

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,

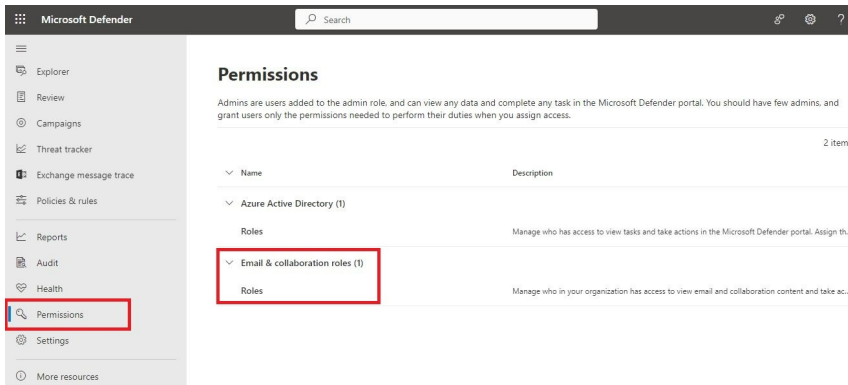
- a. Fire Search requests
- b. Export the search results.

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.



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](#)

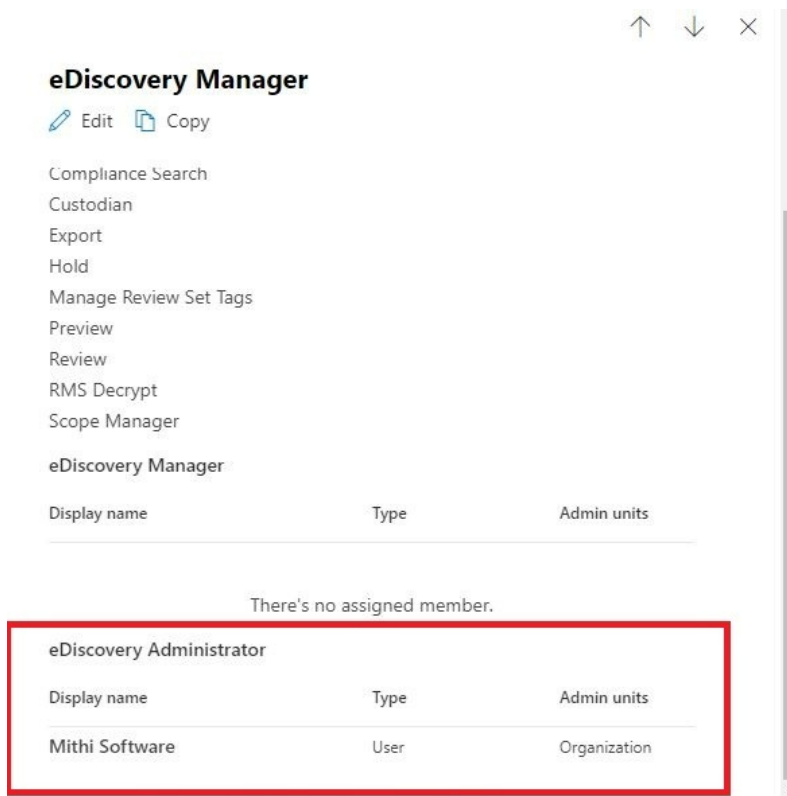
+ Create role group Refresh 61 items Search

Name	Type	Description	Last modified
<input type="checkbox"/> Attack Simulator Administrators	Built-in		-
<input type="checkbox"/> Attack Simulator Payload Authors	Built-in		-
<input type="checkbox"/> Organization Management	Built-in		-
<input type="checkbox"/> Security Administrator	Built-in		-
<input type="checkbox"/> Audit Manager	Built-in		-
<input type="checkbox"/> Billing Administrator	Built-in		-
<input type="checkbox"/> eDiscovery Manager	Built-in		-
<input type="checkbox"/> Compliance Administrator	Built-in		-

