

Configure Microsoft 365 or Office 365 journaling rules to archive emails in Vaultastic

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Overview

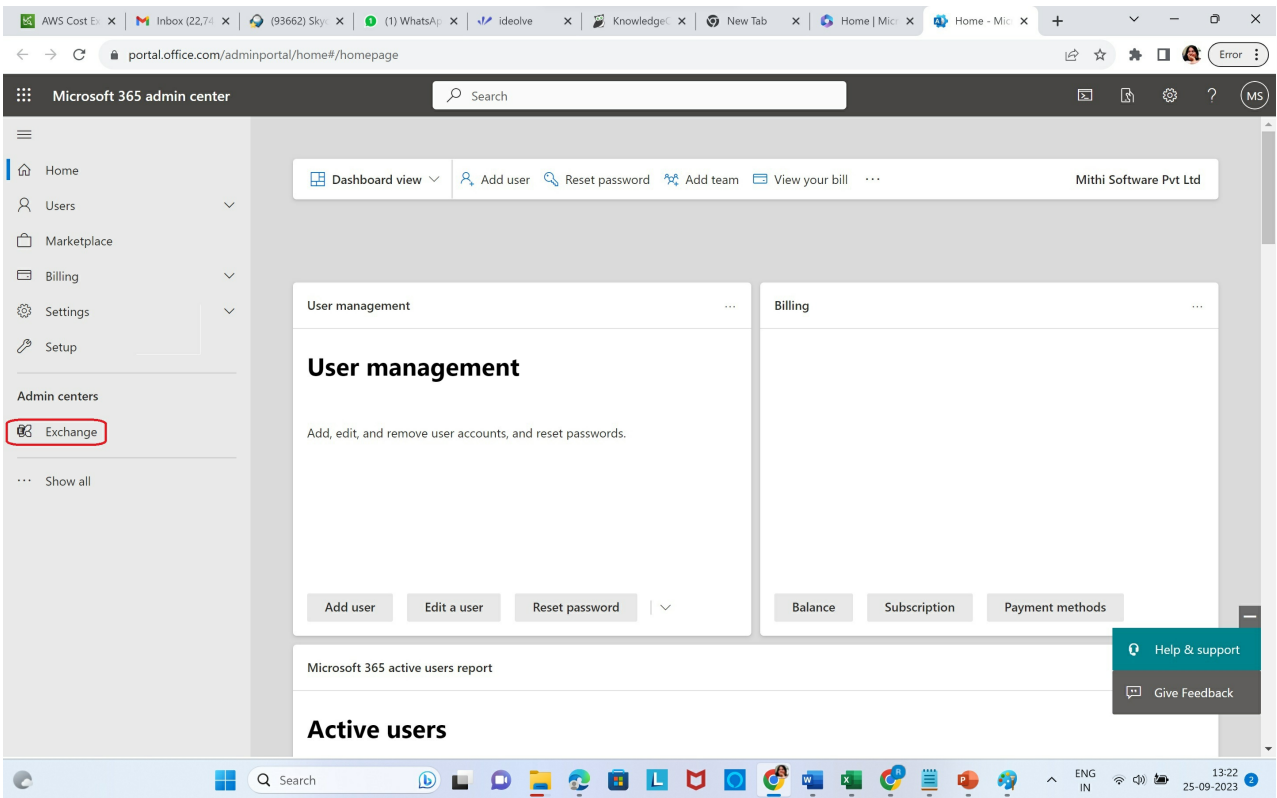
Configure Microsoft 365 or Office 365 journaling rules to archive email messages sent or received by all or selected users of your Microsoft 365 or Office 365 domain. Ensure you have configured [Microsoft 365 or Office 365 send connector \(SMTP connector\)](https://docs.mithi.com/home/configure-microsoft-365-or-office-365-send-connector-for-vaultastic) (<https://docs.mithi.com/home/configure-microsoft-365-or-office-365-send-connector-for-vaultastic>), and [a recipient to receive NDRs \(Non-delivery Reports\)](https://docs.mithi.com/home/configure-microsoft-365-or-office-365-ndr-settings-for-vaultastic) (<https://docs.mithi.com/home/configure-microsoft-365-or-office-365-ndr-settings-for-vaultastic>) before configuring the journaling rules. Follow the steps mentioned in this article to configure the Microsoft 365 or Office 365 journaling rules for all or selected users on your Office 365 domain.

