



iMail Journal Setup for Exchange

– ver 1.1



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

PO BOX 342, Strathavon, Sandton 2031 Tel +27112623632 Fax +27866378868 www.iMail.com

VAT 4260108842 REG 1966/005897/07 Executive Directors: David Jacobson & Sam Gelbart Non-Executive Directors: Setumo Mohapi & Julian Sunker



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

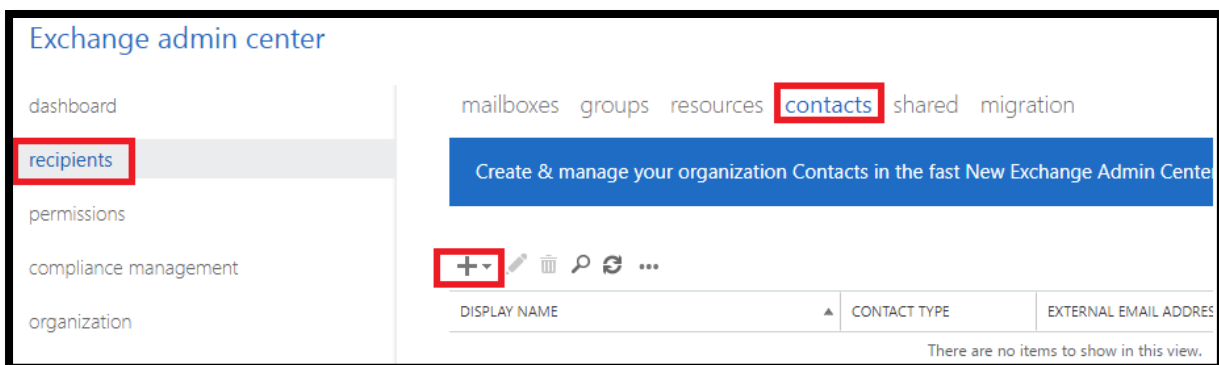
Configuring an External Contact

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

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**





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.

The screenshot shows the Exchange Admin Center interface. On the left is a navigation pane with 'compliance management' highlighted. The main area shows the 'Journal Rules' configuration page. A 'new journal rule' dialog box is open, with the following fields and options:

- Send journal reports to:** archive@synaqtest-archive.synaq.com
- If the message is sent to or received from...:** [Apply to all messages]
- Journal the following messages...:** All messages

Buttons for 'Save' and 'Cancel' are located at the bottom right of the dialog box.

Enter the following information in the fields:

- Send Journal Reports To: iMail Journaling address (e.g. Example email address: archive@iMailtest-archive.iMail.com)
- Name: iMail Journal Rule
- If the Message is Sent to or Received From: Select the "Apply to All Messages" option.





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

Click on the **Save button**.



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