Filename: microsoft-ms101-13-2-1-plan-for-in-place-and-legal-hold
ShowName: Microsoft 365 Mobility and Security
SubTitle: Exam MS-101
Topic: Manage eDiscovery
EpisodeName: Plan for In-place and Legal Hold
Description: Adam and Wes discuss the steps necessary to help you successfully plan for the use of in-place & legal holds.

Plan for In-place and Legal Hold

Manage Microsoft 365 Governance and Compliance (35-40%)

Manage eDiscovery
• Search Content Using Security & Compliance Center - Overview
• Search Content Using Security & Compliance Center - Roles
• Plan for in-place and legal hold
• Configure eDiscovery

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Plan for in-place and legal hold

You can use an eDiscovery case to create holds to preserve content that might be relevant to the case.

You can place a hold on the mailboxes and OneDrive for Business sites of people who are custodians in the case.

You can also place a hold on the group mailbox, SharePoint site, and OneDrive for Business site for an Office 365 Group. Similarly, you can place a hold on the mailbox and site that are associated with Microsoft Teams.

When you place content locations on hold, content is held until you remove the hold from the content location or until you delete the hold.

NOTE: After you place a content location on hold, it takes up to 24 hours for the hold to take effect.

Things to know:

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When you target a group in Exchange, the mailboxes that are members are placed
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on hold, not the actual group.

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If you place Public Folders on hold, ALL Public Folders are targeted. There is
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no way to specify an individual Public Folder.

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 You can target individual SharePoint sites, you just need to know the URL for
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the site.

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You need a MINIMUM of an Exchange Online Plan 2 or E3 license to place a
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mailbox on hold.

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Items in the Recoverable Items folder do not count towards a user's mailbox
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quota; Recoverable Items has its own quota, which defaults to 30 GB.

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When a mailbox is placed on hold, the quota for the Recoverable Items folder
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is automatically raised to 100GB. If you need more space you can enable the archive mailbox, and use the auto-expanding archive capability.

When you create a hold, you have the following options to scope the content that is held in the specified content locations:

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• You create an infinite hold where all content is placed on hold.
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Alternatively, you can create a query-based hold where only content that matches a search query is placed on hold.

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• You can specify a date range to hold only the content that was sent,
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received, or created within that date range. Alternatively, you can hold all content regardless of when it was sent, received, or created.

NOTE: You can have a maximum of 10,000 hold policies across all eDiscovery cases in your organization.

When targeting mailboxes, In-Place Hold and Litigation Hold uses the Recoverable Items folder to preserve items.

The Recoverable Items folder replaces the feature known as the dumpster in previous versions of Exchange.

The Recoverable Items folder is hidden from the default view of Outlook, Outlook on the web (formerly known as Outlook Web App), and other email clients.

Items in the Recoverable Items folder are retained for the deleted item retention period configured for the user's mailbox. By default, the deleted item retention period is 14 days for Exchange Online mailboxes. You can also configure a storage quota for the Recoverable Items folder.

If a mailbox is not placed on In-Place Hold or Litigation Hold, items are purged permanently from the Recoverable Items folder on a first in, first out basis when the Recoverable Items warning quota is exceeded, or the item has resided in the folder for a longer duration than the deleted item retention period.

The Recoverable Items folder contains the following subfolders used to store deleted items in various sites and facilitate In-Place Hold and Litigation Hold:

Deletions - Items removed from the Deleted Items folder or soft-deleted from other folders are moved to the Deletions subfolder and are visible to the user when using the Recover Deleted Items feature in Outlook and Outlook on the web. By default, items reside in this folder until the deleted item retention period configured for the mailbox expires.

Purges - When a user deletes an item from the Recoverable Items folder, the item is moved to the Purges folder. Items that exceed the deleted item retention period configured for the mailbox are also moved to the Purges folder. Items in this folder are not visible to users if they use the Recover Deleted Items tool. When the Managed Folder Assistant processes the mailbox, items in the Purges folder are purged from the mailbox. When you place the mailbox user on Litigation Hold, the Managed Folder Assistant does not purge items in this folder.

DiscoveryHold - If a user is placed on an In-Place Hold, deleted items are moved to this folder. When the Managed Folder Assistant processes the mailbox, it evaluates messages in this folder. Items matching the In-Place Hold query are retained until the hold period specified in the query. If no hold period is specified, items are held indefinitely or until the user is removed from the hold.

Versions - When a user placed on In-Place Hold or Litigation Hold, mailbox items must be protected from tampering or modification by the user or a process. This is accomplished using a copy-on-write process. When a user or a process changes specific properties of a mailbox item, a copy of the original item is saved in the Versions folder before the change is committed. The process is repeated for subsequent changes. Items captured in the Versions folder are also indexed and returned in eDiscovery searches. After the hold is removed, copies in the Versions folder are removed by the Managed Folder Assistant.