



## Office 365 Ediscovery

As an inaugural Microsoft Office compliance and eDiscovery partner, KLDisc Discovery has decades of industry experience partnering with clients as they prepare for unexpected lawsuits and regulatory investigations.

KLDisc Discovery's team of experts are able to guide predictive coding services in Advanced eDiscovery and build out Office 365 eDiscovery processes. KLDisc Discovery has a long record of successful partnerships helping clients get the best value from their Office 365 investment while ensuring defensible and compliant processes and procedures.

KLDisc Discovery experts receive countless questions from outside counsel and corporate legal departments concerning Office 365. As a Microsoft compliance partner, we provide the expertise and services necessary to reliably and defensibly leverage the Data Governance, Search & Investigation and Advanced eDiscovery suites in Office 365.

### Information governance and eDiscovery experts.

Defensible litigation response takes more than solid technology. It also requires human expertise and established practices. KLDisc Discovery's information governance and eDiscovery professionals work with organizations using Office 365 to reduce litigation spend, establish defensible practices and place counsel in a position of success.

KLDisc Discovery's Office 365 experts can help users work through matters dealing with the following services and products:

- Office 365 preparation and strategy consulting;
- Advanced eDiscovery support;
- Office 365 Data Governance, Compliance and eDiscovery managed services;
- Hybrid environment data governance, compliance and eDiscovery solutions;
- On-premises data remediation and migration to Office 365;
- Cloud-based proprietary document review platform with direct Office 365 integration; and
- Office 365 back-up to protect data against malicious or careless insiders.

Microsoft Office 365 customers can leverage KLDisc Discovery's eDiscovery experts to help them get the best value from their investment while ensuring defensible processes and procedures.



**Office 365**

How KLDDiscovery experts guide Office 365 users.

### Ediscovery Proof of Concept

The legal and IT departments of a major chemical manufacturer were debating a move to Office 365. The legal department had questions and concerns around what their Office 365 eDiscovery workflow would look like as compared to their existing workflow built on their on-premises tools. The KLDDiscovery Office 365 team spun up a trial tenant, populated it with sample data and provided the client with training and hands-on interactive guidance. The client was able to address their concerns and is currently negotiating their E5 licensing with Microsoft.

### Back-end Reporting

A client engaged in a wage-and-hour dispute faced a vexing demand from opposing counsel to provide highly detailed reporting about email volumes over an extended period of time for a large number of custodians. The client was able to provide the information from its on-premises Exchange environment, but there was no way for the client to accomplish the task through the Office 365 web interface. The KLDDiscovery Office 365 team was able to leverage its expert knowledge of the Office 365 back-end to provide the client with reporting from Office 365 that was comparable to the on-premises reporting.

### Keyword Vetting

A client was conducting a highly sensitive internal investigation with reputational risks to both the company as well as to several top executives. Ensuring that searches conducted for potentially relevant materials in the client's Office 365 tenant were both accurate and consistent with searches conducted on other data sources was paramount. Our team reviewed the hundreds of complex search phrases devised by counsel, correctly translated them into Office 365 search syntax and successfully demonstrated that the terms were returning accurate and consistent results.

### Data Remediation

A client was under court order to delete thousands of specifically identified messages from their Office 365 tenant. The available documentation from Microsoft suggested a method that, while valid, would have taken approximately 30 days to complete. Our Office 365 consultants and engineers worked with the Microsoft Security and Compliance product team to write, test, and validate an improved script that accomplished the task in a matter of hours.

## Frequently Asked Questions

Viewed from information governance and eDiscovery perspectives, there are a number of factors to consider in planning and executing a successful transition to Office 365. These include:

- How can I construct a defensible process for Office 365 eDiscovery and back it up with appropriate documentation?
- How can I ensure that appropriate organizational boundaries are enforced and confidentiality is protected within my Office 365 tenant?
- What should I do with all of the legacy and/or on-premises data that I need to manage and which is also potentially subject to discovery requests?
- How do I actually produce my eDiscovery data if I need to perform redactions and produce in an industry-standard format?
- How do I manage multiple productions in the same matter and across multiple matters?

Our experts can help with those discussions, ensure your legal and eDiscovery needs are addressed, and help manage your processes and data management for litigation and investigations.