

Step 3: Configure Journaling in Office 365 for All Users or Selected users

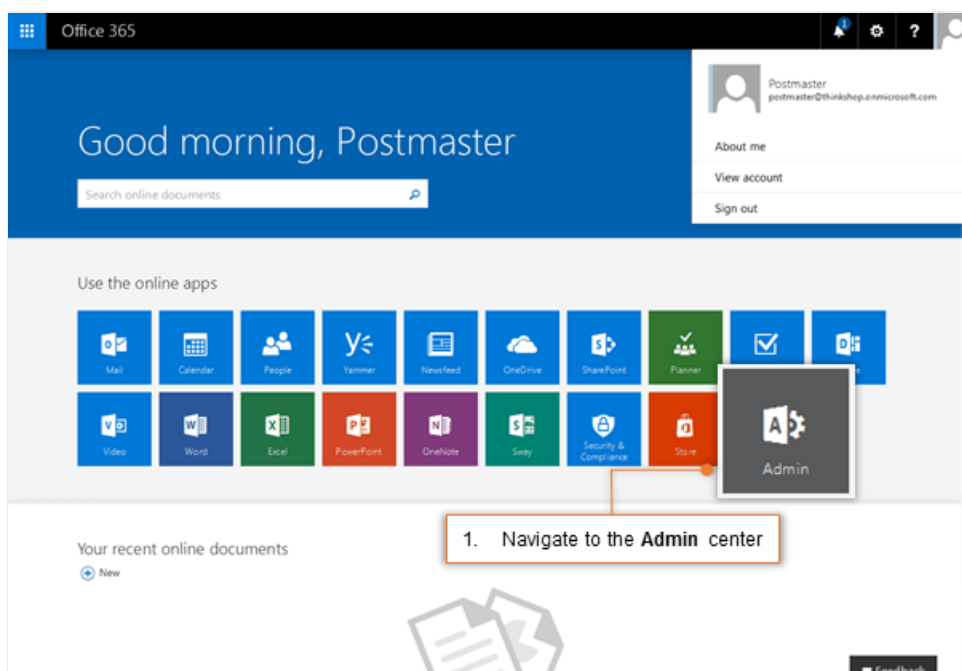
Configure the Journal Rule for all the users

Configure Journaling in Office 365 to archive email messages sent or received by all users of your office 365 domain is a 2 steps process

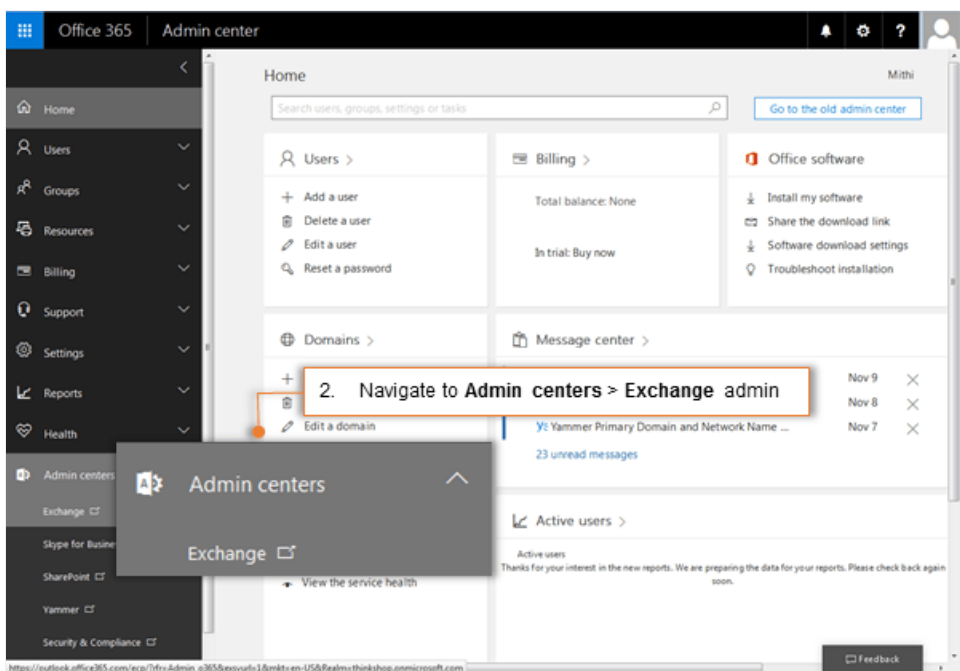
1. Navigate to the Journal Rules screen
2. Configure the Journal Rule for all the users

