Green House Data Email Archiving eDiscovery Search Worksheet

Thank you for purchasing Green House Data's Email Archiving product. Use the Email Archiving eDiscovery Search Worksheet to submit information to Green House Data when you need to search an employee's mailbox to produce email data for an eDiscovery event. When you have completed this worksheet, Please submit the completed worksheet to support@greenhousedata.com

Upon the completion of the search request, you will be given instructions on how to access and export the search results using Outlook 2010.

Searches for archived email content may be based on keywords, message types (email, contacts, meetings etc…), messages to and from specific email addresses and the date range. You can choose to have all or selected individual mailboxes searched.

1) **Search name:**

Provide a name associated with a keyword or person in this search. In the event you have multiple searches this will distinguish it from others searches.

2) **Keyword searches:**

Type words to search for. Separate words with uppercase AND, OR, or NOT. Use double quotation (") marks to search for multi-word phrases. For wildcard searches, place an asterisk (*) after the word (not in front).

NOTE: **Suffix** searches (***cat**) or substring searches (***cat***) are not supported.

3) **Advanced keyword searches**

Exact phrases - Use double quotation marks (") to search for exact terms or phrases. For example, **"cat and dog"** searches for messages that contain the exact phrase **cat and dog**. The search "**catANDdog"** searches for messages that contain both words somewhere in the message. Exact phrases can help you obtain more precise results.

Parentheses - Instead of using double quotation marks to represent exact phrases, you can use parentheses to group and search for multiple keywords. For example, **(cat dog)** searches for messages that contain the words **cat** and **dog** in any order.

R0613

Wildcard searches - Prefix wildcard searches are supported. In a prefix search, place an asterisk after the word. For example, **cat*** searches for any message that contains **cat, catalog, category, catalytic, catamaran**, and so on.

NOTE: **Suffix** searches (***cat**) or substring searches (***cat***) are not supported.

Advanced Query Syntax

Advanced Query Syntax (AQS) helps produce more precise search results by using targeted queries that search specific properties in a message type. Other properties that you can search for in e-mail messages include:

- The date that a message was sent or received
- The inclusion of an attachment on a message
- The messages sent to or from specific people.

You can also search for properties in other message types such as contacts, meetings, and tasks.

NOTE: You can also specify message types to search by clicking **Select message types**.

In the **Messages Types to Search** dialog box, select which message types to search. In the **Keywords** field, use an AQS query to define the properties and values to search.

Property	Example	Search results
Attachments	attachment:annualreport.ppt	Messages that have an attachment that is named annualreport.ppt. The use of attachment:annualreport or attachment:annual* returns the same results as using the full name of the attachment.
Cc	cc:paul singh cc:pauls cc:pauls@contoso.edu	Messages with Paul Singh in the **Cc** field
From	from:max stevens from:maxs from:maxs@contoso.edu	Messages sent by Max Stevens
Sent	sent:4/15/2009	Messages that were sent on April 15, 2009
Subject	subject:"Quarterly Financials"	Messages that contain the exact phrase "Quarterly Financials" in the subject line

To	to:judy lew	Messages sent to Judy Lew
	to:judyl	
	to:judyl@contoso.edu	

Property	Example	Search Results
Attachments	Attament:annualreport.ppt	Messages that have an attachment that is named annualreport.ppt. The use of attachment:annualreport or attachment: annual* returns the same results as using the full name of the attachment.
Cc	Cc:paul singh	Messages with Paul Singh in the **Cc** field
From	from:max stevens	Messages sent by Max Stevens
	from:maxs	
	from:maxs@contoso.edu	
Sent	sent:4/15/2009	Messages that were sent on April 15, 2009
Subject	subject:"Quarterly Financials"	Messages that contain the exact phrase "Quarterly Financials" in the subject line
To	to:judy lew	Messages sent to Judy Lew
	to:judyl	
	to:judyl@contoso.edu	

4) Message Types to Search

Select the message types you'd like to search.

◉   Search all message types including ones that may not be listed below.

(Select this option to search any message type that may be in users' mailboxes. This includes message types that are affiliated with third-party messaging programs used by your organization.)

○   Select the message types to search:

☑ E-mail   ☐ Documents   ☐ Contacts

☐ Meetings ☐ Journal ☐ Notes

☐ Tasks

5) Messages To or From Specific E-Mail Addresses

Narrow the search to messages sent to or from specific e-mail addresses or domains. Use display names, e-mail addresses, or domain names.
From:

[   ]

OR
To (including Cc and Bcc):

[   ]

6) Date Range

You can specify the date range for the search as follows:

⦿ Don't limit the search by date range

○ Limit the search by the following date range:

Start date:

Year		Month		Day	

End date:

Year		Month		Day	

5) Mailboxes to Search

* Select mailboxes to search:

○ Search all mailboxes

⦿ Search specific mailboxes or the mailboxes of members of distribution groups:

List all specific mailboxes to be included in this search:

.

R0613