

Enable email archiving for SkyConnect/ConnectXf group id

SkyConnect allows you to archive email sent to the group ids on Vaultastic. Mail received to all the groups on SkyConnect are stored in a dedicated Vaultastic account. Members of the group can login to the self service portal and access this Vaultastic account. Using eDiscovery feature of the Vaultastic group members can search the mail quickly and easily.

Enabling email archiving for group ids on the SkyConnect is a 2 steps process

1. Create a user/ id on Vaultastic (group_mail@{domain}.vaultastic.com)
2. Add the Vaultastic id (group_mail@{domain}.vaultastic.com) as a member of all the groups whose archiving needs to be enabled

Step 1: Create a user/id (vault_group) on Vaultastic

- i. **Login** to Vaultastic using the administrative privileges.
- ii. From the Admin panel interface, add a user (group_mail@{domain}.vaultastic.com) to the domain with suitable id and set password.
- iii. Assign **Durability / Tracer / Hold** as a plan to this id. As the Plan assigned to the user will decide if the mails archived on Vaultastic will be indexed and visible in EDiscovery search.
- iv. **Save** the settings configured for the user.

Step 2: Add the Vaultastic id as a member of all the groups whose archiving needs to be enabled

To enable email archiving of a group, simply add the Vaultastic id (group_mail@{domain}.vaultastic.com) as a member of that group. A copy of each mail sent to the group will be forwarded to this id automatically. You can repeat the process for all the groups whose archiving needs to be enabled.

Alternatively, if you want to enable the archiving for multiple groups,

- i. create a group (vault_group) on SkyConnect with Vaultastic id (group_mail@{domain}.vaultastic.com) as a member of it
- ii. add this group as a member of all the required groups whose archiving needs to be enabled

In SkyConnect, a group could be a member of other group (group within group) and email sent to the group is delivered to all the members including the groups in it. As you assign the vault_group a membership of all these groups, email sent to these groups will be delivered to the vault_group and archived on the Vaultastic id automatically.

In future, if you create a new group on the SkyConnect domain, do not forget to add this vault_group or vaultastic id (group_mail@{domain}.vaultastic.com) as a member in it.

To enable email archiving for multiple groups on SkyConnect,

A: Navigate to the SkyConnect Admin Panel

- i. **Login** to the SkyConnect account using administrative privileges.
- ii. Navigate to the **Admin Panel**.

B: Create a group on SkyConnect and add the Vaultastic id as a member of the group

- i. In the left pane, click the **SkyConnect {Domain} => Groups**
- ii. Click the plus (+) sign to add a new group to the domain.
- iii. Enter vault_group as a **name** and set a **password** to the group.
- iv. **Save** the group.
- v. Select the group from the middle pane to add a member.
- vi. On the right pane, click the **Members** icon to add member to the group.
- vii. Enter **group_mail** as a **Display Name** (group_mail) and enter the **group_mail@{domain}.vaultastic.com** as user id.
- iii. **Save** the member to the group.

C: Add this group as a member of all the groups whose email archiving needs to be enabled

- i. Select the newly created group (vault_group).
- ii. On the right pane, click the **Members Of** icon to manage the list of groups to which this group belongs to.
- iii. On the widget, select all groups and click the plus sign (+).
- iv. **Save** the settings.

This makes the Vault group as a sub-group of all the groups whose email archiving needs to be enabled. A copy of each mail sent to these groups is also sent to the Vault Group id.
