Exporting email data from M365 inplace archive

Log in to the Exchange Admin Center using the credentials of your Microsoft 365 admin account.



Navigate to Admin Centers and select Security and Compliance .



Now navigate to Permissions and click on eDiscovery Manager.

Security & Compliance	III 🗘 🍩 ? PG
<	To assign permissions for archiving, auditing, and retention policies, go to the Exchange admin center.
命 Home	To assign permissions for document deletion policies, go to the Document Deletion Policy Center.
▲ Alerts ✓	+ Create C Refresh Search
g ^R Permissions	
E Classifications	□ Name Last modified ∽
\square Data loss prevention \checkmark	Security Reader 11 October 2018
🔒 Data governance 🛛 🗸 🗸	eDiscovery Manager 11 October 2018
\bigotimes Threat management \checkmark	Service Assurance User 11 October 2018

Note: You must be a member of the eDiscovery Manager Role Group to get access to several other functionalities.

Click the Edit icon

By default, the role groups have some pre-assigned roles. If you do not find the **Export** role, then add it to the role.

eDiscovery	Manager	×
C Edit role group	Delete role group	
Assigned roles	Edit	
Export		
RMS Decrypt		
Review		
Preview		
Compliance Search		
Case Management		
Hold		
eDiscovery Manager	Edit	
An eDiscovery Manager he or she has access.	can only view and edit cases to which	
None		
eDiscovery Administra	tor	
An eDiscovery Administ regardless of permission	rator can view and edit all cases ns.	
pavan gupta		

Now navigate to More Resources and click on it. It will open all the Microsoft resources on a panel. Go to

Microsoft Purview Compliance Portal and open it. Then find the Content Search option from the left panel and click on New Search .



• Note: If the Content Search option is missing then you need to recheck the eDiscovery Permissions. Changing these permissions can take up to 24 hours to be visible.

A window will open allowing you to customize all elements of that **Content Search**. Create a separate search for every user whose mail you want to export. You can also assign a name and description to the **Content Search**.

New search				
Name and description	Locations			
Locations	Specific loca	tions		
	Status 1	Location	Included	Excluded
Conditions	On	Exchange mailboxes	All Choose users,	2 None
 Review your search 		45 Microsoft 365 Groups	groups, or real	15
		 Pammer user messages 		
	• Off	SharePoint sites		
		OneDrive sites		
		Microsoft 365 Group		
		 Team Sites 		
		Yammer Networks		
	Off	C Exchange public folders		
	Add App Cont	ent for On-Premises Use	rs. Learn more	
	Back	lext		

• Note: Here you must be aware that selecting all the locations including SharePoint Online and Public Folders Database can delay the eDiscovery process of exporting pst files from the



In the Conditions tab, select the date range for which you want to export data

Once, you have done with all the required customization, click on **Submit** and then **Done** to start.

This will start the eDiscovery search in the background, meanwhile, you can track the process by selecting the Search tab.

	Microsoft Purview	
≡ 3	Data classification	
	Data connectors	Content search
\land	Alerts	Search your organization for content in emails, documents, Skype for Business conversations, and mor
Ł	Reports	Search Export
	Policies	+ New search 🞍 Download list 🖒 Refresh
Q	Permissions	Name Description
꺕	Trials	Test 2
Sol	utions	
毘	Catalog	
田	App governance	
R	Audit	
٩	Content search	
G	Communication compliance	
6	Data loss prevention	
愈	eDiscovery	\checkmark
https:/	/compliance.microsoft.com/connecto	rlanding 🖌

Here you can see the status of eDiscovery Search such as in-process or complete. Once, it gets completed then select the **Action** tab and opt for **Export Results**.

	Microsoft Purview		
=			
ŵ	Home	Content search	Test
8	Compliance Manager	Search your organization for cont	
0	Data classification	Search Export	Summary Search statistics
29	Data connectors	_	Description
A	Alerts	🕂 New search 过 Downloa	Test eDiscovery
-		Name	Last run on
K	Reports		2022-08-12T08:38:24.3Z
	Policies	Test	Searched by
9	Permissions		SysTools QA1
:05	Trials		🖉 Edit search
0	11017		🕐 Rerun search
Solu	itions		C Retry failed locations
邸	Catalog		Delete
R	App governance		Copy search
R	Audit		Export results
0	Content search		Export report
G	Communication compliance	;	Actions V Review sample

Now in the below window, you get different settings that you can choose for specific conditions such as; if you need to export encrypted files then include this option. Moreover, you can also customize the entire exported results before downloading it. However, if you do not have any idea about these settings then the recommendation is to export this data with default settings.

	Microsoft Purview			O 7	> @	Į
=					×	i
ŵ	Home	Content search		Export results		l
∇	Compliance Manager	Search your organization for content in email	ls, documents. Skype for Business conversations, and m			l
0	Data classification	Search Export		When you start this export, we'll begin getting these search results ready for		l
89	Data connectors			coveridod, insi may take a write depending on the size of your search results.Learn more		l
\triangle	Alerts	+ New search 🔮 Download list. 🔘	Refresh	Population		l
R	Reports	Nation	Ascription	Searchable Files: Test		l
痖	Policies	Test 1	est «Dacovery	Output options		l
Q,	Permissions			 All items, excluding ones that have unrecognized format, are encrypted, or weren't indexed for other reasons 		l
咨	Trials		_	 All items, including ones that have unrecognized format, are encrypted, or weren't indexed for other reasons. 		l
Solv	itions			 Only items that have an unrecognized format, are encrypted, or weren't indexed for other reasons 		1
8	Catalog					
H	App governance			Export Exchange content as	_	
B	Audit			After starting the export, a new export object with name "Test Export" will be	0	
٩	Content search			created in the Export table. To see status and download results, select the "Exp menu option.	ē	
67	Communication compliance			Export Cancel		

• Note: Make sure not to set Enable Deduplication option, if you need to Export the search results in a single PST file.

Click Export. Goto the Export tab and reselect your search and track the status of this process.



After successful completion of the process, click on the Close button.

Once, the process is complete, click the **Download Results** button. Also, make sure to copy the unique **Export Key**. You need to use this key in the **ClickOnce** extension when it will pop up the Export Tool.

	$\uparrow \downarrow$	×
Test		
Search name		
Test		
Started on		
2022-08-12T08:38:243Z		
Size		
MB		
Export key		
The export key below is required to download the search re precautions to protect this key because anyone can use it to results.	sults. Be sure to take download these	
	a Non INFAmment	
?sv=2014-02-14&sr=c&si=eDiscoveryBlobPolicy9%7C0&s	ig=vorvkvF (mqesO)	0

Now a pop-up will come and it will start the **eDiscovery PST Export Tool**. Now paste the copied **Export Key** and Define the destination path where the exported PST files will be saved. Click the **Start** button to export mailboxes data to PST files.

eDiscovery Export Tool	
Export Name: Test	
Paste the export key that will be used to connect to	the source:
Select the location that will be used to store downlo	oaded files:
Select the location that will be used to store downlo E:\PST	baded files:
Select the location that will be used to store downlo E:\PST	paded files: