

Exporting PST files from Microsoft 365 In-place Archive

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Export data

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

Step 2: Click on the Content Search job executed in the previous step.

Step 3: From the Actions menu, select Export results.

Step 4: Navigate to the Export tab and select the export object.

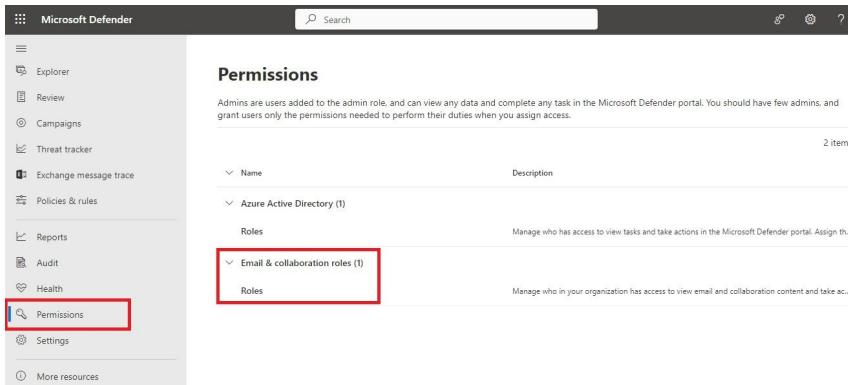
Step 5: Click on download results.

One-time setup

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

Step 2: Navigate to the Admin Center and select Security

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



Step 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](#)

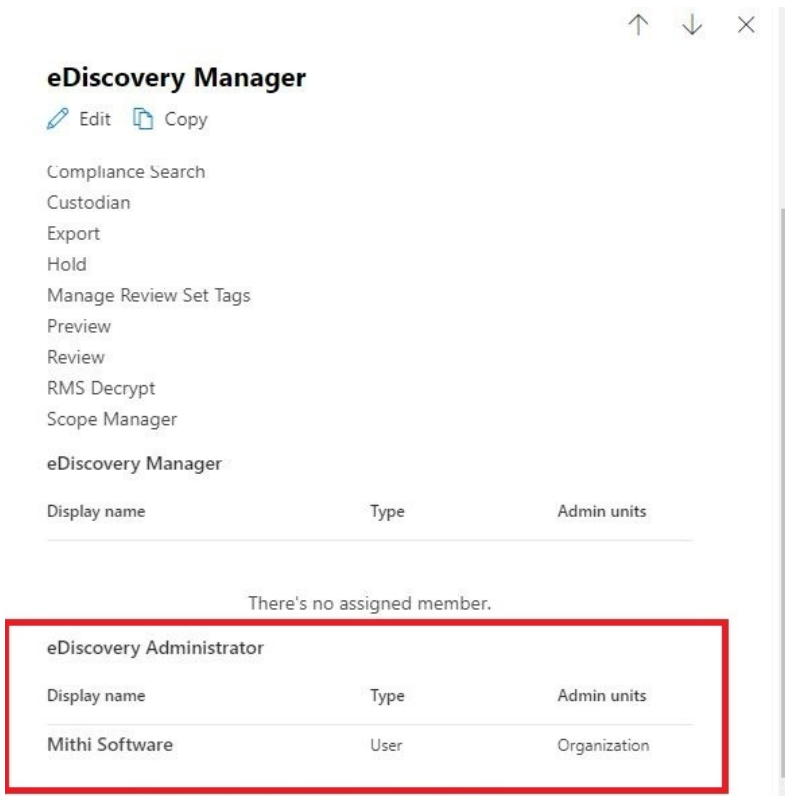
+ Create role group Refresh 61 items Search

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		-

Step 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.

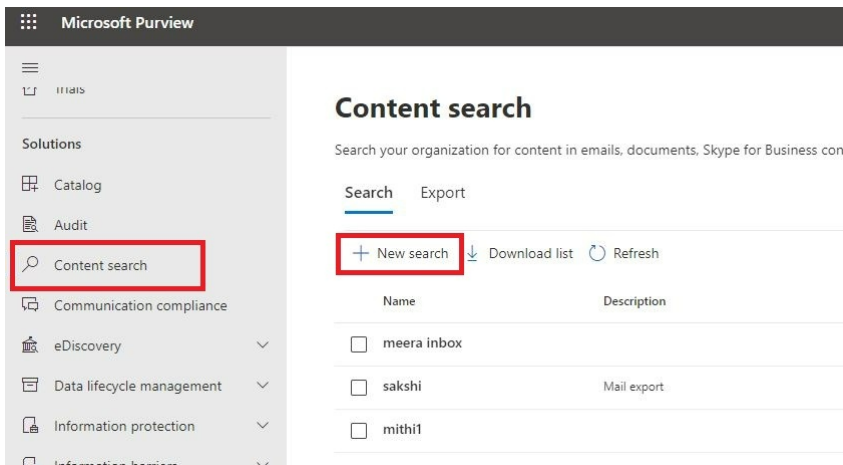


Make data Export ready for selected users

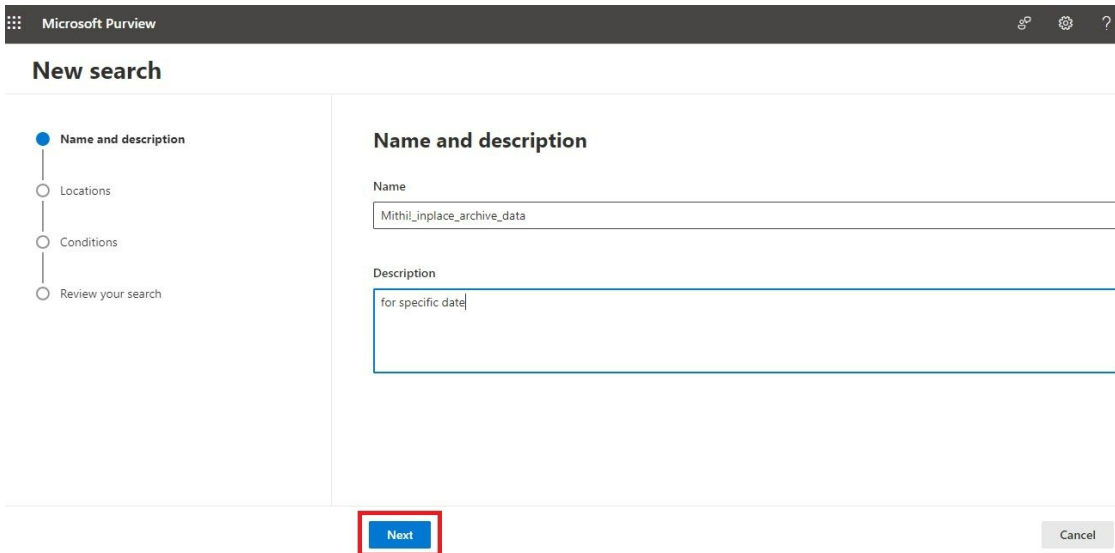
Step 1: Navigate to the Compliance Admin Center.

Step 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.

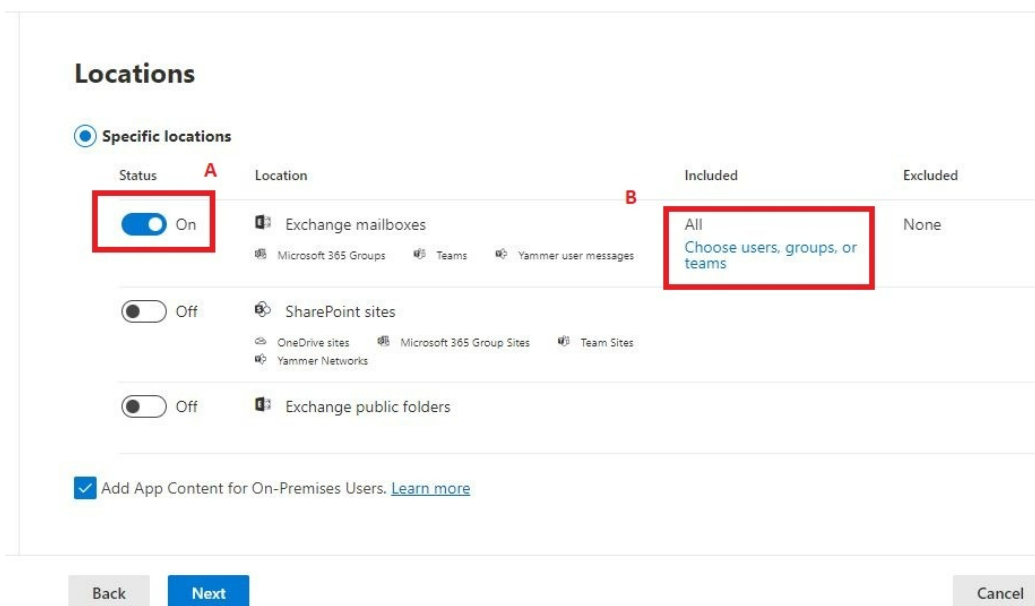


Step 3: Give a suitable name and description to the new search



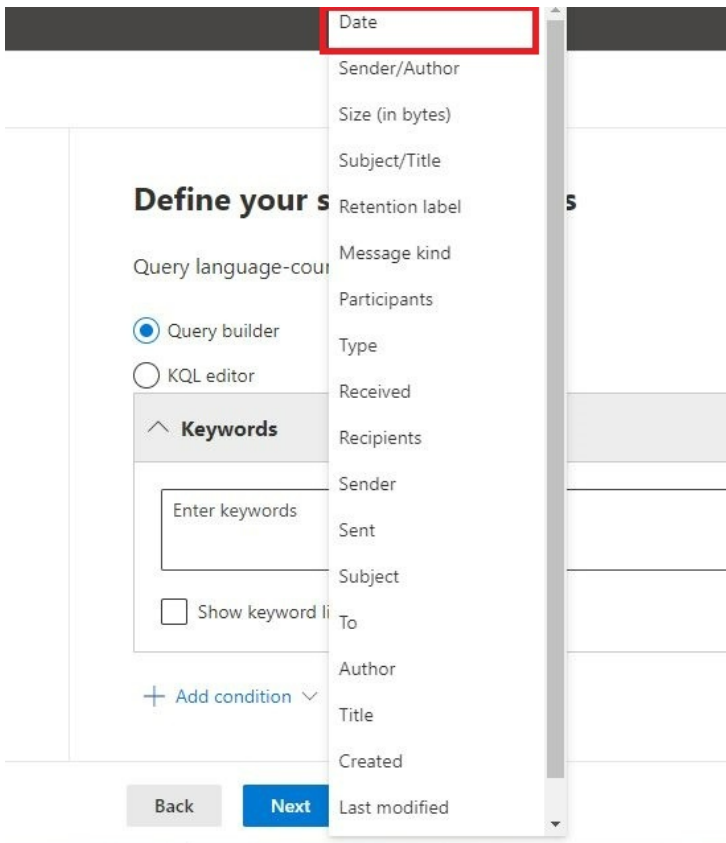
Step 4: In the Locations section, select Exchange mailboxes as the location and choose all users

To export contents for more than one mailbox, choose more than one user.

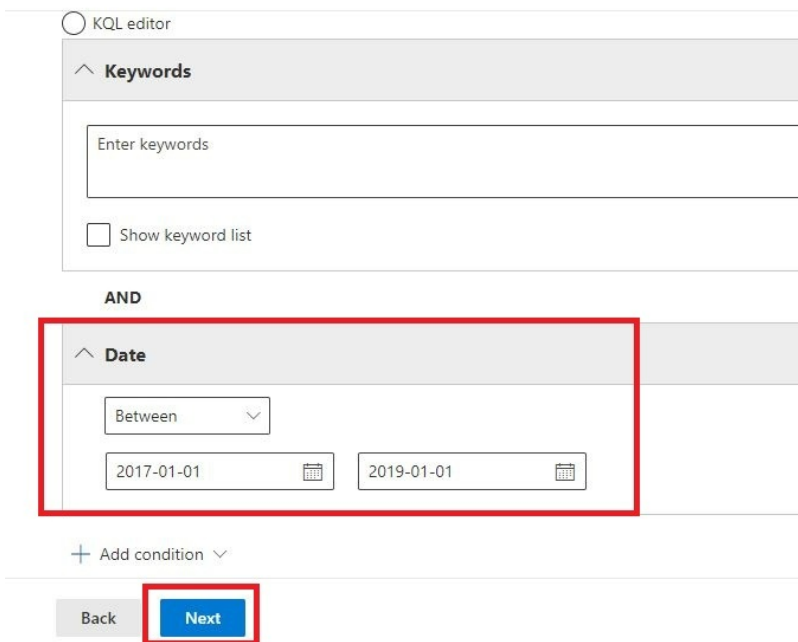


Step 5: In the Conditions section, use the Query builder to define a date

Select Query builder, add a condition for Date



Choose the operator Between and specify the start and end dates. Click Next.



Step 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](#)

Step 7: Monitor progress by clicking on the search (export may take days depending on the volume)

The newly submitted search will be visible under Content Search. Click on it to view the status. You will also receive an email alert when the job is complete.

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

Export data

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

Step 2: Click on the Content Search job executed in the previous step.

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
-  Retry failed locations
-  Delete
-  Copy search
-  **Export results**
-  Export report

Actions ▾ Review sample Close

In the pop-up, select "All items..." 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.

Step 4: 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 checked="" type="checkbox"/> Mithi_inplace_archive_data_Export	Dec 6, 2023 12:01 PM	Mithi Software	Mithi_inplace_archive_di

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.

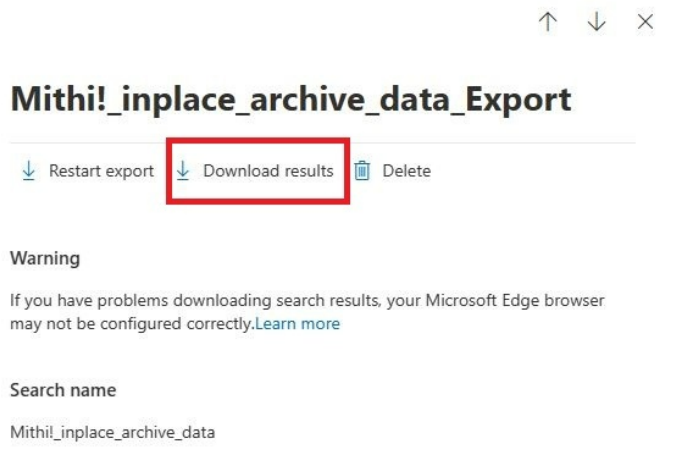
?sv=2014-02-14&sr=c&si=eDiscoveryBlobPolicy9%7C0&sig=VdrWtpCCyiwCy...

 Copy to clipboard

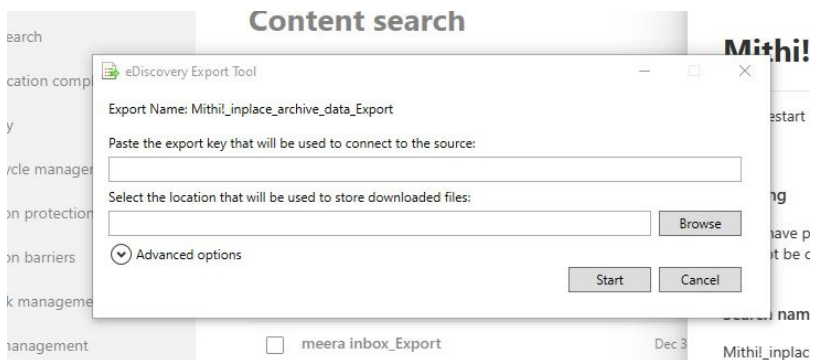
 Change key

Step 5: 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, **enter the key** and **select destination** location.



Hit the **Start** button

Once the download is complete, the files can be uploaded to the Open Store using various options [given here](https://docs.mithi.com/home/vaultastic-open-store).
(<https://docs.mithi.com/home/vaultastic-open-store>)
