

# Legal Review and Managed Services for Microsoft Office 365

Moving data throughout the e-discovery process – handoffs between various software applications and teams – increases cost, reduces efficiencies and could introduce risk. From legal hold, to collection, processing, review and production, it's not uncommon for corporate legal teams and their law firms to move data in and out of half a dozen software tools.

With Office 365 managed services from FTI Technology, e-discovery is conducted *where the data resides*. Companies can create, manage, collect, then cull and review data using advanced analytics, all while still within Microsoft Office 365. Combining the Office 365 Advanced eDiscovery features with FTI Technology's expert managed services, corporations can manage every step within the Electronic Discovery Reference Model (EDRM) in one place, and greatly reduce the cost, time and risk of e-discovery.

## SECURE AND PROVEN MANAGED SERVICES

From workflow design, project management and staffing, FTI Technology can manage the whole e-discovery process with a flat and transparent monthly pricing model. The FTI Technology managed service team, building upon years as a leading global provider of both forensic investigations and managed review, employs defensible methodologies to access the client's Office 365 cloud tenant via VPN or SAML with login credentials. Depending on the client's needs, the FTI Technology team can help establish and execute retention and legal hold policies, conduct the complete e-discovery process and perform ongoing information governance audits.

## IN-PLACE ADVANCED EDISCOVERY

The Advanced eDiscovery features within Office 365 help to dramatically reduce the cost and risk of legal and regulatory matters. Built-in capabilities help users easily manage the process — including case management, search, hold, analyze and export— and respond quickly to legal and regulatory matters. Data volumes are quickly reduced by finding near-duplicate files, reconstructing email threads, and identifying key themes and data relationships. Advanced features, including machine learning, predictive coding and text analytics, helps to intelligently explore datasets, quickly zero in on relevant materials and conduct a first-pass review. If additional review is necessary, data is easily exported to a third-party application for review.

## EXPERT MANAGED REVIEW

Our managed review experts deliver comprehensive legal review globally, from initial project planning to completion of your matter with laser focus on review effectiveness. We deliver efficiency at every step ensuring provision of key information early in your case and frequently throughout the review. This enables your teams to defensively manage your matter, deliver quality results and drive cost reduction.

Our workflows combine the Advanced eDiscovery technology and specialized teams required for projects of any magnitude – all in direct collaboration with counsel. We recruit and retain our own review attorneys, including foreign language experts, who are trained on our platform and processes, and a variety of case types ensuring any review can be efficiently executed with confidence.

## OFFICE 365 MIGRATION AND INFORMATION GOVERNANCE SERVICES

In addition to Office 365 managed services, FTI Technology can help Office 365 users with:

- **Data migration:** Safely migrate data from legacy archives to Office 365 while active cases are underway
- **Data remediation:** Defensibly delete redundant, old or trivial (ROT) information to reduce cost and data breach risk
- **Legal hold:** Update policies and ensure existing holds are maintained during the migration
- **Data privacy:** Adhere to data privacy regulations impacting how and where sensitive information is stored and transferred

## TECHNICAL EXPERTISE AND A FOCUS ON DEFENSIBILITY

FTI Technology's [IG&CS](#) team, which includes professionals with experience deploying Office 365 within Fortune 1000 companies, addresses key corporate data challenges with safety and defensibility by mining, storing, migrating and disposing of corporate data. In addition, IG&CS has expertise designing and implementing defensible e-discovery and information governance policies that are cost-effective and do not disrupt business operations. FTI Technology has been recognized as a leader in information governance software and services across the legal industry, including acknowledgement from the *National Law Journal*, *Corporate Counsel* and *Computer Technology Review*. For more information, visit [www.ftitechnology.com](http://www.ftitechnology.com).

## TRUSTED GLOBAL LEADERS IN INFORMATION GOVERNANCE, E-DISCOVERY, AND INVESTIGATIONS

FTI Technology's Information Governance Services are tailored to the specific needs of each client and the FTI team offers deep experience in delivering tangible results in the context of investigations, litigation, mergers and acquisitions, regulatory issues, reputation management and restructuring. Our professionals, including forensic experts, corporate investigation specialists and technology and e-discovery professionals, are industry leaders experienced in many of the largest e-discovery matters of the past decade.

For more information on our range of services, please contact:



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## EXPERTS WITH IMPACT™

### About FTI Consulting

FTI Consulting is an independent global business advisory firm dedicated to helping organizations manage change, mitigate risk and resolve disputes: financial, legal, operational, political & regulatory, reputational and transactional. FTI Consulting professionals, located in all major business centers throughout the world, work closely with clients to anticipate, illuminate and overcome complex business challenges and opportunities..