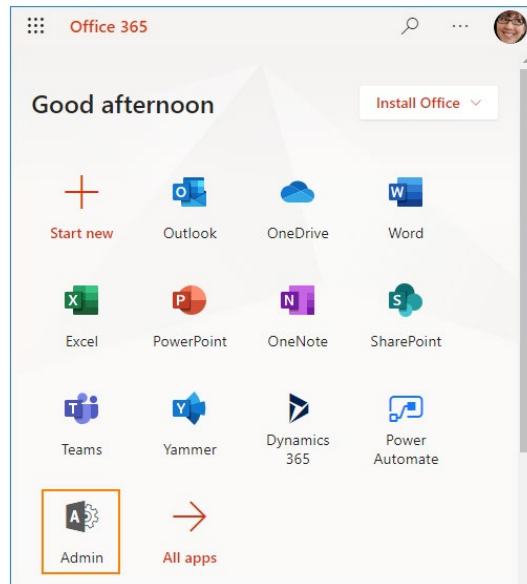


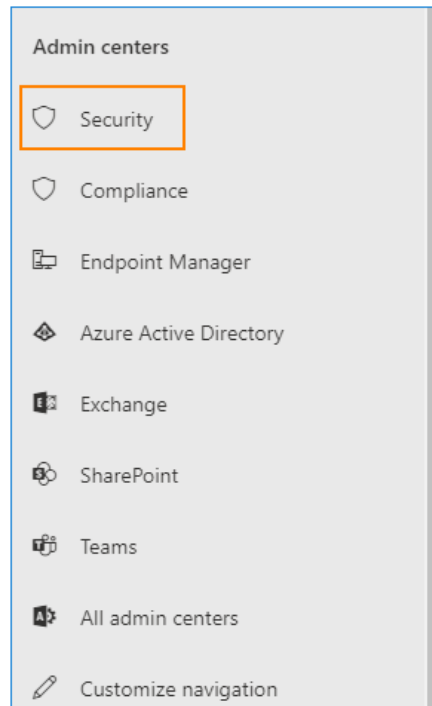
How to export Office 365 mailboxes to PST using eDiscovery

Objective: eDiscovery tool can be used to search for any conversation/email tread in office 365 or download the entire company email for backup.

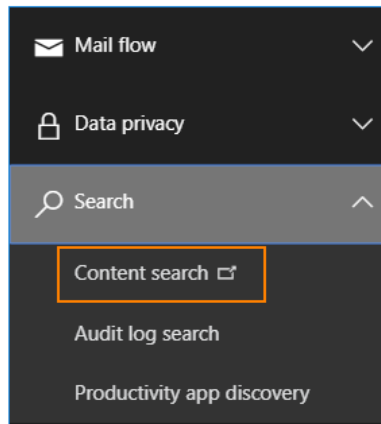
Step 1: After logging in to your Office 365 portal, access the Microsoft 365 admin center as shown in the below image



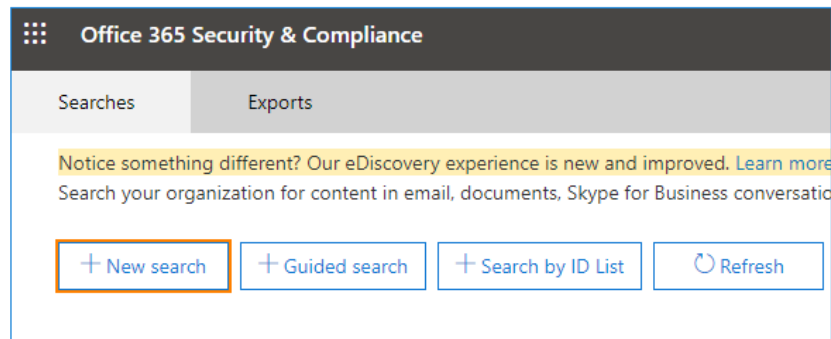
Step 2: In your Microsoft 365 admin center, expand Admin centers and click Security.



