# Step 2: Configure the Incoming and Outgoing Rules on Zoho Mail

## Overview

Zoho can be enabled to allow Incoming and Outgoing Rules for your domain. This is done via a request to the Zoho onboarding or support team.

Once the rules have been enabled for your domain, configure the rules as described below to forward all incoming and outgoing rules to journal@<your Vaultastic domain>.

# **Incoming Rule**

Navigate to Admin console > Security & compliance > Rules > Incoming Rules

Click on Create rule or edit the existing rule



In the General section, give an appropriate name and description to the rule.

#### In Condition Type choose No Condition, Apply to all emails

In Action section, select action as a Add BCC and deliver to recipient

Click on Update BCC addresses

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	Dashboard Organization Domains Users Groups	Dashboard Security Roles and Privileges Spam Control Phishing & Malware Quarantine Rules	Incoming Rule Details Explicit Date Condition Type You can choose to apply the rule for all emails or those satisfying given conditions. Learn more If all the conditions match (AND)	Þ
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~ 1 1 1 0	eDiscovery Subscription Other App Settings Reports	Deleted Email Recovery Email Recall	Add BCC and deliver to recipient	

#### Enter the ID journal@<your Vaultastic domain>

The Confirmation code will be sent to this id and will be visible in the interface opened in step 1 (https://docs.mithi.com/home/step-1-prepare-the-vaultastic-domain)

Enter the Verification code to verify the email id.

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Add		
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Email address	Status	

## **Outgoing Rule**

Navigate to Admin console > Security & compliance > Rules > Outgoing Rules

Click on Create rule or edit the existing rule

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88 ∰ ⊕ Q	Dashboard Organization Domains Users	Dashboard Security Roles and Privileges Spam Control Phishing & Malware	> > >	Outgoing actions. R + Creat	ng Rules rules are used to ma ules are processed o e Delete ~	nage emails sent by users. ne at a time, and once a rul The Expand all	They can be used to add o e is processed, the subset	disclaimers, route emails to different reci quent rules are not processed. Learn mo	pients, or perform re	n other
<b>\$</b>	Groups	Quarantine	> ~		Name Outgoing rule	Conditions All emails		Action Add BCC and deliver to recipient	Status	•
2) [*	Data Migration Mail Settings	Incoming Rules Outgoing Rules				9				
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In section Condition Type choose, No Condition, Apply to all emails

Select action as a Add BCC and deliver to recipient

#### Click on Update BCC addresses

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Dashboard	Dashboard Security > Roles and Privileges >	Cutgoing Rule Details Expiry Date					
⊕ Domains ♀ Users ♀ Groups >	Spam Control > Phishing & Malware > Quarantine >	Condition Type You can choose to apply the rule for all emails or those satisfying given conditions. Learn more					
Data Migration	Rules  Incoming Rules Outgoing Rules	If all the conditions match (AND)     If any one condition matches (OR)     Advanced conditions (AND/ OR)     No conditions. Apply to all emails.					
Security & Compliance	Data Subject Requests Deleted Email Recovery Email Recall	Action Add BCC and deliver to recipient					
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#### Enter the ID journal@<your Vaultastic domain>

The ID is already verified and no new confirmation code will be sent

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This completes the configuration on Zoho to receive mails from all users on all tenants on Zoho Mail.