

NearPoint
eDiscovery
Course



Autonomy ®

Course Overview

This course is an introduction to NearPoint eDiscovery, attendees will learn the benefits of NearPoint eDiscovery and how to leverage NearPoint eDiscovery to address their eDiscovery needs

Duration

- *2 hours eLearning or 1/2 Day instructor led course*

Pre-Requisites

- *General familiarity with Microsoft Windows and Windows applications*
- *Good understanding of eDiscovery requirements*

Course Content

Attendees will gain an understanding of the NearPoint eDiscovery and will cover the following topics:

- *Creating a case*
- *Providing delegates access to archived content*
- *Starting a New Search*
- *Defining Search Criteria*
- *Reviewing Search Results*
- *Browsing Through Messages*
- *Viewing Item History*
- *Adding Messages to Selection Lists*
- *Viewing Conversation Threads*
- *Expanding Distribution Lists*
- *Working with Tags*
- *Applying / Releasing Retention Holds*
- *Saving Review Lists*
- *Removing Items from Review Lists*
- *Exporting Results to PST*
- *Working with Saved Searches, Results and Review Lists*
- *Viewing Saved Searches, Results, and Review Lists*
- *Sharing Saved Searches, Results, and Review Lists*
- *Edit Properties of Saved Searches, Results, and Review Lists*
- *Deleting Saved Searches, Results, and Review Lists*

Entry Fee

*The registration fee for the NearPoint eDiscovery course is \$500 USD per individual for the eLearning course
This course can also be delivered as an on-site course for a fee of \$2,995 plus instructor travel and living expenses*

Registration

Please visit <http://www.ironmountain.com/consulting/digital-services/training-services.html> to get more information or to learn how to register for our eLearning course