Introduction:
As more organizations move their document storage and collaboration to cloud environments, they must also adapt their legal and compliance processes for digital records. Microsoft's cloud-based collaboration platform offers advanced features for locating, preserving, and managing electronic content during audits, litigation, and regulatory reviews. This training program teaches professionals how to leverage these capabilities to conduct electronic discovery efficiently and in alignment with organizational policies and legal requirements.

Throughout the course, participants will learn to refine search queries, establish formal electronic discovery cases, and manage compliance requests within a cloud-first collaboration platform. By integrating information governance policies and leveraging built-in tools, learners will reduce risk exposure and ensure that all legal hold and audit procedures are defensible and repeatable.

Intended Audience:

This specialized training is designed for professionals who support corporate legal, compliance, and audit activities in digital environments, including:

- Managers of electronic records in digital transformation initiatives
- Compliance officers responsible for regulatory and audit inquiries
- Legal technology support teams handling electronic discovery workflows
- Administrators configuring secure content retrieval in collaboration platforms
- Information governance officers overseeing company-wide policy adherence
- In-house legal counsel and their support staff
- Document control specialists in regulated industries
- Risk management and internal audit professionals working with cloud systems
- Data protection officers focused on cloud-hosted records
- Public sector professionals managing information requests under freedom of information laws

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Learning Objectives:

By completing this program, participants will be able to:

- Describe the principles of electronic discovery in a cloud collaboration environment

- Apply advanced search syntax and logic to locate specific documents
- Set up and manage electronic discovery cases, including legal hold procedures
- Analyze and filter content using metadata properties for precise results
- Align discovery workflows with organizational compliance frameworks
- Interpret audit logs to trace content access and modifications
- Preserve data using legal hold features and the compliance center toolset
- Classify sensitive information with retention labels and sensitivity tags
- Automate processes that support internal investigations and audits
- Produce export packages in formats accepted by legal teams
- Measure the efficiency of retrieval operations using built-in metrics
- Collaborate securely across departments while maintaining data integrity
- Resolve permission and visibility issues during case creation and searches

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Key Competencies Developed:

Participants will develop skills in:

- Mastering advanced search and query techniques in a cloud collaboration platform
- Configuring and administering electronic discovery cases
- Identifying and preserving content with legal significance
- Designing and enforcing retention and sensitivity policies
- Utilizing audit tracking to support compliance reporting
- Collaborating effectively with legal and compliance teams
- Applying role-based access controls during investigations

Course Content:

Unit 1: Foundations of Electronic Discovery

- Defining electronic discovery and its role in modern enterprises
- Exploring the compliance portal architecture within the cloud platform
- Mapping the ecosystem of governance tools in the collaboration suite
- Identifying supported data sources for discovery operations
- Reviewing common legal and audit use cases

- Distinguishing between content search and formal discovery cases
- Understanding the mechanism and impact of legal holds
- Assessing how cloud architecture affects the preservation of records

Unit 2: Advanced Search Techniques for Information Retrieval

- Crafting keyword queries and using Boolean logic for precise results
- Leveraging query languages to filter by metadata fields
- Applying date, author, and document-type filters to narrow searches
- Configuring result sources and refinement panels
- Creating reusable search templates for routine investigative tasks
- Analyzing search statistics and troubleshooting common limitations
- Customizing property-based searches for enterprise scenarios
- Managing distributed content and reducing data sprawl

Unit 3: Managing Electronic Discovery Cases

- Creating and configuring discovery cases in the compliance portal
- Adding custodians and specifying content locations
- Applying and managing legal holds to prevent data deletion
- Previewing and exporting discovered content in defensible formats
- Defining case-specific security permissions to control access
- Documenting discovery workflows for audit and legal defensibility
- Handling multi-user collaboration within discovery teams
- Understanding feature limitations and licensing considerations

Unit 4: Legal Compliance, Retention, and Governance

- Establishing retention schedules via the compliance portal
- Defining and applying sensitivity labels to classify content
- Configuring content types and site policies to enforce governance
- Auditing access logs and user activity for legal reporting
- Addressing public information requests and data protection regulations
- Monitoring content lifecycles through scheduled retention actions
- Integrating organizational policies with cloud-based governance tools
- Incorporating audit trails into visibility dashboards to track compliance

Unit 5: Real-World Scenarios and Best Practices

- Simulating internal investigations with realistic discovery scenarios
- Conducting role-based assessments to ensure proper access and permissions
- Using advanced search patterns to uncover high-risk content exposures
- Responding to legal requests with comprehensive export documentation
- Comparing manual and automated classification strategies
- Identifying governance gaps and implementing corrective measures
- Creating operational playbooks for legal and compliance collaboration
- Running mock audits to validate system readiness and user preparedness

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Final Insights:
Participants in this training will acquire the legal, technical, and procedural expertise necessary to manage electronic discovery processes confidently in a cloud collaboration environment. By mastering advanced search capabilities and governance tools, professionals will streamline compliance workflows, protect sensitive content, and support defensible audit and litigation processes.