Course Outline

# Veritas Enterprise Vault 14.1: Administration

## Course Summary

### Description

This course is designed for system administrators tasked with deploying, configuring, operating, integrating, and monitoring the day-to-day performance of Enterprise Vault. This five-day, instructor-led, hands-on class covers Enterprise Vault's functionality, operations, and features. Additional topics include using basic management, configuring cloud storage, reports, classification, and an overview of Enterprise Vault backup and restore requirements. After you complete this course, you will be able to mange, monitor, and maintain Enterprise Vault.

### Objectives

By the end of thise course, you will be able to:

- Describe the purpose and benefits of Enterprise Vault.
- Navigate the Administration Console.
- Describe the components of Enterprise Vault.
- Manage Exchange targets.
- Maintain mailbox archives and client settings.
- Manage client access to archives.
- Migrate PST files
- Maintain journal archiving.
- Review and maintain Enterprise Vault storage.
- Configure Cloud storage.
- Manage storage retention and deletion.
- Manage Indexing.
- Work with the Veritas Information Classifier.
- Support Enterprise Vault Search.
- Monitor and manage Enterprise Vault servers.
- Outline Enterprise Vault backup and recover.

### Topics

- Introduction to Administering Enterprise Vault
- Maintaining Exchange Targets and Tasks
- Managing Mailbox Archiving
- Managing Enterprise Vault Client Settings
- Managing Client Acces – Outlook
- Managing Client Access – Vault Cache and Virtual Vault
- Managing Client Access – Office Mail App and OWA
- Maintaining Journal Archiving
- Migrating PST Files – Introduction
- Migrating PST Files – Performing Migrations
- Maintaining the Enterprise Vault Environment
- Maintaining Enterprise Vault Storage I
- Maintaining Enterpries Vault Storage II
- Managing Storage Retention and Deletion
- Managing Information Classifier
- Managing Enterprise vault Search
- Maintaining, Monitoring, and Reporting
- Disaster Recovery Overview

Due to the nature of this material, this document refers to numerous hardware and software products by their trade names. References to other companies and their products are for informational purposes only, and all trademarks are the properties of their respective companies. It is not the intent of ProTech Professional Technical Services, Inc. to use any of these names generically

## **Course Summary** (cont)

### Audience

This course is for system administrators, system engineers, technical support personnel, and system integration/development staff who are responsible for installing, configuring, operating, and integrating Enterprise Vault within their environment.

### Prerequisites

Students should have a working knowledge of Microsoft Windows Server 2016 with some system administration experience. Basic familiarity with Exchange/Outlook is sufficient, while an understanding of Microsoft SQL Server, Exchange, and Active Directory as a power user or administrator is useful.

### Duration

Five days

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I. *Introduction to Administering Enterprise Vault*
   A. Viewing the virtual machine configuration
   B. Displaying networking information

II. *Maintaining Exchange Targets and Tasks*
   A. Exchange Targets and Tasks Overview
   B. Adding Exchange Targets
   C. Maintaining and Monitoring Required Tasks
   D. Archiving from an Exchange DAG

III. *Managing Mailbox Archiving*
   A. Determining what is Archived from Targets
   B. Applying Archiving Options to Mailboxes

IV. *Managing Enterprise Vault Client Settings*
   A. Managing Client Settings
   B. Adding New U sers to the Enterprise Vault Environment

V. *Managing Client Access – Outlook*
   A. Accessing Enterprise Vault Archived Items: Overview
   B. Supporting Exchange Client Access: Outlook

VI. *Managing Client Access – Vault Cache and Virtual Vault*
   A. Vault Cache and Virtual Vault: Overview
   B. Supporting Exchange Client Access: Vault Cache
   C. Supporting Exchange Client Access: Virtual Vault

VII. *Managing Client Access – Office Mail App and OWA*
   A. Accessing Enterprise Vault Archived Items: Overview
   B. Supporting Exchange Client Access: Office Mail App
   C. Supporting Exchange Client Access: Outlook Web App (OWA)

VIII. *Maintaining Journal Archiving*
   A. Journal Archiving Overview
   B. Monitoring Journal Archiving
   C. Managing Journal Archiving

IX. *Migrating PST Files – Introduction*
   A. PST Migration Overview
   B. Using PST Migration Tools
   C. Configuring PST Settings

X. *Migrating PST Files – Performing Migrations*
   A. Migrating with Client-driven PST Migration
   B. Migrating with Server-driven PST Migration

XI. *Maintaining the Enterprise Vault Environment*
   A. Monitoring and Maintaining the Enterprise Vault Server
   B. Maintaining Database Resources Updating the Environment

XII. *Maintaining Enterprise Vault Storage I*
   A. Archive Sorage Overview
   B. Determining Current Storage State and Usage
   C. Expanding the Storage Configuration

XIII. *Maintaining Enterprise Vault Storage II*
   A. Maintaining Storage Locations
   B. Modifying Storage

XIV. *Configuring Cloud Storage*
   A. Using Amazon S3 as Primary Storage
   B. Using Amazon C2S as Primary Storage
   C. Using Azure Cloud as Primary Storage
   D. Using Generic S3 as Primary Storage

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## **Course Outline** (cont)

*XV. Managing Storage Retention and Deletion*
- A. Managing Storage Retention and Expiry
- B. Managing Expiry and Deletion
- C. Working with Retention Categories and Retention Plans
- D. Implementing Record Management

*XVI. Managing Indexes*
- A. Index Overview
- B. Monitoring Indexes
- C. Maintaining Indexes

*XVII. Managing Information Classifier*
- A. Classification Overview
- B. Veritas Information Classifier Prerequisites
- C. Veritas Information Classifier Interface
- D. Configuring VIC Classification
- E. Classificiation Policies

*XVIII. Managing Enterprise Vault Search*
- A. Enterprise Vault Search Overview
- B. Supporting Search
- C. Managing Archive Permissions
- D. Configuring User Deletion and Recovery

*XIX. Maintaining, Monitoring, and Reporting*
- A. Managing Monitoring
- B. Enterprise Vault Dashboard
- C. Managing Reporting

*XX. Disaster Recovery Overview*
- A. Backup Overview
- B. Backing Up Enterprise Vault Components
- C. Recovering Enterprise Vault

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