Navigate to the Journal Rules screen

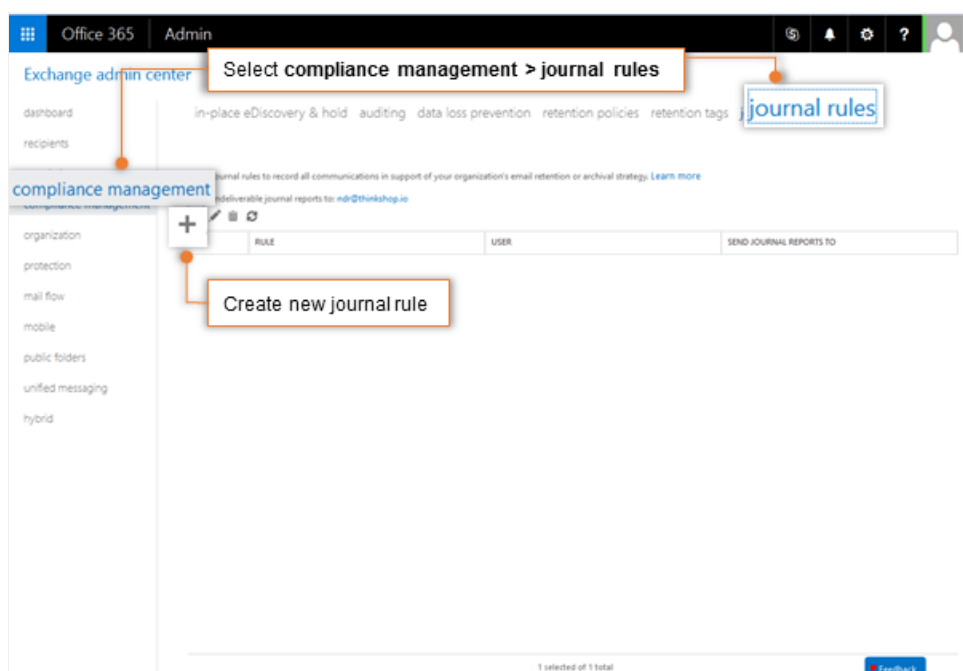
- i. Navigate to the **Admin Center**



- ii. Navigate to **Exchange Admin Center**



iii. Choose the **Compliance Management > Journal Rules** tab



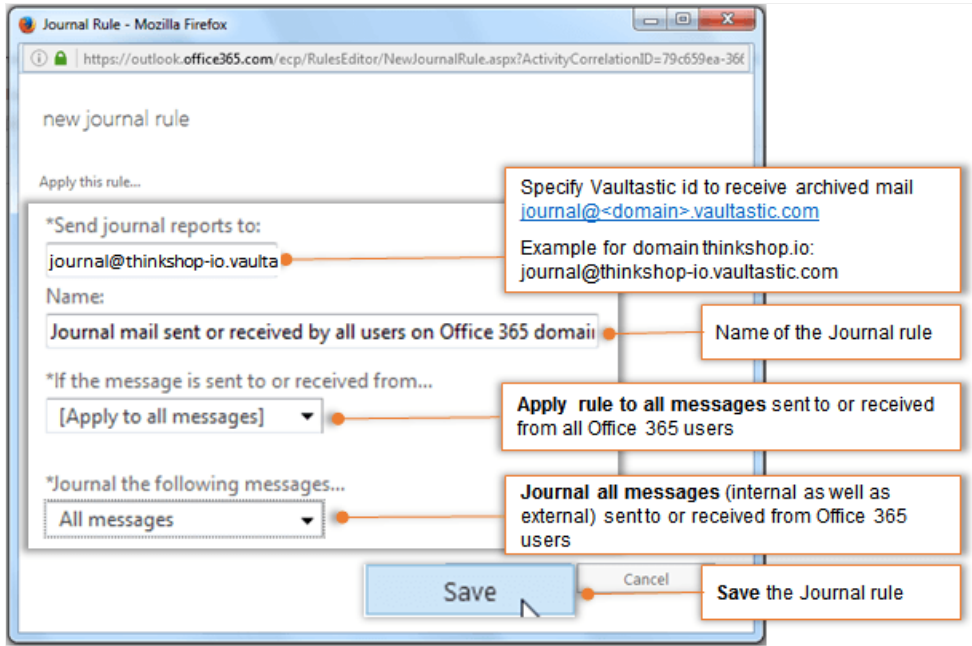
Configure the Journal Rule for all the users

- i. Create New Rule to journal mail sent or received by all the users.
- ii. Provide the rule details
 - o Send journal reports to a standard Vaultastic id in the format journal@{domain-name}.vaultastic.com

