

Step 5: Enable Exchange 2013 Journaling for All Users

1. Navigate to [https://\[exchange ipaddress\]/ecp](https://[exchange ipaddress]/ecp) and logon to the **Exchange Control Panel**
 2. From the **Exchange Admin Center**
 3. Click **compliance management** in left menu
 4. Click **journal rules** in top right menu
 5. Click the **+** icon
 6. In the **name** field , enter **journal**
 7. In the field **If the message is sent to or received from...**, select **Apply to all messages**.
 8. In the field **journal the following messages...**, select **All messages**
 9. In the **Send journal reports to field**, enter **journal@{Vaultastic domain-name}** For example:
journal@baya-in.vaultastic.com
 0. Click **Save** to update the changes
 1. On message window Do you want this rule to **apply to all future messages**, click **Yes**.
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