Exporting PST files from Microsoft 365 In-place Archive

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Overview

The In-Place Archive is a popular feature of M365 where old mails for end users are held. Mails are pushed to the In-place archive either via retention policies, or manually when a user's mailbox quota is reached.

To extract the contents of the In-place archive, a two step process has to be followed,

- a. Fire Search requests
- b. Export the search results.

Once the Exported PST files are available, then can be downloaded to an OneDrive from where they can be copied to a Vaultastic Store.

The steps for uploading the contents from the in-place archive for selected or all users to a Vaultastic Open / Deep store is as documented below

Step 1: One-time setup for e-Discovery Access

1: Log in to your M365 account using the credentials of your M365 admin account.

2: Navigate to the Admin Center and select Security

3: Under Permissions, Select Roles from the Email & Collaboration Roles section.

	Microsoft Defender	₽ Search		8	۲	?
=						
Ģ	Explorer	Permissions				
E	Review	Admins are users added to the admin role, and	can view any data and complete any task in the Microsoft Defender portal. \	You should have few	admins,	and
0	Campaigns	grant users only the permissions needed to perf	orm their duties when you assign access.			
kź	Threat tracker					2 items
0:	Exchange message trace	✓ Name	Description			
<u></u>	Policies & rules	✓ Azure Active Directory (1)				
Ł	Reports	Roles	Manage who has access to view tasks and take actions in	the Microsoft Defender	portal. As	sign th
R	Audit	✓ Email & collaboration roles (1)				
ø	Health	Roles	Manage who in your organization has access to view ema	ail and collaboration cont	ent and t	ake ac
9	Permissions					
٢	Settings					
0						

4: Select eDiscovery Manager and edit the definition.

Permissions

Assign permissions to people in your organization so they can perform tasks in the Security & Compliance Center. Although you can use this permissions for most features in here, you'll need to use the Exchange admin center and SharePoint to set permissions for others. Learn more

+ 0	Create role group 💍 Refresh			61 items	,
	Name	Туре	Description		Last modified
	Attack Simulator Administrators	Built-in			0
	Attack Simulator Payload Authors	Built-in			-
	Organization Management	Built-in			-
	Security Administrator	Built-in			e
	Audit Manager	Built-in			-
	Billing Administrator	Built-in			0
	eDiscovery Manager	Built-in			
	Compliance Administrator	Built-in			-
_		n			

5: Choose the eDiscovery Manager & Choose the eDiscovery Administrator.

In the wizard, choose the eDiscovery Manager and Administrator. (It is recommended that the manager and administrator roles are assigned to the M365 Admin used for login)

Save the changes.

		\uparrow \checkmark	~								
eDiscovery Manage	er										
🖉 Edit 🗈 Copy											
Compliance Search											
Custodian Export Hold											
								Manage Review Set Tags			
								Preview			
Review											
RMS Decrypt											
Scope Manager											
eDiscovery Manager											
Display name	Туре	Admin units									
Ther	e's no assigned membe	n.:	_								
eDiscovery Administrator											
Display name	Туре	Admin units									
Mithi Software	User	Organization									

Step 2: Calculate the size of the In-place Archive Data and define the number of Search/Export requests

1: Navigate to the Compliance Admin Center.

2: Navigate to the Content Search section and click on New Search.

Note: If the Content Search option is not visible, go back to the previous step and review the definition of the eDiscovery Manager.

	Microsoft Purview			
= ⊔	mais		Content sea	rch
Solu	utions		Search your organization	for content in emails, documents, Skype for Business convi
₽	Catalog		Search Export	
R	Audit			
9	Content search		$+$ New search \downarrow	Download list 💍 Refresh
Ģ	Communication compliance		Name	Description
Ŕ	eDiscovery	~	meera inbox	
Ē	Data lifecycle management	~	sakshi	Mail export
G	Information protection	~	mithi1	
G	Information harriers	\sim		

3: Give a suitable name and description to the new search. For example, the search name can be "Vaultastic - Inplace Archive Data Size". Click **Next**

		e 🚳 ?
New search		
Name and description	Name and description	
C Locations	Name Mithil_inplace_archive_data	
O Conditions		
 O Review your search	for specific date	
	Next	Cancel

4: In the Locations section, select **Exchange** mailboxes. **Keep the Default setting for "All"** in the included section.

Status A	Location	Included	Excluded
On On	다 Exchange mailboxes 행 Microsoft 365 Groups - 변 Teams 약 Yammer user messages	All Choose users, groups, or teams	None
Off	SharePoint sites Microsoft 365 Group Sites Fram Sites Yammer Networks		
Off Off	G Exchange public folders		
Add App Conter	t for On-Promises Users Learn more		

5: In the **Conditions** section, select the Query builder

Click Add condition and select Date

	Date
	Sender/Author
	Size (in bytes)
	Subject/Title
Define your s	Retention label 5
Query language-cour	Message kind
., , , , ,	Participants
Query builder	Туре
KQL editor	Received
△ Keywords	Recipients
	Sender
Enter keywords	Sent
	Subject
Show keyword li	То
	Author
$+$ Add condition \vee	Title
	Created
Back	Last modified

Choose the operator Before option and select todays date. Click Next.