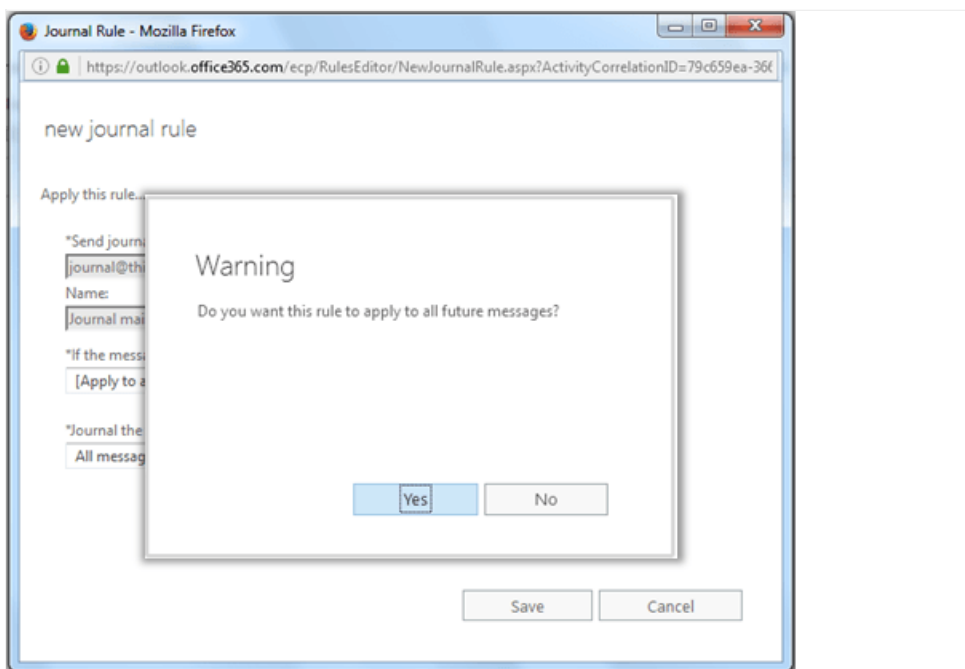
Example: For domain thinkshop.io the Vaultastic id to receive all journal reports will be

journal@thinkshop-io.vaultastic.com

- o Give a Name to the rule.
- iii. Apply rule to all messages sent to or received from all Office 365 users.
- iv. Journal all messages (internal as well as external) sent to or received from Office 365 users.
- v. Save the rule



- vi. Click Yes to acknowledge the warning displayed on the screen.



To reflect the changes, please log out and re-login to the admin portal.

With that, Office 365 journaling setup is complete. As per the rule, all mail messages of all the users of the Office 365 domain will be archived on their respective accounts on the Vaultastic domain.

To configure multiple O365 domains within the organization for archiving in Vaultastic, configure a separate journal rule for each O365 domain.

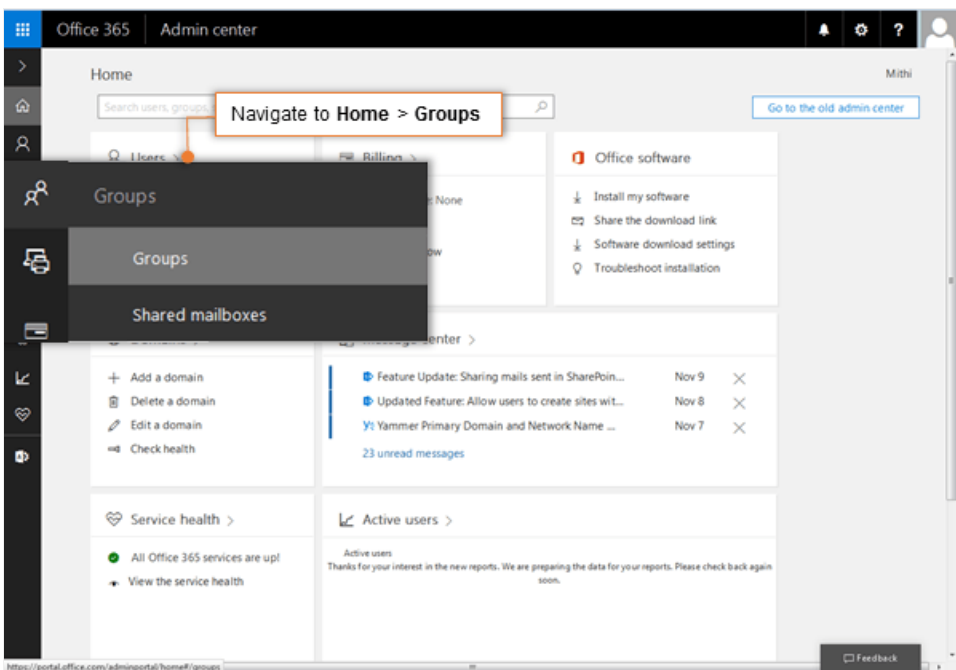
Configuring Journaling for selected users