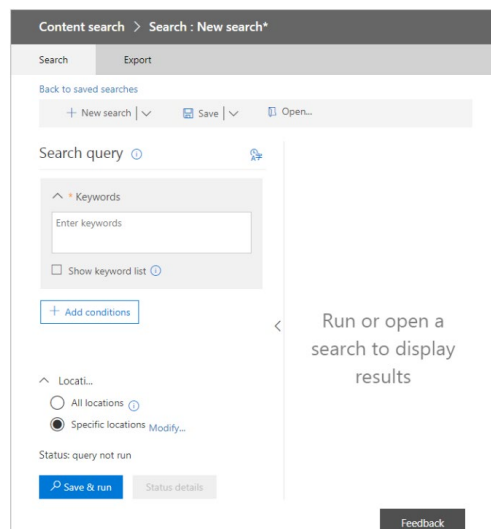
Step 3: Now go to **Search > Content Search**.



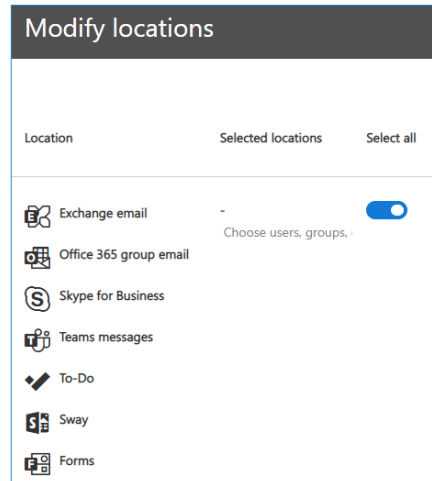
Step 4: In the new window, click **New Search**.



Step 5: This window has experienced a few layout updates since the introduction of eDiscovery searches. However, the way it functions is similar. The search window lets you specify which mailbox data you wish to export. Mind that ticking **All locations** will cause the tool to search through your SharePoint online and Public Folders database, which might take a long while. If you want to export data from all mailboxes, select **Specific locations** and **Modify**.

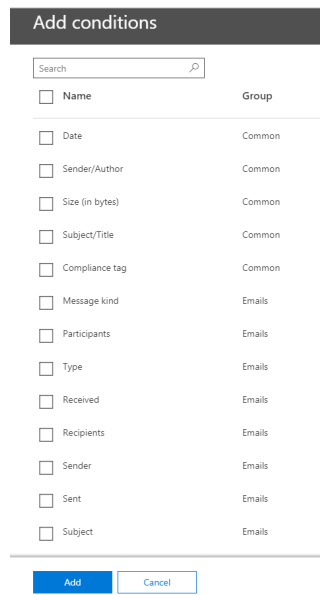


Step 6: In this window, choose **Exchange email** or select specific mailboxes using the **Choose users, groups** option. Additionally, you can enable exporting from SharePoint (again the whole database, or specific sites) and Public folders by checking the **Exchange public folders** option (in the **Public folders** section at the bottom of the window)



Step 7: Apart from the location filter, the search option gives you several filtering options:

- keywords/phrases ([separated by logical operators: AND, OR, NEAR, NOT, etc.](#))
- time ranges
- From/To/CC/BCC fields
- message types (which can be defined in the window that opens when you click the **select message types...** button).
- and many more. You can check those options by clicking the **Add conditions button** in the search window.





Step 8: If you want to export all mailbox data, just do not add any conditions or keywords. Click **Save and run** and you will be prompted to enter a name of the search and its description:

A dialog box titled "Save search" with a close button (X) in the top right corner. It contains two text input fields: "Name" with the value "Mailbox PST Backup" and "Description" with the value "PST Backup of all mailboxes". At the bottom, there are two buttons: "Save" (highlighted in blue) and "Cancel".

Step 9: After clicking **Save**, the wizard will perform the search in the background. Now go back to the **Content Search** window, hit Refresh and choose your search.