Configure Microsoft 365 or Office 365 journaling rules for all the users

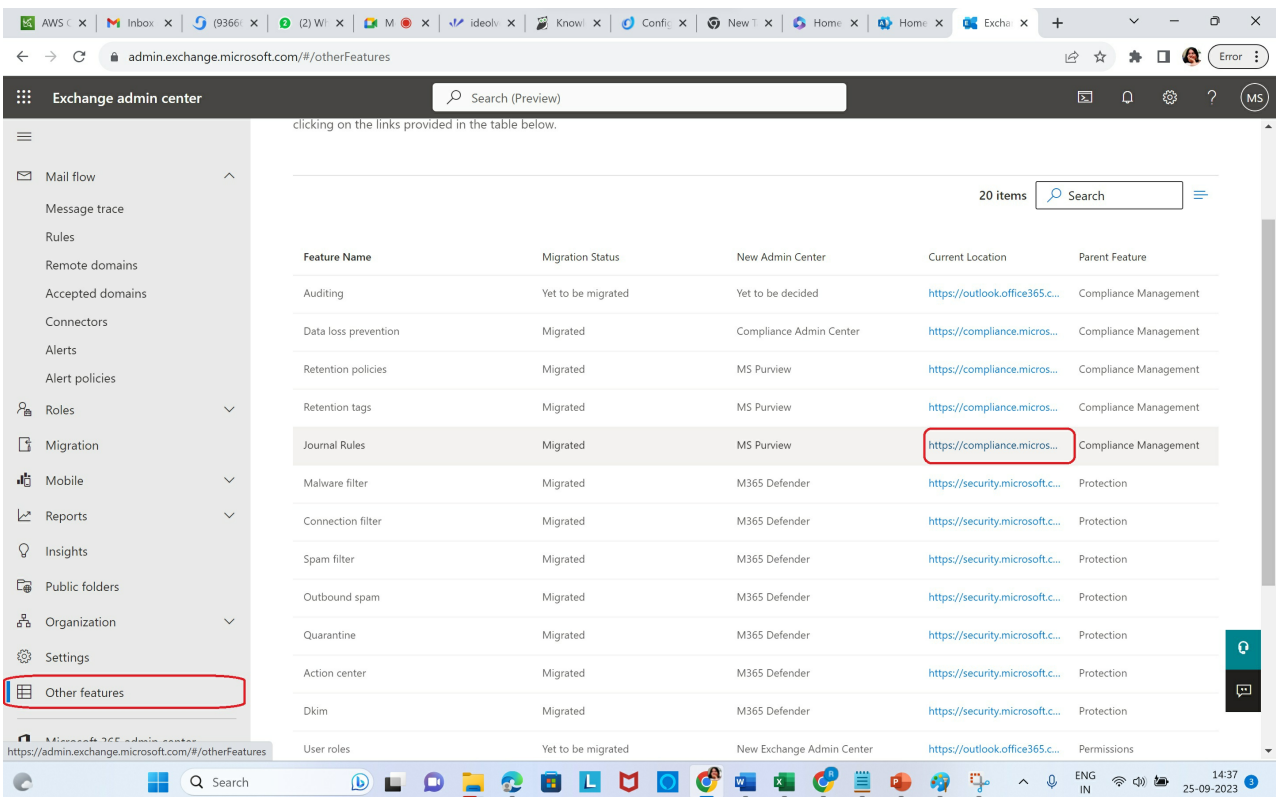
Log in to the Microsoft 365 or Office 365 admin interface using valid admin credentials.

