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MS Outlook Email Search (Quick Reference)

MS Outlook Email Search Requests

All FOIA responses that require MS Outlook email searches must use the email search and collection service established by OEI. Requests for MS Outlook Email Searches must be made through the search points of contact.

- • Search Points of Contact (SPOC)
- • Link to OEI's MS Outlook email search request Sharepoint site
- • Guidance on submitting a request through the Sharepoint site

YOU MAY NOT BE DONE SEARCHING! Please share the important information below with all individuals who have been tasked with assisting in identifying responsive documents.

These searches are run ONLY in the EPA's Microsoft 365 system, and the search results are limited to 1)