Configuring Journal Rule to archive email messages sent or received by selected users of your domain is a 2 steps process. The steps for email journaling for Office 365 mail flow rules are as follows

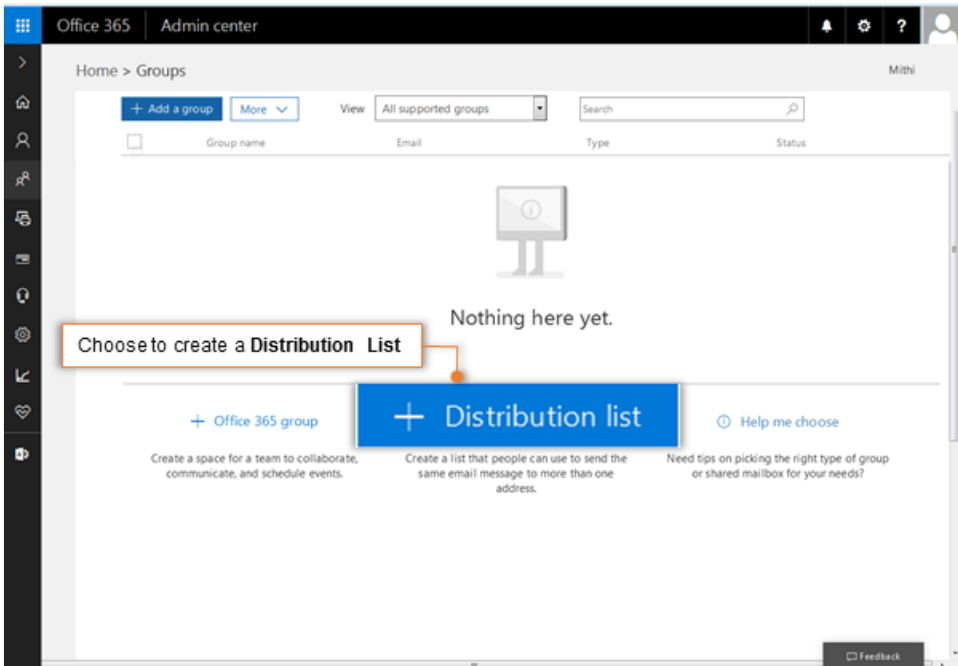
1. Create a distribution list of users for whom journaling needs to be enabled
2. Configure the Journal Rule for the distribution list to start archiving the email messages.

Create a Distribution List of users

- i. To create a distribution list, navigate to the Home > Groups tab.

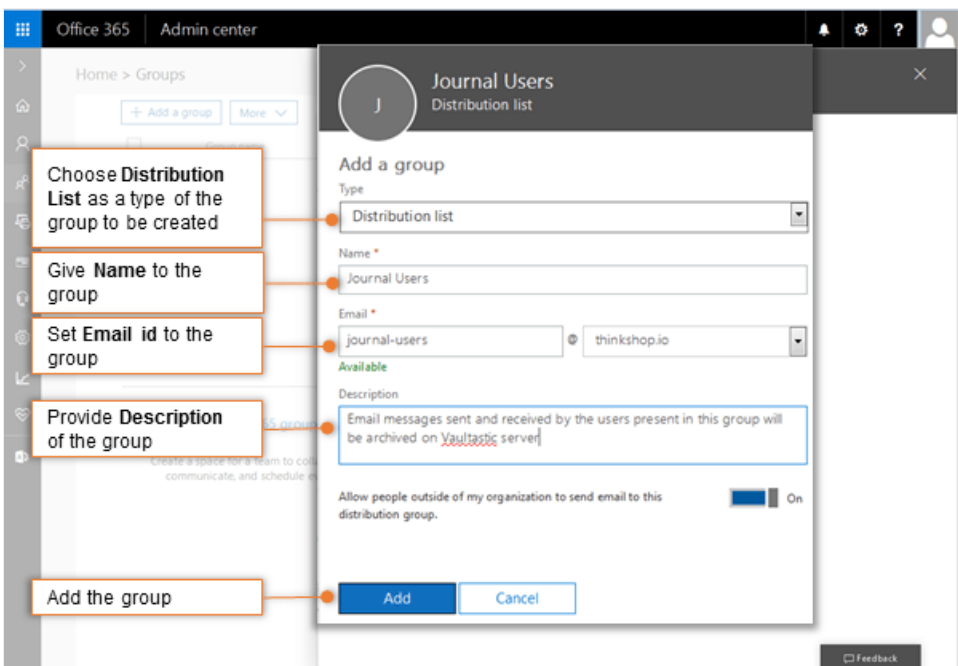


- ii. Choose Distribution list as the type of group to be created



iii. Provide details as mentioned below

- Give a Name to the group
- Set email id of the group
- Provide a Description.
- Add the group to the Office 365 domain

