

## LEVEL ONE

## PROOFPOINT ENTERPRISE ARCHIVE EDISCOVERY

**FORMAT**

Web-Based Training (WBT)

**DURATION**

90 minutes

**INTENDED AUDIENCE**

This course is recommended for Proofpoint Enterprise Archive users and administrators who need to know how to navigate eDiscovery, use Search, Analytics, Folders, Exports, Legal Holds, User Preferences, and Message Handling.

**PREREQUISITES**

None

**REGISTRATION**

Contact [training@proofpoint.com](mailto:training@proofpoint.com) for registration information.

Enterprise Archive eDiscovery – Level One course familiarizes you with the key elements of eDiscovery. This course consists of 20 how-to videos created in Proofpoint Enterprise Archive version 4.0.

**COURSE LESSONS****Proofpoint Enterprise Archive eDiscovery**

- eDiscovery Navigation
- Search
  - Create a New Search
  - Contents filter
  - Search Scope
  - Senders and Recipients
  - Date Range
  - InfoTags
  - Message Class
- Analytics
  - Visualizations
  - Conversation Threading
  - Assisted Review
- Folders
- Exports
  - Creating a Simple Export Job
  - Export Job Management
- Legal Holds
  - Legal Hold Overview
  - Person Based Legal Hold
  - Ad Hoc Legal Hold – proactive
  - Ad Hoc Legal Hold – empty bucket
- User Preferences
- Message Handling options

**ABOUT PROOFPOINT**

Proofpoint, Inc. (NASDAQ: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 100, rely on Proofpoint to mitigate their most critical security and compliance risks across email, the cloud, social media, and the web. No one protects people, the data they create, and the digital channels they use more effectively than Proofpoint.combat modern advanced threats.

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