

# SYNAQ Journal Setup for Office 365

## – 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 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





new remote domain

Specify a domain that will be considered remote when mail is received.

\*Name:

\*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 non-delivery reports  
☐ Allow meeting forward notifications

Use rich-text format:

☐ Always  
☒ Never  
☐ Follow user settings

Supported Character Set

MIME character set:

Non-MIME character set:

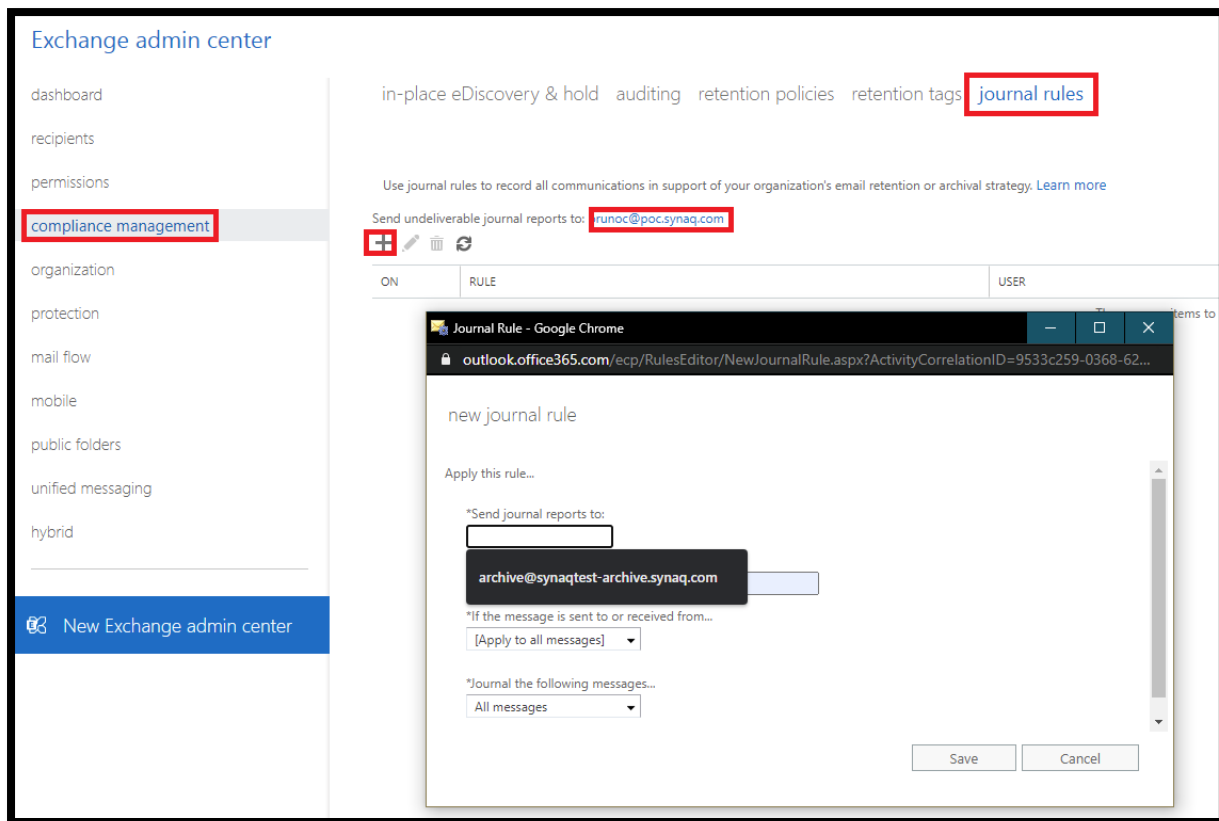
Domain linked to your archive instance  
Example:  
clientdomain-archive.synaq.com

- 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](mailto: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



Enter the following information in the fields:

- Send Journal Reports To: SYNAQ Journaling address (e.g. Example email address: [archive@synaqtest-archive.synaq.com](mailto:archive@synaqtest-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.