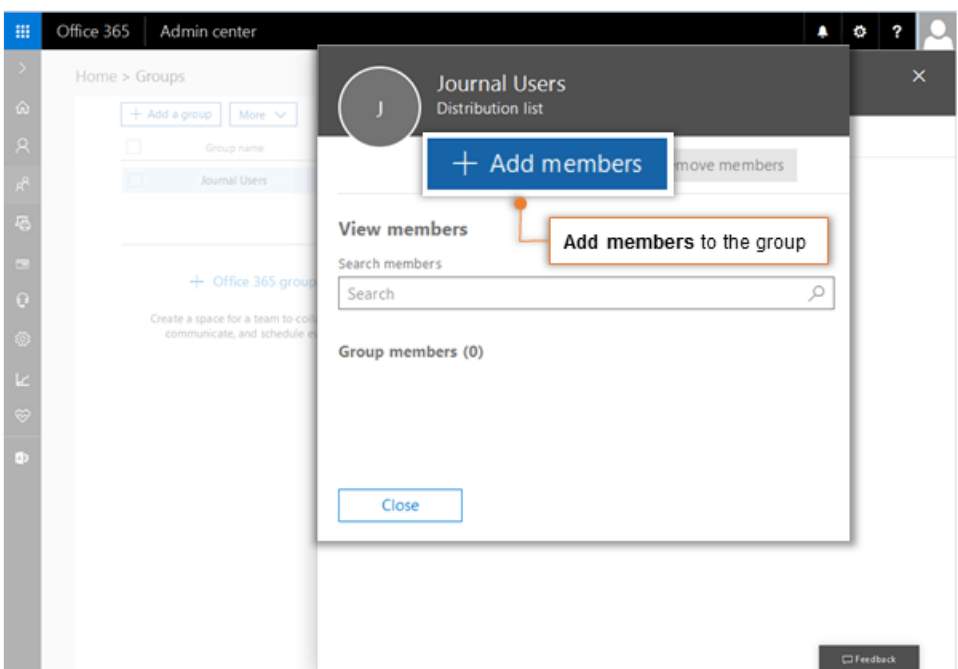


iv. Select the newly added group from the list and click Edit to add members.

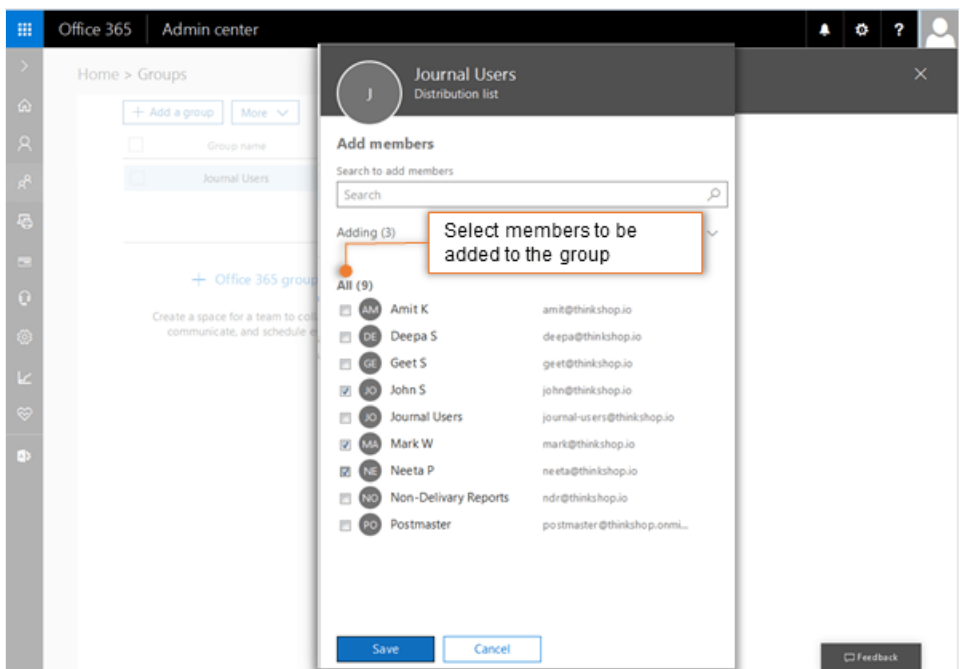


v. **Add members** to the group.

