

LEVEL TWO

EDISCOVERY FOR USERS

FORMAT

Instructor-Led Training (ILT)
Virtual Instructor-Led Training (VILT)

DURATION

ILT/VILT – 0.5 day (4 hours)

INTENDED AUDIENCE

Customers, partners, and employees - eDiscovery users and archive administrators

PREREQUISITE

None

REGISTRATION

Contact training@proofpoint.com for registration information.

This course explains how Proofpoint eDiscovery interacts with the archive and where it fits in the electronic discovery reference model (EDRM). It provides instruction and hands-on experiences where you search the archive, save your search criteria, and store and export your search results. The course shows you how to refine your search with analytics. It teaches how to create and manage person based and ad hoc legal holds.

COURSE OUTLINE

Lesson 1: eDiscovery Overview

This lesson provides an overview of Proofpoint eDiscovery and how it works with Proofpoint archive. It presents where it fits in the Electronic Discovery Reference Model (EDRM) as well as its value and use by various roles.

Lesson 2: Search

This lesson teaches you how to search the Archive for selected messages and filter your search on selected criteria. It also teaches you how to save your search criteria for reuse to make additional searching more efficient.

Lesson 3: Analytics

This lesson teaches you how to run and interpret message analytics in eDiscovery.

Lesson 4: Folders

This lesson explains how to save search results in archive folders for future use, using the Folders interface.

Lesson 5: Legal Holds

This lesson teaches you how to create person-based and ad hoc legal holds. It also explains how legal holds work. You learn how to manage legal hold storage, disposition, modification, and versioning.

Lesson 6: Exporting

This lesson teaches you how to create and manage export jobs and their use. It also teaches you how to share export files.

ABOUT PROOFPOINT

Proofpoint, Inc. (PFPT) is a leading cybersecurity company that protects organizations' greatest assets and biggest risks: their people. With an integrated suite of cloud-based solutions, Proofpoint helps companies around the world stop targeted threats, safeguard their data, and make their users more resilient against cyber attacks. Leading organizations of all sizes, including more than half of the Fortune 1000, rely on Proofpoint to mitigate their most critical security and compliance risks across email, the cloud, social media, and the web. More information is available at www.proofpoint.com.

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