

SYNAQ Journal Setup for Exchange

– ver 1.1



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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

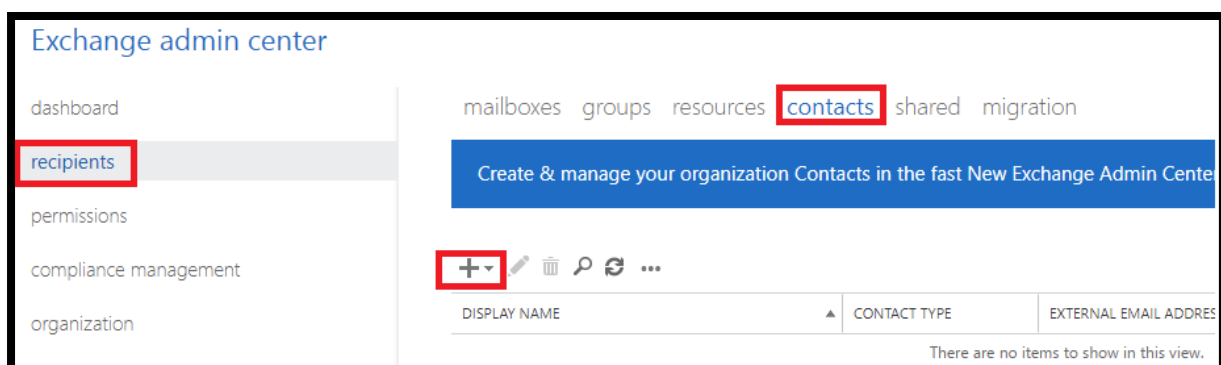
Configuring an External Contact

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

Example email address: archive@synaqtest-archive.synaq.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**

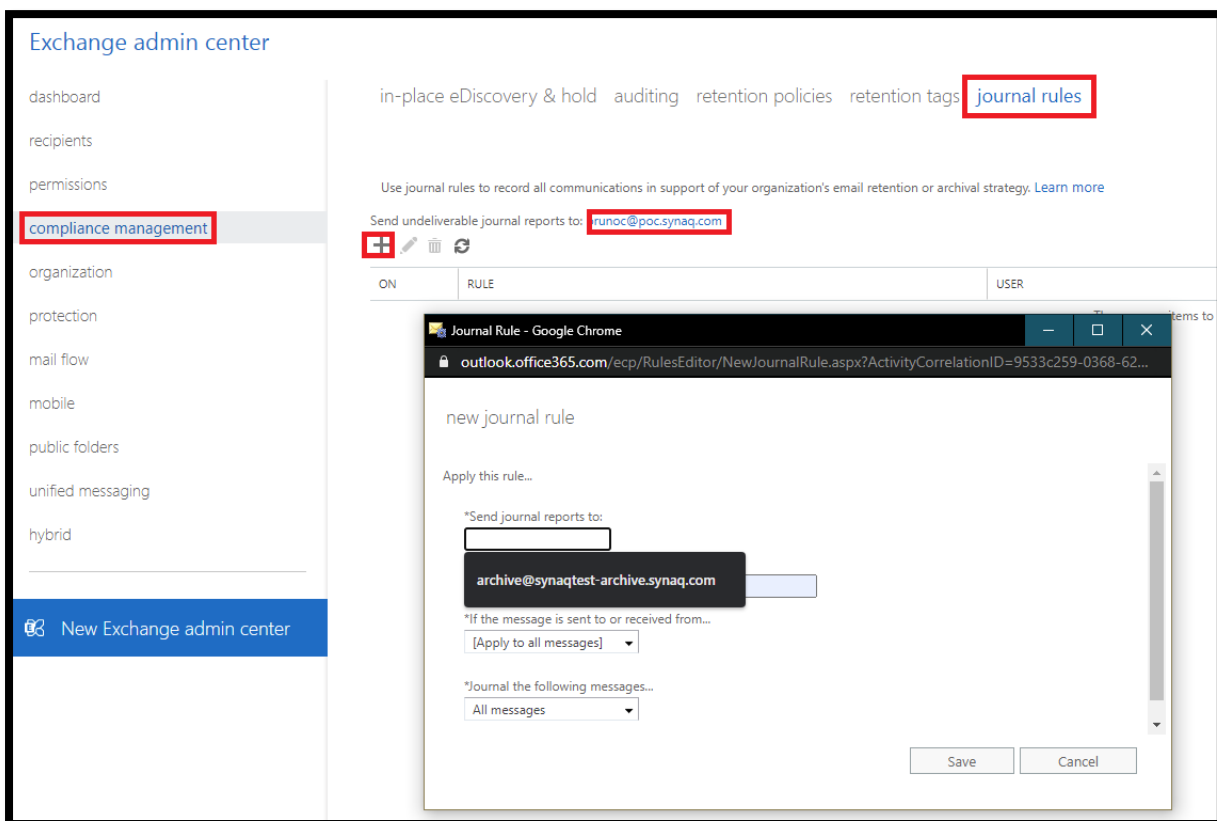




Configuring Journal Rule

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, the 'compliance management' tab is selected. In the main area, the 'journal rules' tab is active. A red box highlights the 'journal rules' tab. Below it, the 'Send undeliverable journal reports to:' field is set to 'runoc@poc.synaq.com'. A red box highlights this field. Below that, a table shows a single rule with the name 'archive@synaqttest-archive.synaq.com'. A red box highlights this rule. A modal window titled 'new journal rule' is open, showing the configuration options. The modal has a red box around the 'Send journal reports to:' field, which is set to 'archive@synaqttest-archive.synaq.com'. The modal also shows the 'If the message is sent to or received from...' dropdown set to '[Apply to all messages]' and the 'Journal the following messages...' dropdown set to 'All messages'. The modal has 'Save' and 'Cancel' buttons at the bottom.

Enter the following information in the fields:

- Send Journal Reports To: SYNAQ Journaling address (e.g. Example email address: archive@synaqttest-archive.synaq.com)
- Name: SYNAQ 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**.