Members of this list should be the users of Office 365 domain for whom journaling needs to be enabled.



vi. Select users to be added to the distribution list and save the list.

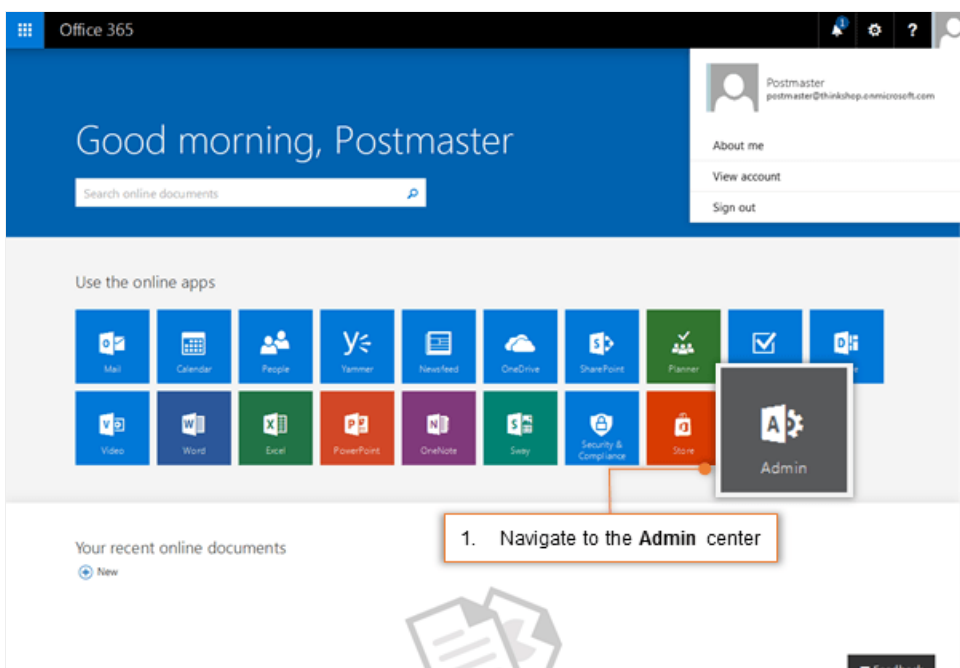


vii. Close windows to finish the process.

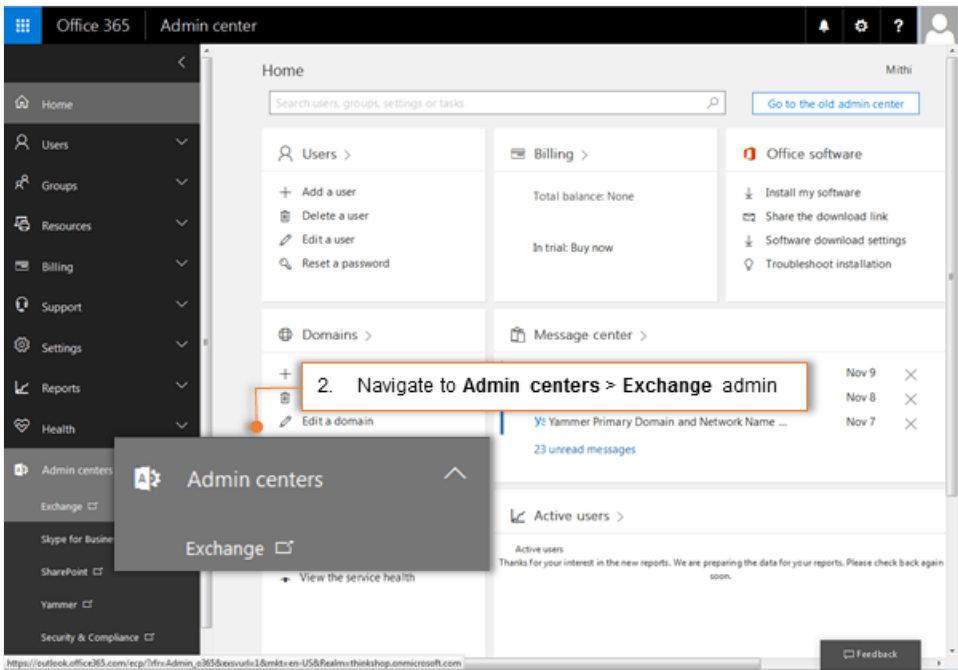
viii. You can edit the advanced settings of this group to hide it from address lists.