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)**

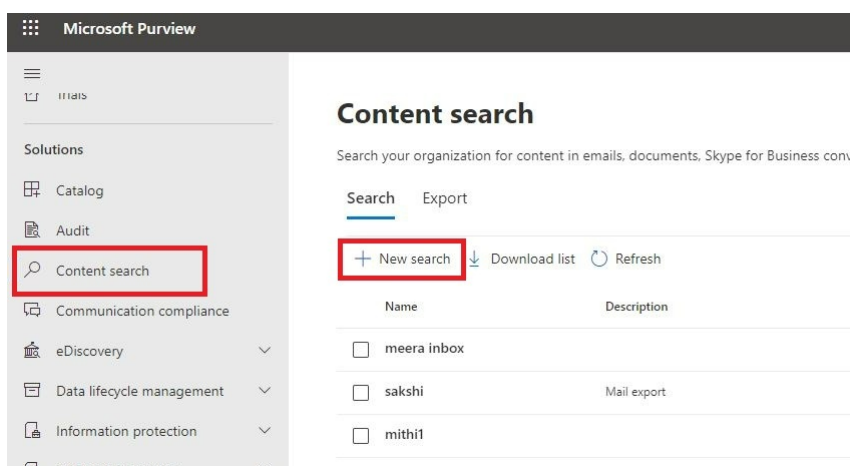
Save the changes.



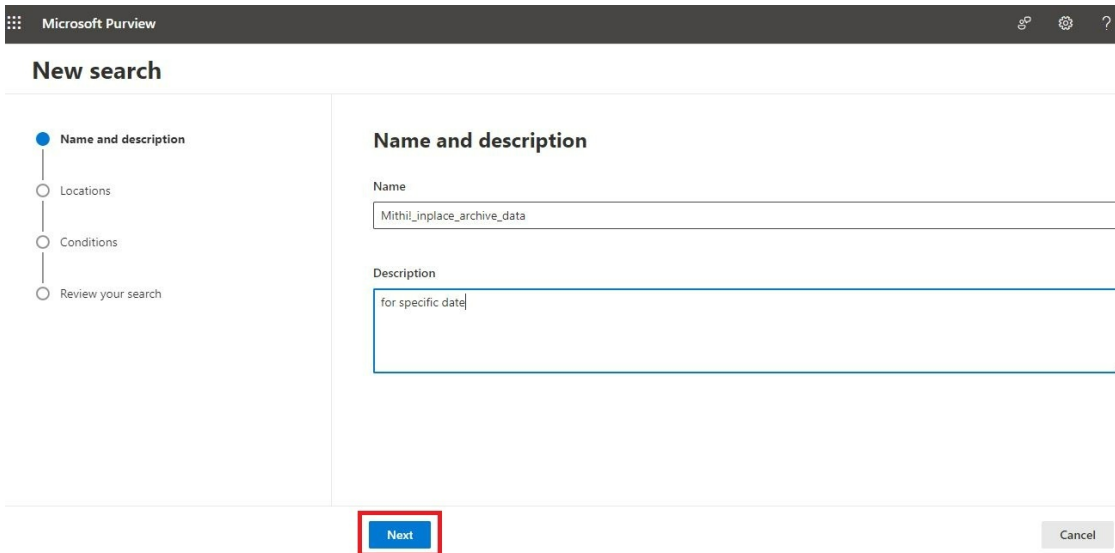
Step 2: Calculate the size of the In-place Archive Data and define the number of Search/Export requests

- 1: Navigate to the Compliance Admin Center.
- 2: Navigate to the Content Search section and click on New Search.

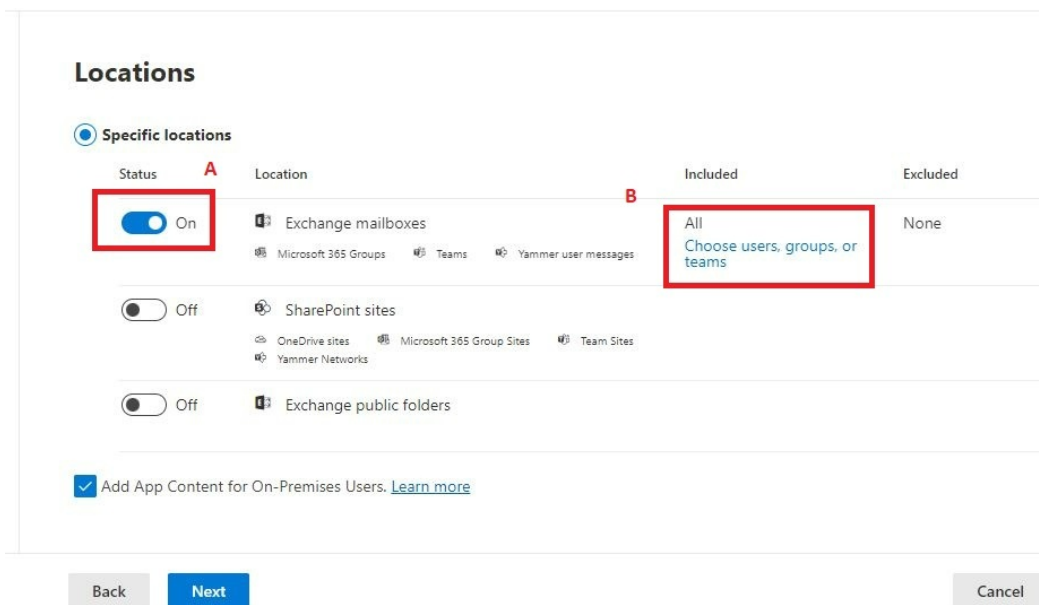
Note: If the Content Search option is not visible, go back to the previous step and review the definition of the eDiscovery Manager.