Search for and **navigate to the Admin Center**

Access the **Exchange Admin Center**

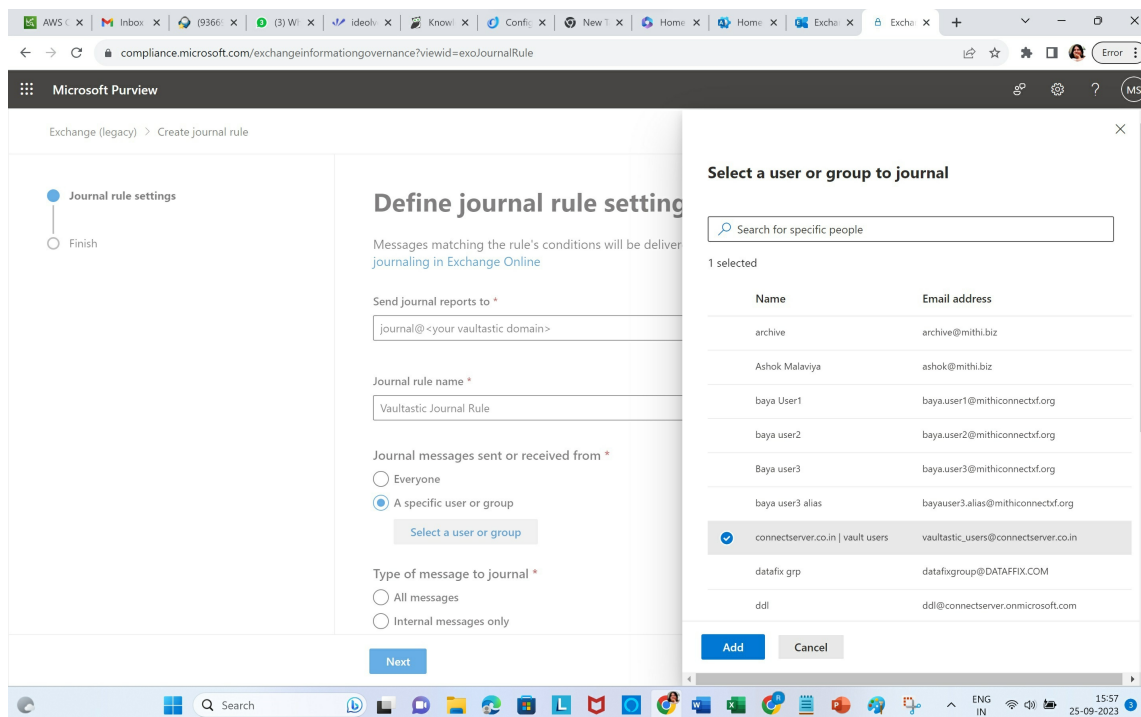


In the **Other Features** section, click on the **current location link** for **Journal Rules**



On the Define journal rule setting page,

- In the edit box for **Send journal reports to**, add **journal@<your vaultastic domain>**
- Give a suitable **Journal Rule name**
- In the section for **Journal messages sent or received from**,
 - Select **Everyone** if you want to journal mail for **all users in your domain**
 - Select **A specific user or group**, if you want to journal mail for **selected users**. In the pop-up, **select the group** or user, click **Add**.



In **Type of message to journal**, select **All messages**

Click Next

Exchange (legacy) > Create journal rule

Define journal rule settings

Messages matching the rule's conditions will be delivered to the journaling address specified in the rule. [Learn more to manage journaling in Exchange Online](#)

Send journal reports to *

journal@<your vaultastic domain>

Journal rule name *

Journal 'vaultastic_users@connectserver.co.in'

Journal messages sent or received from *

Everyone

A specific user or group

vaultastic_users@connectserver.co.in

Edit

Type of message to journal *

All messages

Internal messages only

External messages only

Next Cancel

Review and submit the rule

Exchange (legacy) > Create journal rule

Review journal rule and finish

Send journal reports to

journal@connectserver-co-in.vaultastic.com

Edit

Name

Journal 'vaultastic_users@connectserver.co.in'

Edit

Journal messages sent or received from

A specific user or group

vaultastic_users@connectserver.co.in

Edit

Type of message to journal

All messages

Edit

Back Submit Cancel

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

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

NOTE: Journal rules typically take upto 3-4 hours to reflect.

To configure multiple Microsoft 365 or Office 365 domains within the organization for archiving in Vaultastic, configure a separate journal rule for each domain.