Configuring journaling in Office 365 for specific users

i. Navigate to the Admin Center

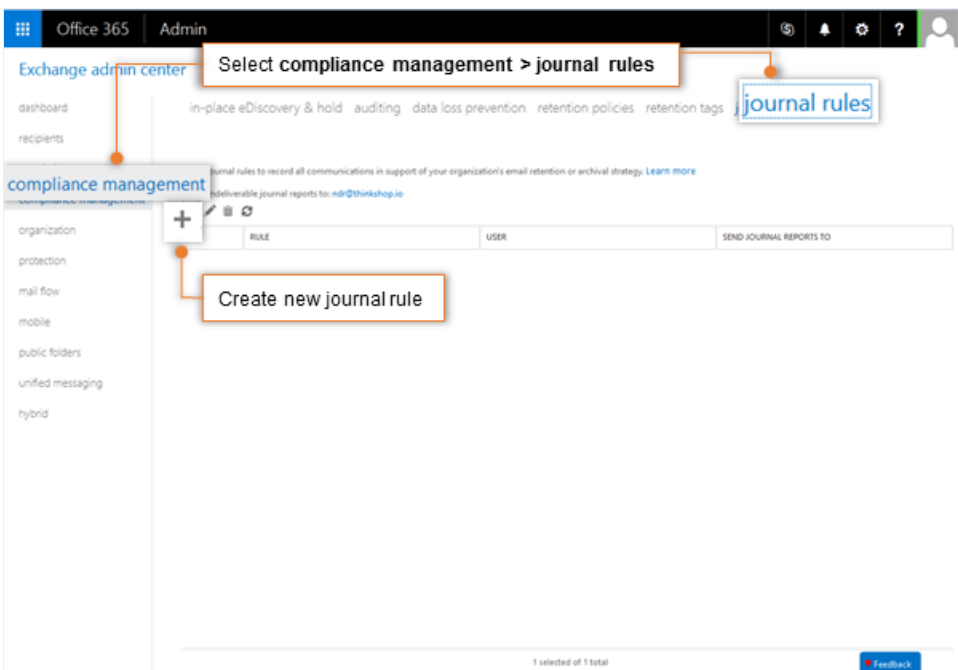


ii. Navigate to the Exchange Admin Center



iii. Choose the Compliance Management option and choose the Journal Rules tab

iv. Create the New Rule and provide details as mentioned below



1. Send journal reports to a standard Vaultastic id in the format journal@{domain}.vaultastic.com

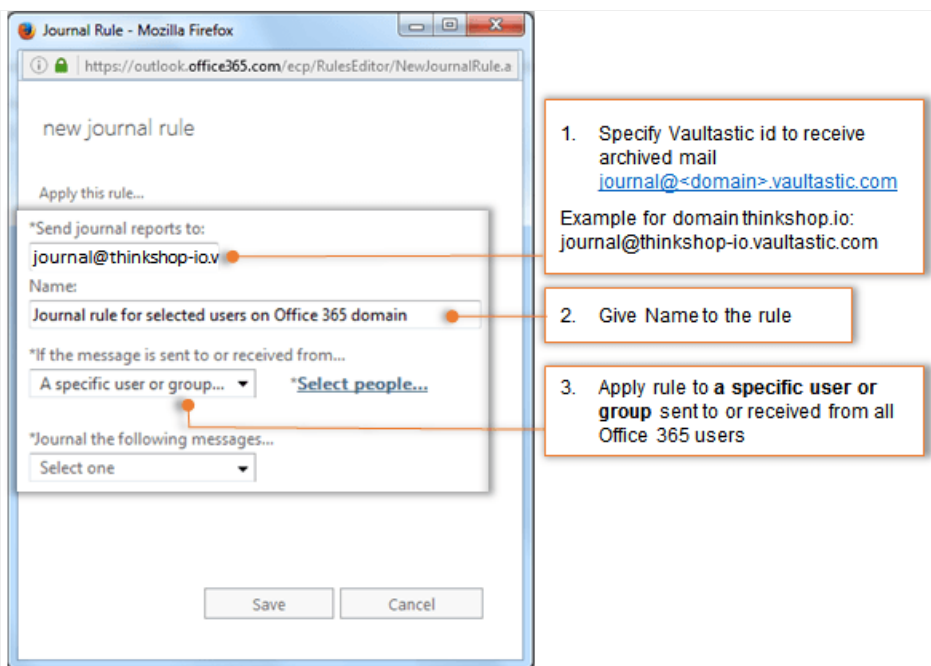
Example: For domain thinkshop.io the Vaultastic id to receive all journal reports will be journal@thinkshop.io.vaultastic.com

