

Green House Data Email Archiving - Legal Hold Worksheet

Thank you for purchasing Green House Data Email Archiving. This Worksheet is used to submit information to Green House Data for when you require a “Legal Hold” for your mailbox(s).

- 1) Legal Hold allows organizations to preserve electronically stored information including emails. When a user's mailbox is put on Legal Hold, the user can delete items from their mailbox but the items are retained on FiberCloud’s Microsoft Exchange servers. Legal Hold retains email messages, calendar items, tasks, and other mailbox items. Legal Hold also protects the original version of each mailbox item from modification by the user. If a user changes the properties of items in a mailbox while in Legal Hold, a copy of the original email item prior to any changes is retained.

Please list Mailboxes to be placed under Legal Hold (name@company.com):

Mailbox(s) To Be Placed in Legal Hold	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

2) Specify Length of Legal Hold

By default, the time for a Legal Hold is 6 months. If you require a different time, please specify it below.

Customer requested time period:	<input type="text"/>
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3) Specify Legal Hold Message

The text from these fields appears in the user's Outlook client for mailboxes in Legal Hold. Specify the note and URL you wish for your users to see below.

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- **Note** – This field will notify the user about the Legal Hold. Explain why the mailbox is on Legal Hold, or provide additional guidance to the user, such as informing them that the Legal Hold won't affect their day-to-day use of e-mail.
- **URL** - Use this field to provide a URL link to a Web site that provides information or guidance about the Legal Hold on the mailbox. This can be a web site on your intranet or extranet server.

Note:

URL:

Important - The text from these fields only appears in the user's mailbox if they are using **Outlook 2010**. The text doesn't appear in **Outlook Web App** or other e-mail clients.

Refer to the instructions below to view the text from the **Note** and **URL** fields in Outlook 2010:

- 1) Click the **File** tab.
- 2) Click on the **Info** page located under **Account Settings**.
- 3) The legal hold comment should now be viewable.