

Step 5: How to Enable Journaling for All Users in Exchange 2007

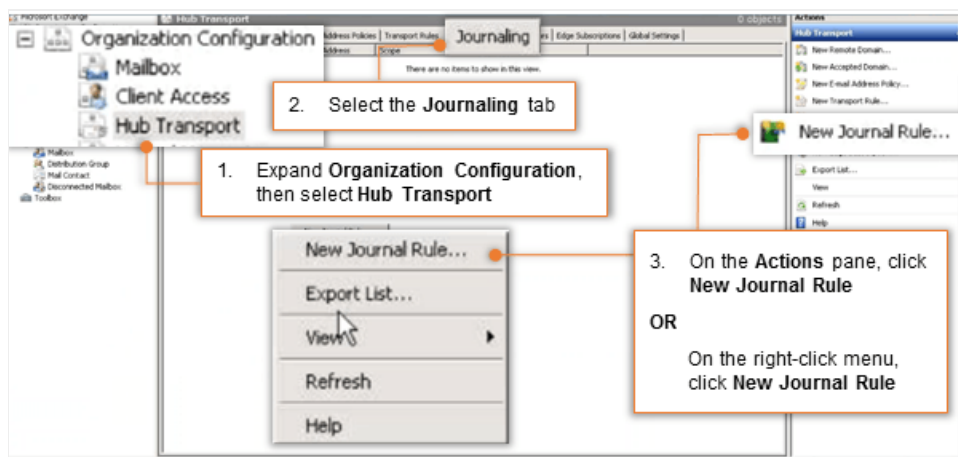
1. On the Exchange Management Console, expand **Organization** and select **Hub Transport**

2. Select the **Journaling** tab

3. On the **Actions** pane, click **New Journal Rule**

OR

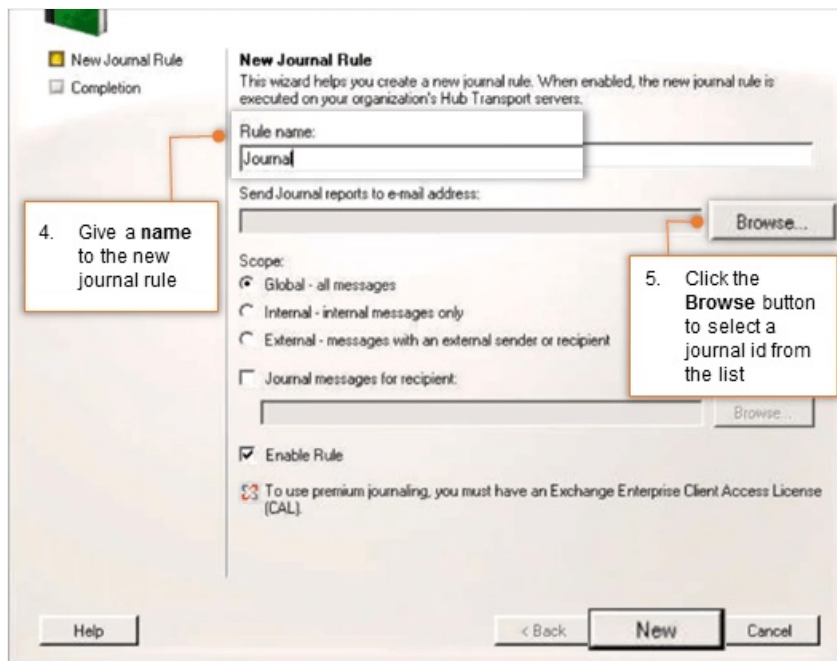
On the right-click menu, click **New Journal Rule**



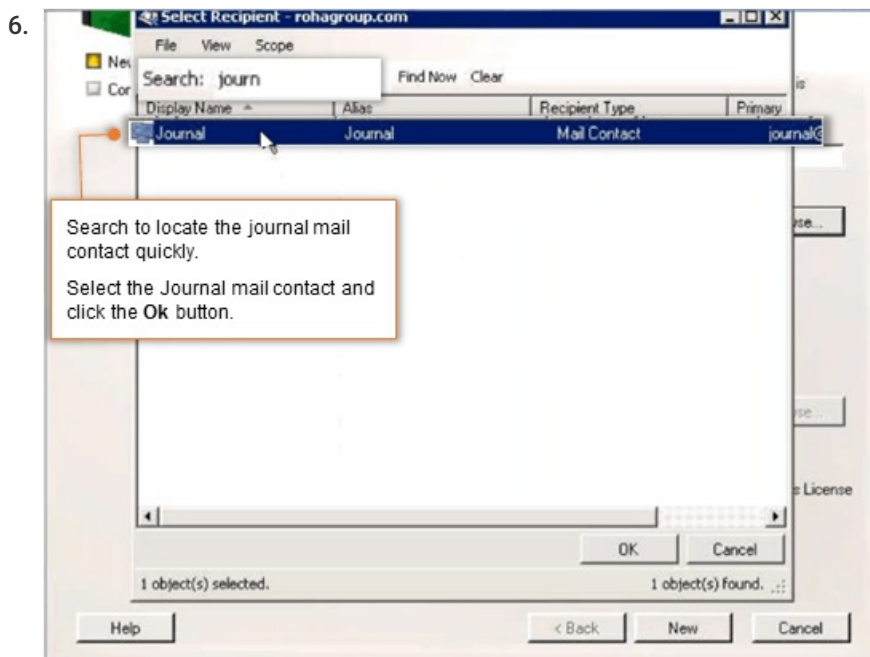
4. Give a name to the new journal rule which will describe the rule easily.

For example, "vaultastic"

5. Click the **Browse** button to select a journal id from the list.



- Search to locate the journal mail contact quickly.
- Select the Journal mail contact and click the **Ok** button.



7. Ensure **Scope** is set to **Global** to apply the rule for all messages

Check the **Enable Rule** option

8. Click the **New** button to create the new journal rule

New Journal Rule
Completion

This wizard helps you create a new journal rule. When enabled, the new journal rule is

Rule name:
Journal

Send Journal reports to e-mail address:
Journal Browse...

Scope:
☒ Global - all messages

6. Ensure the Scope is set to **Global** which will apply the rule for all messages and **Enable Rule** option is checked

☒ Enable Rule

To use premium journaling, you must have an Exchange Enterprise Client Access License (CAL).

7. Click the **New** button to create the new journal rule

Help < Back **New** Cancel