6: Review and submit

Review the name, location and search criteria for the search. Click Submit

Review	v your search and create it
Name and	d description
Name Mithi!_inpla	ce_archive_data
Description	
for specific o	date
<u>Edit name a</u>	nd description
Search crite	ria
(c:c)(date=2	017-01-012019-01-01)
Edit search o	criteria
Locations	
Locations	
SharePoint	
Disabled	

7: Monitor progress by clicking on the search

The newly submitted search will be visible under Content Search. Click on it to view the status. The Search statistics will be available in a few minutes, depending on the size of your in-place archive

Summary	Search statistics
Description	
for specific dat	e
Last run on	
2023-12-06T06	:09:54.53Z
Searched by	
Mithi Software	
Search conditi	ons
(c:c)(date=2017	7-01-012019-01-01)
Status	
The search is c	ompleted
0 item(s) (0.00	B)
0 unindexed ite	ems, 0.00 B
1 mailbox(es)	

The results will show you the total size of the in-place Archive.

I.

In the Actions menu, select Export results, if the total size is above your export limit, you will get a prompt with the limt available to you. In which case, you will have to split the search requests as mentioned in Step 3.

If you are within limits, follow instructions in Step 4.

Step 3: Make data Export ready

Since the export size for a single job is restricted, depending on the total size, you will have to split the search into multiple requests. It is recommended that you use the date filter to filter out data transacted in different time periods. You could choose to split for each month, year etc.

Multiple search requests will have to be added using the instructions given in Step 2 above.

Be sure to name each search appropriately.

Step 4: Submit Export requests

1: Navigate to the Content Search section in the Compliance Admin Center

- 2: Click on the Content Search jobs executed in the previous step.
- 3: From the Actions menu, select Export results.

Mithi!_inplace_archive_data

Summary Search statistics
Description for specific date Last run on 2023-12-06T06:09:54.53Z Searched by
 Edit search Rerun search O1-01) Retry failed locations Delete
Copy search Export results Export report Actions Review sample

Close

In the pop-up, select "All items, excluding..." as the Output option, and in the Export Content as, select One PST for each mailbox.

Click Export.

Export results

Output options
 All items, excluding ones that have unrecognized format, are encrypted, or weren't indexed for other reasons
 All items, including ones that have unrecognized format, are encrypted, or weren't indexed for other reasons
 Only items that have an unrecognized format, are encrypted, or weren't indexed for other reasons
Export Exchange content as
• One PST file for each mailbox
One PST file containing all messages
One PST file containing all messages in a single folder
O Individual messages
After starting the export, a new export object with name "Mithi!_inplace_archive_data_Export" will be created in the Export table. To see status and download results, select the "Export" menu option.
Export

The Export may take a few days depending on the size of the data to be exported and the number of users in your domain.

You will receive an email alert when the export is ready to be downloaded.

Step 5: Download the exported contents to a suitable folder on an OneDrive with sufficient storage space

1. Navigate to the Export tab and select the export object.

Content search

Search your organization for content in emails, do	cuments, Skype for Business conversa	tions, and more. You can then preview a	nd export the search results.
⊥ Download list 🕐 Refresh	5 items		TR Customize columns
Name	Last export start time (UTC+05:	30) Exported by	Searches
meera inbox_ReportsOnly	Dec 3, 2020 5:18 PM	Mithi Software	meera inbox
meera inbox_Export	Dec 3, 2020 5:23 PM	Mithi Software	meera inbox
sakshi_Export	Oct 13, 2022 11:59 AM	Mithi Software	sakshi
mithi1_Export	Nov 16, 2023 4:40 PM	Mithi Software	mithi1
Mithi!_inplace_archive_data_Export	Dec 6, 2023 12:01 PM	Mithi Software	Mithil_inplace_archive_d

2. Copy the key to the clipboard

Mithi!_inplace_archive_data_Export	
Size	
0 ltems, 0 B	
Export key	
The export key below is required to download the search results. Be sure to tal precautions to protect this key because anyone can use it to download these results.	ke
?sv=2014-02-14&sr=c&si=eDiscoveryBlobPolicy9%7C0&sig=VdrWtpCCyiwC	y
Copy to clipboard	

3. Click on download results. The microsoft ediscovery tool will be downloaded to your desktop.

Mithi!_inplace_arcl	ive_dat	a_ <mark>Expo</mark> i	rt
\downarrow Restart export \downarrow Download res	ilts 闻 Delete		
Warning			
If you have problems downloading sear may not be configured correctly.Learn n	h results, your N ore	1icrosoft Edge b	rowser
Search name			

Once the download of the tool is complete, a pop-up will show up.

In the pop-up, **paste the export key** and **select the destination location** by clicking the Browse button

Hit the Start button

earch	Content search		Mishi
cation comp	eDiscovery Export Tool		
v	Export Name: Mithil_inplace_archive_data_Export		estart
,	Paste the export key that will be used to connect to the source:		
/cle manager			
on protection	Select the location that will be used to store downloaded files:		Ig
			Browse have p
on barriers	Advanced options	Start	Cancel
k manageme			nam
nanagement	meera inbox_Export		Dec 3 Mithi!_inplac

IMPORTANT NOTES:

 If the exported data is to be uploaded to a Vaultastic Store, it is recommended that the destination should be a folder mapped on the OneDrive application on your desktop. This will enable cloud to cloud transfer of data from OneDrive to Vaultastic



• To be able to view the OneDrive folder in the browse option, make sure you have configured the OneDrive windows application on your desktop with your M365 credentials

Step 6: Use LegacyFlo Request Type OneDrive-S3-Zip to upload data to a Vaultastic Store

- Navigate to LegacyFlo
- Select the OneDrive-S3-Zip (https://docs.mithi.com/home/backup-onedrive-data-onto-the-vaultastic-open-store) request type.
- In the destination, choose File as the Doc Type. This option will copy all the PST files from OneDrive to the Vaultastic Store.