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

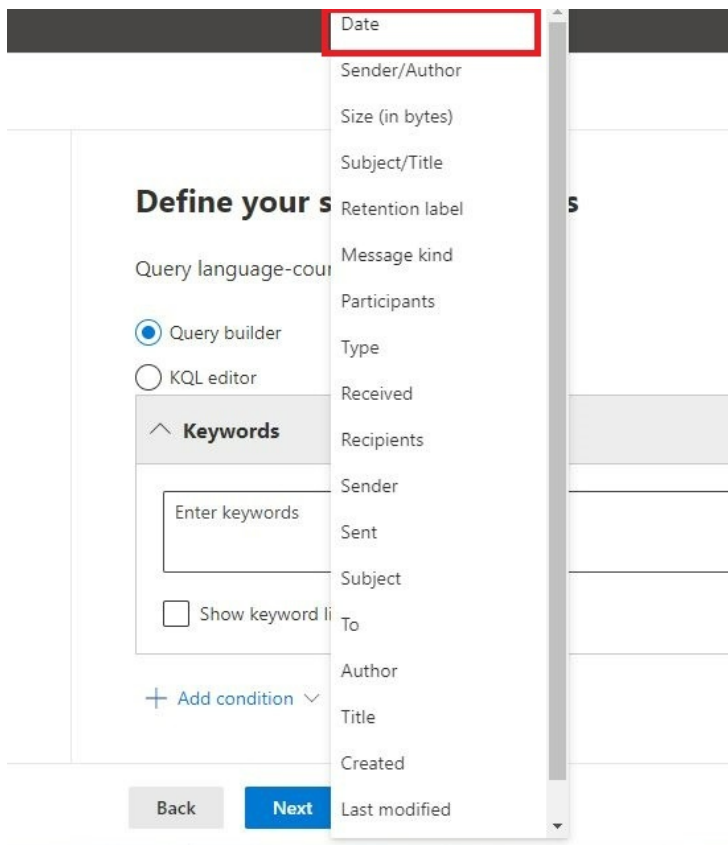


4: In the Locations section, select **Exchange** mailboxes. **Keep the Default setting for "All"** in the included section.



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

Click **Add condition** and select **Date**



Choose the operator **Before** option and **select today's date**. Click **Next**.

6: Review and submit

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

Review your search and create it

Name and description

Name

Mithi!_inplace_archive_data

Description

for specific date

[Edit name and description](#)

Search criteria

(c:c)(date=2017-01-01..2019-01-01)

[Edit search criteria](#)

Locations

SharePoint

Disabled

Back

Submit

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

Mithi!_inplace_archive_data

[Summary](#) [Search statistics](#)

Description
for specific date

Last run on
2023-12-06T06:09:54.53Z

Searched by
Mithi Software

Search conditions
(c:c)(date=2017-01-01..2019-01-01)

Status
The search is completed
0 item(s) (0.00 B)
0 unindexed items, 0.00 B
1 mailbox(es)

[Actions](#) [Review sample](#)

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

In the Actions menu, select Export results, if the total size is above your export limit, you will get a prompt with the limit 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.



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
- 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.



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, documents, Skype for Business conversations, and more. You can then preview and export the search results.

