

# Veritas Alta Archiving: Administration

## COURSE DESCRIPTION

The *Veritas Alta Archiving: Administration* course is designed to enable compliance officers and corporate legal IT personnel to meet supervision and discovery requirements while reducing compliance risk and controlling costs.

In this course, you will learn how to configure and manage Veritas Alta Archiving using the Veritas Alta View Compliance & Governance console. You will also learn how to use Veritas Alta Archiving to capture, ingest, supervise, and discover data for your organization's compliance needs.

### Delivery Method

This course is available in the following delivery methods:

- [Instructor-led training \(ILT\)](#)
- [Virtual instructor-led training \(VILT\)](#)
- Self-paced

### Duration

- Instructor-led training - ILT: 3 days
- Virtual instructor-led training - VILT: 3 days

### Course Objectives

After completing this course, you will be able to:

- State the features and benefits of Veritas Alta Archiving.
- Explain the significance of Veritas Alta Archiving Personal.Cloud.
- Explain the integration between Veritas Alta Archiving and other Veritas Alta products.
- Understand the functions of the Veritas Alta View Compliance & Governance console.
- Manage Account provisioning.
- Explain CloudLink synchronization with Active Directory and IBM Lotus Domino Directory.
- Configure CloudLink and create CloudLink tasks for Microsoft Exchange and IBM Domino.
- Explain the functionality of archive collectors and add new archive collectors.
- Install Folder Sync and perform configuration tasks associated with Folder Sync.
- Configure Exchange Online Folder Synchronization.
- List the existing built-in administrator roles.
- Elaborate on the built-in and custom role permissions list.
- Assign an administrator and reviewer role to an archive account.
- Explain the functionality of policy management.
- Explain the function of the Veritas Alta Archiving authentication service.

- Configure an Active Directory Federation Services environment to work with the Veritas Alta Archiving authentication service.
- Explain retention management in Veritas Alta Archiving.
- Generate Veritas Alta Capture specific reports.
- Configure notification-specific parameters.
- Identify the item and attachment properties passed to Veritas Alta Classification.
- Understand how archiving is achieved using the Import Data feature.
- Set up Exchange and Office 365 journaling.

### Who Should Attend

This course is intended for compliance officers, corporate legal IT professionals, and administrators responsible for setting up, managing, maintaining, and using Veritas Alta Archiving.

### Prerequisites

Students should be familiar with basic Veritas Enterprise Vault functionality.

### Simulations

This course includes guided simulations that enable you to evaluate your skills and transfer them to your working environment.

## COURSE OUTLINE

### Introducing Veritas Alta Archiving

- Importance of Data and its Compliance
- Veritas Alta Archiving: Overview
- Veritas Alta Archiving: Personal.Cloud Overview
- Veritas Alta Archiving Integrations

### Working with Alta View Compliance & Governance Management Console

- Veritas Alta View Compliance & Governance Console: Overview
- Veritas Alta View Compliance & Governance Console: Authentication
- Exploring the Alta View Compliance & Governance Console

### Managing Configurations

- Understanding the Configuration Node
- Navigating the Services Sub-node
- Using the User Management Sub-node
- Understanding the Managed Tags Sub-node
- Working with the Account Management Sub-node

### Simulations

- Creating Managed Tags
- Assigning Managed Tags to Users
- Creating a New Archive Account

### Installing and Configuring CloudLink

- Veritas Alta Archiving: CloudLink
- Installing and Upgrading CloudLink
- Configuring CloudLink for Microsoft Exchange
- Configuring CloudLink for IBM Domino
- Managing Tasks and Monitoring Archive Accounts

### Simulations

- Installing and Configuring CloudLink
- Managing Tasks and Monitoring Archive Accounts

### Managing Archive Collectors

- Archive Collectors: Fundamentals
- Configuring Archive Collectors
- Working with Archive Collectors

### Simulations

- Adding New Archive Collectors
- Managing Archive Collectors
- Cloning Archive Collectors

### Working with Folder Sync

- Folder Sync: Fundamentals
- Installing and Upgrading Folder Sync
- Configuring Folder Sync
- Running and Scheduling Folder Sync Synchronization
- Monitoring and Managing Folder Sync
- Troubleshooting Folder Sync Issues
- Working with Exchange Online Folder Synchronization

### Simulations

- Performing a Run Now Folder Sync Synchronization
- Configuring Scheduled Folder Sync Synchronization

### Managing Roles and Permissions

- Role Management: Introduction
- Viewing Role Management Node Options
- Performing Tasks from the Role Management Node
- Assigning Roles to Archive Accounts

### Simulations

- Editing Built-in Administrator Roles
- Creating Custom Administrator Roles
- Assigning Administrator Roles to an Archive Account
- Assigning a Reviewer Role to an Archive Account

### Managing Policies

- Policy Management: Introduction
- Working with Policy Management Sub Nodes

### Simulations

- Working with Policy Management

### Managing Authentication

- Veritas Alta Archiving Authentication Service
- Configuring Azure AD SSO to work with Veritas Alta Archiving SSO
- Configuring Active Directory Federation Services to Work with Veritas Alta Archiving

### Simulations

- Working with Authentication Types

### Managing Retention Policies

- Retention Management: Overview
- Working with Retention Policies
- Associating Retention Policies with Policy Targets
- Enabling the Storage Expiry Setting
- Understanding the Storage Expiry Status Table

### Simulations

- Creating and Editing Retention Policies

### Working with Reports and Notifications

- Exploring Alta Capture Report
- Generating Logs
- Configuring Notifications
- Creating Reports
- Generating Usage Reports

### Simulations

- Generating an Alta Capture Report
- Generating Logs
- Configuring Usage Notifications
- Generating Reports
- Generating Usage Reports

### Managing Data Classification

- Introduction to Classification
- Setting Up Classification

### Simulations

- Setting Up Classification in Veritas Alta Archiving

### Managing Data Imports

- Working with Import Data

### Simulations

- Importing Data into Archives

### Managing Journaling

- Journaling Overview
- Setting up Exchange Journaling
- Setting up Office 365 Journaling
- Verifying Journaling

- Journaling Best Practices

#### Simulations

- Setting Up a Send Connector for Office 365 Journaling
- Setting Up an Office 365 Journaling Rule

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#### About Veritas

Veritas Technologies is a global leader in data protection and availability. Over 80,000 customers— including 87 percent of the Fortune Global 500—rely on us to abstract IT complexity and simplify data management. The Veritas Enterprise Data Services Platform automates the protection and orchestrates the recovery of data everywhere it lives, ensures 24/7 availability of business-critical applications, and provides enterprises with the insights they need to comply with evolving data regulations. With a reputation for reliability at scale and a deployment model to fit any need, Veritas Enterprise Data Services Platform supports more than 800 different data sources, over 100 different operating systems, more than 1,400 storage targets, and more than 60 different cloud platforms. Learn more at [www.veritas.com](http://www.veritas.com). Follow us on Twitter at [@veritastechllc](https://twitter.com/veritastechllc).

2625 Augustine Drive, Santa Clara, CA 95054  
+1 (866) 837 4827  
[veritas.com](http://veritas.com)

For specific country offices  
and contact numbers,  
please visit our website.