

# Veritas Enterprise Vault 12.x: Administration I

## COURSE DESCRIPTION

The *Veritas Enterprise Vault 12.x: Administration I* course is designed for system administrators tasked with operating, integrating, and monitoring the day-to-day performance of Enterprise Vault within a Microsoft Exchange environment. This five-day, instructor-led, hands-on class covers Enterprise Vault's functionality, operations and features. Additional topics include using reports, basic management, and an overview of Enterprise Vault backup and restore requirements. After you complete this course, you will know how to, manage, monitor, and maintain Enterprise Vault.

### Delivery Method

This course is available in the following delivery methods:

- Instructor-led training (ILT)
- Virtual Academy (VA)

### Duration

Five days

### Course Objectives

By the end of this 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.
- Manage storage retention and deletion.
- Manage Indexing.
- Configure and manage classification.
- Support Enterprise Vault Search.
- Monitor and manage Enterprise Vault servers.
- Outline Enterprise Vault backup and recovery

### Who Should Attend

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

### Prerequisites

You must have a working knowledge of Microsoft Windows Server 2012 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.

### Optional Prerequisite

**Veritas Enterprise Vault 12.x: Implementation and Deployment.** This 4-day course covers the topics of installing, upgrading and migrating for Enterprise Vault 12.x implementations.

**Note:** *Veritas Enterprise Vault 11.x: Implementation and Deployment* can be substituted for the 12.x version.

### Hands-On

This course includes practical hands-on exercises that enable you to test your new skills and begin to transfer them into your working environment.

## COURSE OUTLINE:

### Lesson 1: Introduction to Administering Enterprise Vault

- Enterprise Vault: Overview
- Administering Enterprise Vault: Overview

### Lesson 2: Maintaining Exchange Targets and Tasks

- Exchange targets and tasks: Overview
- Adding Exchange targets
- Maintaining and monitoring required tasks
- Archiving from an Exchange DAG

### Lesson 3: Managing Mailbox Archiving

- Determining what is archived from targets
- Applying archiving options to mailboxes

### Lesson 4: Managing Enterprise Vault Client Settings

- Managing client settings
- Adding new users to the Enterprise Vault environment

### Lesson 5: Managing Client Access – Outlook

- Accessing Enterprise Vault archived items: Overview
- Supporting Exchange client access: Outlook

## **Lesson 6: Managing Client Access – Vault Cache and Virtual Vault**

- Vault Cache and Virtual Vault: Overview
- Supporting Exchange client access: Vault Cache
- Supporting Exchange client access: Virtual Vault

## **Lesson 7: Managing Client Access – Office Mail App and OWA**

- Accessing Enterprise Vault archived items: Overview
- Supporting Exchange client access: Office Mail App
- (*Optional*) Supporting Exchange client access: Outlook Web App (OWA)

## **Lesson 8: Maintaining Journal Archiving**

- Journal archiving overview
- Monitoring journal archiving
- Managing journal archiving

## **Lesson 9: Migrating PST Files – Introduction**

- PST migration: Overview
- Using PST migration tools
- Configuring PST settings

## **Lesson 10: Migrating PST Files – Performing Migrations**

- Migrating with client-driven PST migration
- Migrating with server-driven PST migration

## **Lesson 11: Maintaining the Enterprise Vault Environment**

- Monitoring and maintaining the Enterprise Vault server
- Maintaining database resources
- Updating the environment

## **Lesson 12: Maintaining Enterprise Vault Storage I**

- Archive storage overview
- Determining current storage state and usage
- Expanding the storage configuration

## **Lesson 13: Maintaining Enterprise Vault Storage II**

- Maintaining storage locations
- Modifying storage

## **Lesson 14: Managing Storage Retention and Deletion**

- Managing storage retention and expiry
- Configuring collection and migration overview

## **Lesson 15: Managing Indexes**

- Index overview
- Monitoring Indexes
- Maintaining Indexes

## **Lesson 16: Managing Retention & Classification**

- Retention & Classification: Overview
- Configuring Classification
- Implementing Retention Plans
- Verifying Classification
- Performing reclassification

## **Lesson 17: Managing Enterprise Vault Search**

- Enterprise Vault Search overview
- Supporting search
- Managing archive permissions
- Configuring user deletion and recovery

## **Lesson 18: Maintaining Monitoring and Reporting**

- Managing monitoring
- Managing reporting

## **Lesson 19: Disaster Recovery Overview**

- Backup overview
- Backing up Enterprise Vault components
- Recovering Enterprise Vault