2. Give a Name to the rule.

3. Choose to apply the rule If the message is sent or received from a specific user or group.

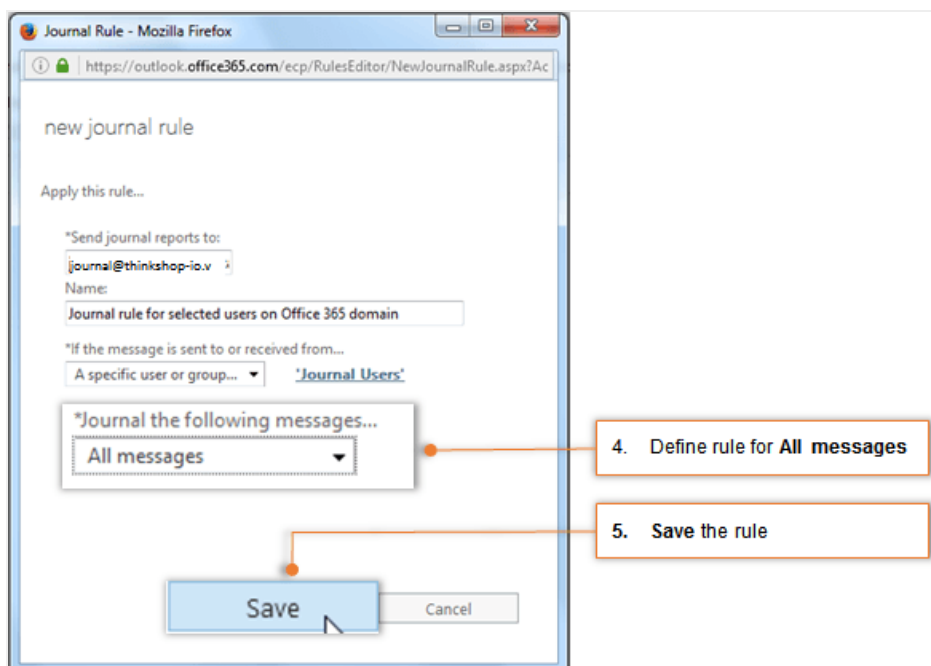
Choose the newly created Distributed list of selected users for whom archiving needs to be enabled.

Add the group and click OK.



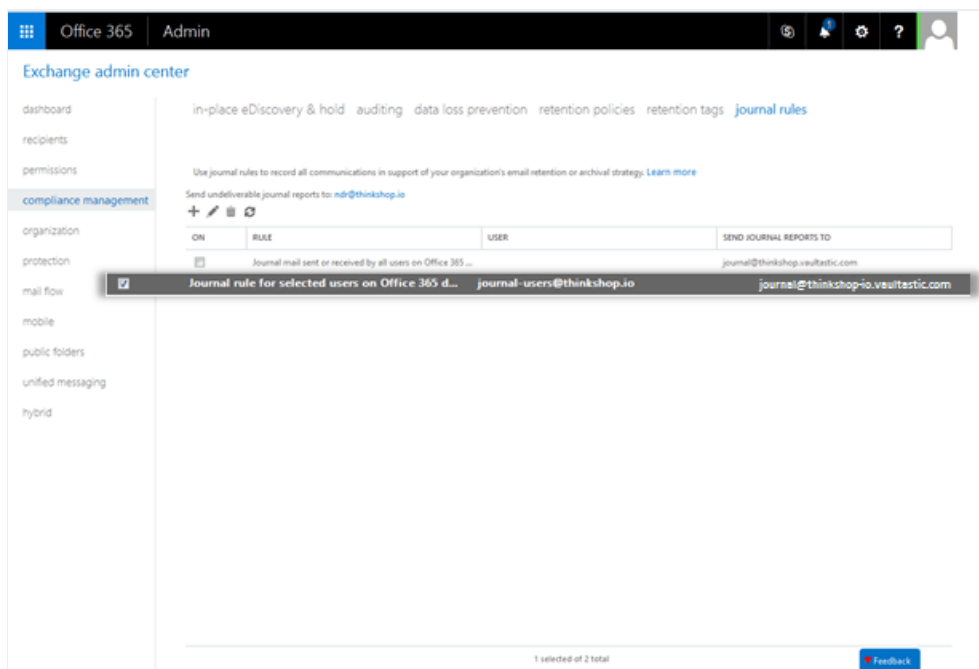
4. Choose to **Journal all messages** that is inbound as well as outbound.

5. **Save** the rule.



v. To reflect the changes, please logout and re-login to the admin portal.

vi. As per rule, all the mail sent/received by the users in the distribution list will be archived to the respective account on the Vaultastic server.



To configure multiple O365 domains within the organization for archiving in Vaultastic, configure a separate journal rule for each O365 domain.