Step 2: Create Mail Contact for Exchange 2010

1. Click **Start** > **All Programs** > **Microsoft Exchange Server 2010** > **Exchange Management Console**

2. Select the **Microsoft Exchange On-Premises instance**

3. Select **Recipient Configuration**

4. Below the **Recipient Configuration**, select **Mail Contact**

5. In the **Action** pane to the right, select **New Mail Contact**

6. On the **Create Mail Contact** window, select **New Contact**

7. Provide the new contact name as **journal**. Enter required information.

8. Select **Edit** located beside the new contact's external e-mail address

9. A window appears prompting for an external email address. Enter the equivalent of **journal@{domainprefix}.vaultastic.com**

0. After entering the address, click **OK**. After returning back to the new contact dialog, select **Next**

1. Select **new** to create the **New Mail Contact**

2. Click the **New** button

3. Click **Finish** to return to the Exchange Management Console.