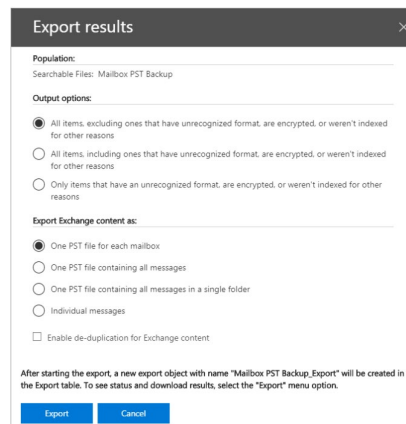
The "Content search" window shows a "Search" tab selected. Below the tabs, there is a notification banner and a search instruction. A row of buttons includes "+ New search", "+ Guided search", "+ Search by ID List", "Refresh" (with a circular arrow icon), and "Search". Below this is a table with columns for Name, Description, and Last run.

<input type="checkbox"/>	Name	Description	Last run
<input type="checkbox"/>	Mailbox PST Backup	PST backup of all mailboxes	2018-08-17 16:21:22

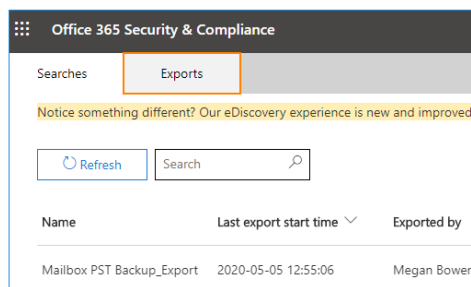
Step 10: In the window that pops up, you can see if the search has been completed and the details concerning its result. Click **Export results**.

A window titled "Mailbox PST Backup" with a close button (X) in the top right corner. It features a toolbar with buttons for "View results", "Delete", "Export results" (highlighted with an orange border), and "Export report". Below the toolbar, the "Description" is "PST backup of all mailboxes" with an "Edit" link. The "Last run on" date is "2020-05-05 12:51:16". The "Searched by" name is "Megan Bowen".

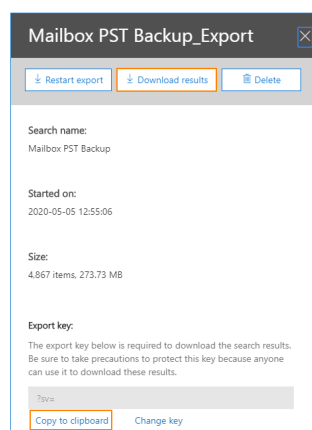
Step 11: In this window, you can choose if you want to include encrypted files. You can also decide how to export the Exchange content. I find the default options to be the most reasonable for a backup – each mailbox has a separate PST file, which makes recovery a bit easier if necessary. Do not check the **Enable deduplication** option, unless you want the search results to be exported to a single PST file. For more on **unsearchable items** see [this Microsoft article](#). When you are finished, click **Export** at the bottom of the window.



Step 12: The wizard starts to export data. Go to the **Export** tab and choose your search again to see its progress.

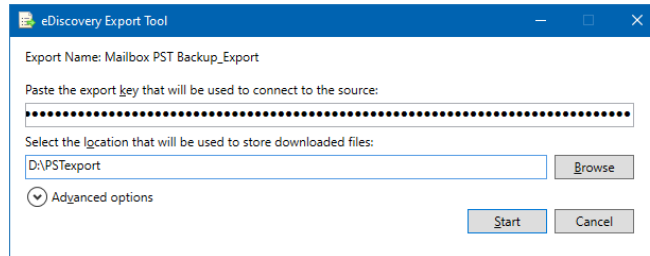


Step 13: You can either wait for the task to finish or click **Download results** right away. If you start to download the results before the export is completed, the download and export tools should finish at the same time. Another important part of this window is the special **export key**. Remember to copy it, as it will be required in the ClickOnce application that will start in the next step





Step 14: A ClickOnce application called **eDiscovery PST Export Tool** will start. Paste the export key copied in the previous step. Next, point the Export tool to a folder where you want to save the PST files.



After you click **Start**, the tool will begin the export. When it completes, close the application.