

SYNAQ Journal Setup for GMAIL – ver 1.1



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1. Purpose

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

2. GMAIL Journaling Configuration

Adding a Sub-Domain

- Log on to the **Administration Console**
- Click on the **Administration toolbar** button
- Click on the **Directories | Internal Directories** menu item
- Click on the **Add Subdomain** button
- Enter the following values in the items below:

Domain Name(s) – Journaling column → clientdomain-archive.synaq.com

Inbound Checks – Journaling column → Accept all Inbounds for this Domain

Anti-Spoofing Policy – Journaling column → Unselected

- Click on the **Save and Exit Button**

Create the Journal Address

- Log on to the **Administration Console**.
- Click on the **Administration toolbar** button.
- Click on the **Directories | Internal Directories** menu item.
- Click on the **Journaling Subdomain you have just created**.
- Click on **New Address**.
- Complete the following mandatory fields

Example:

Email Address – archive@synagtest-archive.synaq.com

Global Name – SYNAQ Journal

- Click on the **Save and Exit Button**





Create the Journal Service Definition

- Log on to the **Administration Console**
- Click on the **Administration** menu item
- Click on the **Services | Journaling** menu item
- Click on the **New Journal Service Definition** button
- Complete the **Journal Service Properties** section as follows:

Description → SYNAQ Journal Rule

Disabled → Leave this option unchecked. If it is checked, the definition is not active.

Transport Type → Select the SMTP option in the drop down

- Complete the **Connection Properties** section as follows:

Example:

Service Email Address → archive@synaqttest-archive.synaq.com

Period of Inactivity Allowed → default = 180 minutes

Journal Type → Standard EML

Encrypted → This option is selected by default, but is not required

- Click the **Save and Exit** button. The journal definition is created

