

Step 5: Enable journaling for specific users in Exchange 2013

- A. Create a Distribution Group
 - B. Enable Journaling for all users
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A. Create a Distribution Group

Use the Exchange Admin Center (EAC) to create a distribution group

1. In the EAC, navigate to **Recipients > Groups**.
2. Click **New > Distribution group**.
3. On the New distribution group page, complete the following boxes:

- – **Display name** Use this box to type the display name.
- – **Alias** Use this box to type the name of the alias for the group.
- – **Description** Describe the group
- – **Organizational unit** Select an organizational unit (OU) if other than default.

To select a different OU, click **Browse**. The dialog box displays all OUs in the forest that are within the specified scope. Select the **OU** you want, and then click **OK**.

- – **Owners** By default, the person who creates a group is the owner. All groups must have at least one owner. You can add owners by clicking **Add**.
- – **Members** Use this section to add members

To add members to the group, click **Add**. When you've finished adding members, click **OK** to return to the New distribution group page.

4. When you've finished, click **Save** to create the distribution group.

Please see the following article if you have questions creating a distribution group:

<http://technet.microsoft.com/en-us/library/bb124513.aspx>

B. Enable Journaling for the Distribution Group

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. Create a journaling rule based on the distribution group created earlier or a specific user:
 - Select A specific user or group... from the **If the message is sent to or received from...** drop down menu.
 - Select a distribution group or specific user, and then click **Add**.
 7. Click **OK**. The new journal rule window displays, listing the selected group or user.
 8. Select **All Messages** from the **Journal the following messages...** drop down menu:
 9. Enter the journaling contact email address **journal@{Vaultastic domain-name}** [For example: journal@baya-in.vaultastic.com] in the Send Journal reports to: field.
 0. Click Save.
 1. On message window Do you want this rule to **apply to all future messages**, click **Yes**.
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