Search **Export**

Download list Refresh 5 items Time zone Search Customize columns

Name	Last export start time (UTC+05:30)	Exported by	Searches
<input type="checkbox"/> meera inbox_ReportsOnly	Dec 3, 2020 5:18 PM	Mithi Software	meera inbox
<input type="checkbox"/> meera inbox_Export	Dec 3, 2020 5:23 PM	Mithi Software	meera inbox
<input type="checkbox"/> sakshi_Export	Oct 13, 2022 11:59 AM	Mithi Software	sakshi
<input type="checkbox"/> mithi!_Export	Nov 16, 2023 4:40 PM	Mithi Software	mithi!
<input type="checkbox"/> Mithi!_inplace_archive_data_Export	Dec 6, 2023 12:01 PM	Mithi Software	Mithi!_inplace_archive_di

2. Copy the key to the clipboard

Mithi!_inplace_archive_data_Export

Size

0 Items, 0 B

Export key

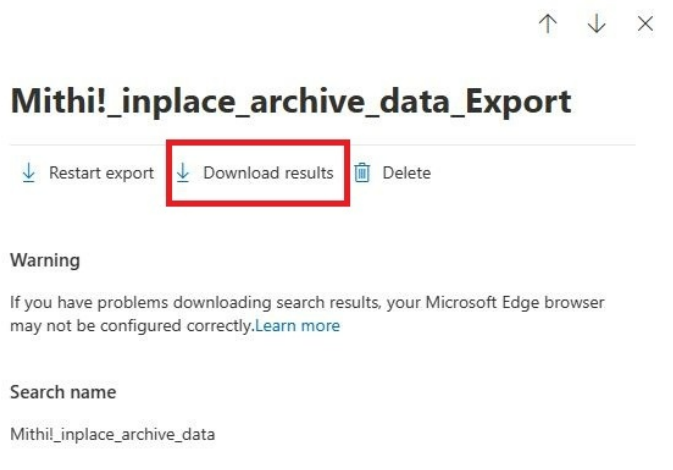
The export key below is required to download the search results. Be sure to take precautions to protect this key because anyone can use it to download these results.

?sv=2014-02-14&sr=c&si=eDiscoveryBlobPolicy9%7C0&sig=VdrWtpCCyiwCy...

 Copy to clipboard

 Change key

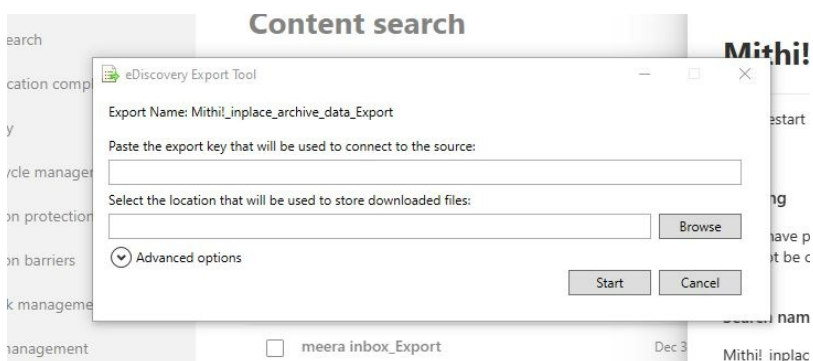
3. Click on **download** results. The **microsoft ediscovery tool** will be downloaded to your desktop.



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

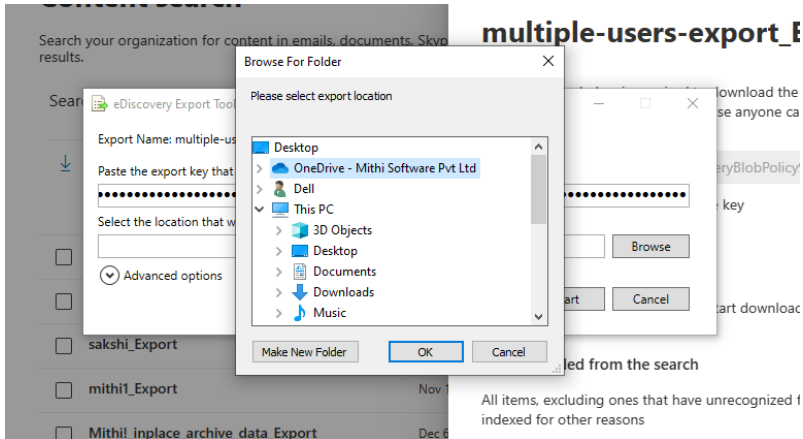
In the pop-up, **paste the export key** and **select the destination location** by clicking the Browse button

Hit the **Start** button



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.