



iMail Journal Setup for Exchange

-ver 1.1



The Crescent Office Park, 3 Eglin Road, Sunninghill, Johannesburg.

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1. Purpose

The purpose of this document is to detail how to set-up Journaling Rules on an Exchange environment.

2. Exchange 2016 or 2013 Configuration

Configuring an External Contact

The first step is to create an External SMTP Contact in Exchange 2016 or 2013, using the following format: <u>archive@clientdomain-archive.iMail.com.</u>

Example email address: archive@iMailtest-archive.iMail.com

To configure an External Contact:

- Log on to the Exchange Admin Console (EAC).
- Navigate to the **Recipients** menu item on the left of the page.
- Select the **Contacts** link.
- Click on the + Icon followed by Mail Contact.
- Input Archive Mailbox details
- Click on the Save Button

Exchange admin center				
dashboard	mailboxes groups resources cont	acts shared migra	ation	
recipients	Create & manage your organization Cont	acts in the fast New Ex	change Admin Center	
permissions				
compliance management	+-			
organization	DISPLAY NAME	CONTACT TYPE	EXTERNAL EMAIL ADDRES	
-	There are no items to show in this view.			



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Configuring Journal Rule

To enable Premium journaling:

- Log on to the Exchange Administration Center.
- Navigate to **Compliance Management**.
- Select the Journal Rules tab.
- Click the + Icon to create a Journal Rule.

Exchange admin center			
dashboard	in-place eDiscovery & hold auditing retention policies retention tags journal rules		
recipients			
permissions	Use journ	al rules to record all communications in support of your organization's email retention or archival	strategy. Learn more
compliance management	Send undeli	iverable journal reports to: <mark>irunoc@poc.synaq.com</mark>	
organization	ON	RULE	USER
protection		Journal Rule - Google Chrome	- C X
mail flow		outlook.office365.com/ecp/RulesEditor/NewJournalRule.aspx?ActivityCorrelatio	nID=9533c259-0368-62
mobile		new journal rule	
public folders		5	
unified messaging		Apply this rule	<u>^</u>
hybrid		*Send journal reports to:	
		archive@synaqtest-archive.synaq.com	
🕼 New Exchange admin center		*If the message is sent to or received from	
		[Appiy to all messages]	
		"Journal the following messages All messages	
		Save	Cancel

Enter the following information in the fields:

- Send Journal Reports To: iMail Journaling address (e.g. Example email address: <u>archive@iMailtest-archive.iMail.com</u>
- Name: iMail Journal Rule
- If the Message is Sent to or Received From:

Select the "Apply to All Messages" option.



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• Journal the Following Messages: Select the "All Messages" option.

Click on the Save button.



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