

Check your installed module version:

```
Get-InstalledModule ExchangeOnlineManagement -AllVersions
```

Install or update it if necessary:

```
Install-Module ExchangeOnlineManagement -Scope CurrentUser -Force -AllowClobber
```

Or, if it is already installed:

```
Update-Module ExchangeOnlineManagement -Force
```

Close PowerShell completely and open a new PowerShell window after updating the module.

Import the module

```
Import-Module ExchangeOnlineManagement
```

Confirm the version:

```
Get-Module ExchangeOnlineManagement -ListAvailable |
```

```
Sort-Object Version -Descending |
```

```
Select-Object -First 1 Name,Version
```

Connect to Security & Compliance PowerShell

```
Connect-IPPSSession `
```

```
-UserPrincipalName xadminx@point.edu `
```

```
-EnableSearchOnlySession
```

Set the search name and query

```
$SearchName = "Purge-Klevi-Xhani"
```

```
$SearchQuery = 'Subject:"Klevi Xhani"'
```

The Subject: property restricts the search to the subject line. Quotation marks treat **Klevi Xhani** as a phrase. Microsoft recommends using the Subject property when the subject wording is known.

Remove an old search with the same name, if one exists

```
Get-ComplianceSearch -Identity $SearchName -ErrorAction SilentlyContinue
```

If it returns an existing search that you no longer need:

```
Remove-ComplianceSearch -Identity $SearchName -Confirm:$false
```

Create the tenant-wide search

```
$Search = New-ComplianceSearch `
    -Name $SearchName `
    -ExchangeLocation All `
    -ContentMatchQuery $SearchQuery
```

Start the search

```
Start-ComplianceSearch -Identity $Search.Identity
```

You can also start it by name:

```
Start-ComplianceSearch -Identity $SearchName
```

Wait for the search to complete

```
Get-ComplianceSearch -Identity $SearchName |
    Format-List Name,Status,Items,Size,JobProgress,ContentMatchQuery
```

Repeat that command until: Status : Completed

You can use this loop to monitor it automatically:

```
do {
    $Result = Get-ComplianceSearch -Identity $SearchName
    Write-Host "Status: $($Result.Status)"
    Write-Host "Items: $($Result.Items)"
    Write-Host "Size: $($Result.Size)"
    Write-Host ""
    if ($Result.Status -ne "Completed") {
        Start-Sleep -Seconds 10
    }
}
until ($Result.Status -eq "Completed")
```

Verify the findings before deleting anything

Get-ComplianceSearch -Identity \$SearchName |

Format-List Name,Status,Items,Size,ContentMatchQuery

Soft-delete the matching messages

New-ComplianceSearchAction `

-SearchName \$SearchName `

-Purge `

-PurgeType SoftDelete

When prompted, enter: A

Check the purge with

Get-ComplianceSearchAction -Identity "\${SearchName}_Purge" |

Format-List Name,Status,Results,JobStartTime,JobEndTime

Hard-delete instead, when permanent removal is required

New-ComplianceSearchAction `

-SearchName \$SearchName `

-Purge `

-PurgeType HardDelete