





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

PO BOX 342, Strathavon, Sandton 2031 Tel +27112623632 Fax +27866378868 www.synaq.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 the Office 365 environment.

2. Office 365 Journal Configuration

Adding Remote Domain

- Log on to the Exchange Administration Center.
- Navigate to Mail Flow
- Click on Remote Domain tab
- Click the + Icon to add a new remote domain



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new remote domain	
Specify a domain that will be considered remote w *Name:	vhen mail is received.
*Remote Domain:	
Out of Office automatic reply types: None Allow only external Out of Office replies Allow internal Out of Office replies Automatic replies: Allow automatic replies Allow automatic forwarding Message reporting: Allow delivery reports Allow delivery reports Allow meeting forward notifications Use rich-text format: Always Never Follow user settings Supported Character Set MIME character set: None Non-MIME character set: None	Domain linked to your archive instance Example: clientdomain-archive.synaq.com

- Name the Journal Rule "SYNAQ Journal "
- Remote domain will need to have the domain of the Journal address give to you by SYNAQ Example: synaqtest-archive.synaq.com
- Click Save to complete this remote domain addition

Configuring Journal Rule

- In the Exchange Administration Center
- Click on Compliance Manager
- Click on Journal Rules
- Click on "Select email address" in section mentioning "Send Journal Undeliverable reports to" Browse for an email address that can receive these reports. Likely an Admin account.
- Click on the + icon to create a new rule



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Exchange admin center		1
dashboard	in-place eDiscovery & hold auditing retention policies retention tags journal rules	I
recipients		I
permissions	Use journal rules to record all communications in support of your organization's email retention or archival strategy. Learn more	I
compliance management	Send undeliverable journal reports to: runoc@poc.synaq.com	I
organization	ON RULE USER	ł
protection	Journal Rule - Google Chrome — 🗆 X	to
mail flow	outlook.office365.com/ecp/RulesEditor/NewJournalRule.aspx?ActivityCorrelationID=9533c259-0368-62	I
mobile	new journal rule	I
public folders		I
unified messaging	Apply this rule	I
hybrid	"Send journal reports to:	I
	archive@synaqtest-archive.synaq.com	I
🕼 New Exchange admin center	"If the message is sent to or received from	I
	Plaumal the following macroner	I
	All messages	
	Save Cancel	I
		I

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Enter the following information in the fields:

- Send Journal Reports To: SYNAQ Journaling address (e.g. Example email address: <u>archive@synaqtest-archive.synaq.com</u>
- 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.



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