.
- Utilize Mimecast to carry out eDiscovery tasks to manage archive retention periods, export archived data, manage litigation holds, as required for internal audits, compliance review, or legal challenges.
- Use the Case Review application to securely classify your discovery search results before exporting and making available to the party requesting the data.

## Modules & Topics:

### Administration Console: Archiving Basics

- Overview
- Search
- Saved Searches
- View Logs and Search Logs
- Exports
- Smart Tags

### Administration Console: eDiscovery

- Overview
- Managing eDiscovery Cases
- Retention Adjustments
- Litigation Holds
- Configuring Case Review

### Mimecast Case Review Application

- Overview
- Configuring Case Review
- Reviewing eDiscovery Items in Case Review Tool.
- Exporting Data from Case Review Results.

\*Agenda is subject to scoping. Actual content will depend on customer's configuration and usage of listed applications.