

Download Email Report From Compliance Portal

Instead of exporting the full set of search results from a Content search in the Microsoft Purview compliance portal (or from a search that's associated with a Microsoft Purview eDiscovery (Standard) case), you can export the same reports that are generated when you export the actual search results.

When you export a report, the report files are downloaded to a folder on your local computer that has the same name as the Content Search, but that's appended with *_ReportsOnly*. For example, if the Content Search is named *ContosoCase0815*, then the report is downloaded to a folder named *ContosoCase0815_ReportsOnly*.

Note: You MUST use Microsoft Edge to download this report. An EXE is generated that will only work with Edge, and no other browsers.

1. Go to <https://compliance.microsoft.com/>

2. Click on **Content Search** in the left pane

1_content_search.png

3. Click the report that was generated and click the **Actions** button within the new window that pops up

2_generate_report.png

4. Make sure "All items, excluding ones that have unrecognized format, are encrypted, or weren't indexed for other reasons" then click "**Generate Report**"

3_export_report.png

5. The report will then be generated under the "**Export**" tab, click that and choose the report you just created. Once the new window opens, ensure you are using **Microsoft Edge**, then click on "**Download Report**". In this same dialog box, click the button below to **Copy to Clipboard**.

4_export.png

6. You may be prompted to Open "Microsoft.Office.Client.Discovery.UnifiedExportTool". Click yes on this prompt.

5_open.png

7. It will run a program and prompt you with a dialog for the **eDiscovery Export Tool**. In the top box, paste the string you copied to your clipboard in step 5, and selected a location to store your files in the bottom box.

6_ediscovery.png

18. You can then open the location you chose to store these files, and there will be a file called **Results.csv** that you can open and display your export.

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