

Archiving & eDiscovery Essentials

Become an expert in Archive Searches and manage an eDiscovery investigation.

Our interactive training courses include a mixture of theory and practice, and are delivered in the format that best meets your needs.

Attend one of our technical webinars or book your seat on a classroom training session.

Our experienced instructors will help you gain the best return on your Mimecast investment.



<p><u>Overview:</u></p> <hr/> <p>The basics of archiving and email retention are covered in this technical webinar including details on how to perform archive searches and how email retention works. It also looks at archive searches from the end user's perspective as well as exports and eDiscovery fundamentals.</p>	<p><u>Course Information:</u></p> <hr/> <p>Cost – Free</p> <hr/> <p>Duration – Webinar (1 Hour)</p> <hr/> <p>Bookings - https://www.mimecast.com/customer-success/training/book-training/</p> <hr/>	
<p><u>Why Attend?</u></p> <hr/> <ul style="list-style-type: none"> • Conduct effective archive searches as an administrator • Export archived data from Mimecast to host in your environment • Manage an eDiscovery Case and provide access to a group for an investigation 	<p><u>Course Outline:</u></p> <hr/> <ul style="list-style-type: none"> • Archiving <ul style="list-style-type: none"> ○ Search ○ Saved Searches ○ Exports • eDiscovery <ul style="list-style-type: none"> ○ Smart Tags ○ Litigation Holds ○ Retention Adjustments 	
<p><u>Prerequisites:</u></p> <hr/> <p>Gateway Essentials 101</p>	<p><u>Who Should Attend?</u></p> <hr/> <ul style="list-style-type: none"> • System Administrators • Network Administrators • Desktop Support Engineers • Discovery Officers 	<p><u>What's Next?</u></p> <hr/> <p>Any other Mimecast webinar</p>