

Email Management

- [Delete Email From All Mailboxes In Office 365](#)

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For full details please go to the following page [Delete Email From All Mailboxes In Office 365](#)

This assumes the following are true

Subject: You must change your bank password now

Sent: 05/12/2020

1. Connect to MSOnline in Powershell

```
Import-Module ExchangeOnlineManagement  
Connect-IPPSSession -UserPrincipalName "UPN"
```

2. Create a New Compliance Search in Powershell, preferably Powershell ISE

```
New-ComplianceSearch `  
-Name Phish1 `  
-ExchangeLocation All `  
-ContentMatchQuery 'subject:"You must change your bank password now" AND sent:05/12/2020'
```

3. Start the Compliance Search

```
Start-ComplianceSearch -Identity Phish1
```

4. Check the Status of/Verify the Search Completes

```
Get-ComplianceSearch -Identity Phish1
```

5. Verify Items Found Match the Number of Emails Expected

```
Get-ComplianceSearch -Identity Phish1 | Format-List *
```

6. Create Preview of the Search Results

```
New-ComplianceSearchAction -SearchName Phish1 -Preview
```

7. Preview the Search Results

```
(Get-ComplianceSearchAction Phish1_Preview | Select-Object -ExpandProperty Results) -split ",,"
```

(Optional) Download Results From [Security and Compliance Center Portal](#)

8. Delete Email From All Mailboxes In Office 365 With Soft Delete

```
New-ComplianceSearchAction -SearchName Phish1 -Purge -PurgeType SoftDelete
```

9. View Result of Purge

```
Get-ComplianceSearchAction -Identity Phish1_Purge | Format-List
```