

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

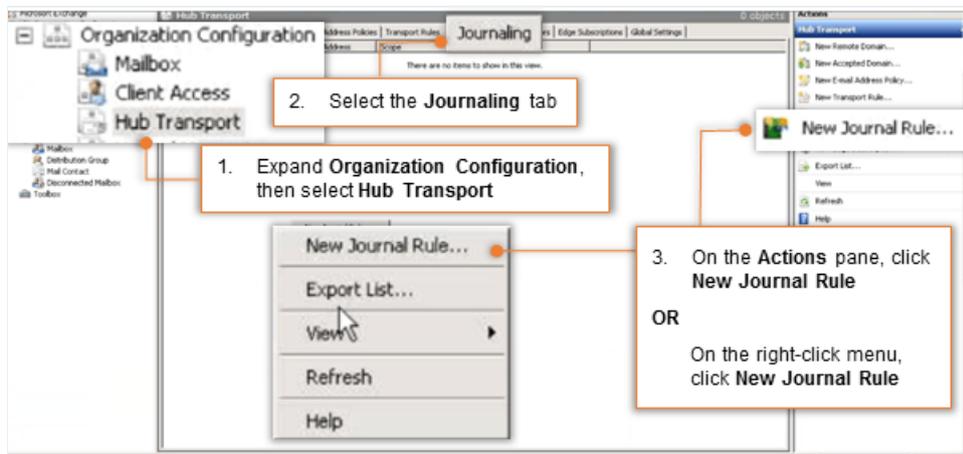
1. On the Exchange Management Console, expand Organization and select Hub Transport

2. Select the Journaling tab

3. On the Actions pane, click New Journal Rule

OR

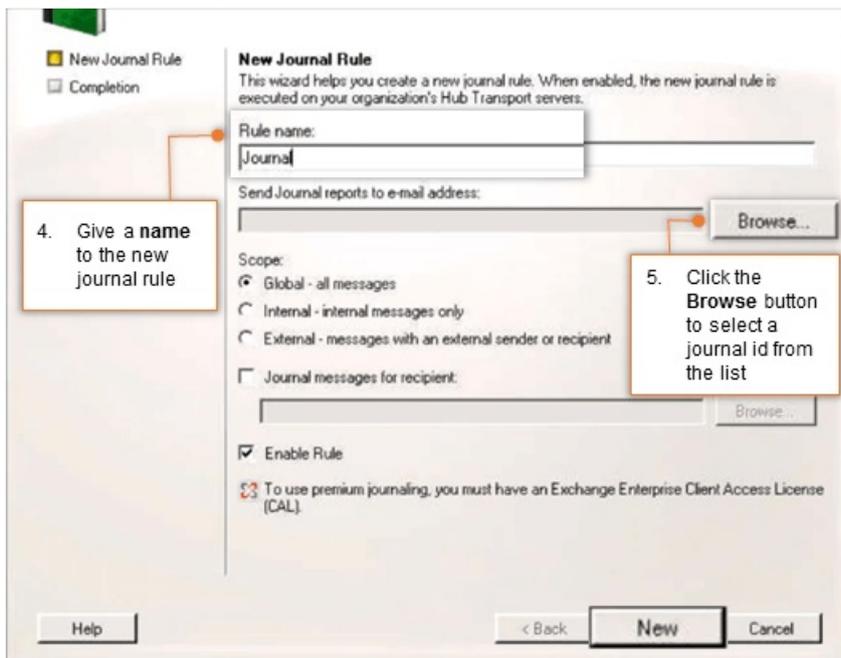
On the right-click menu, click New Journal Rule



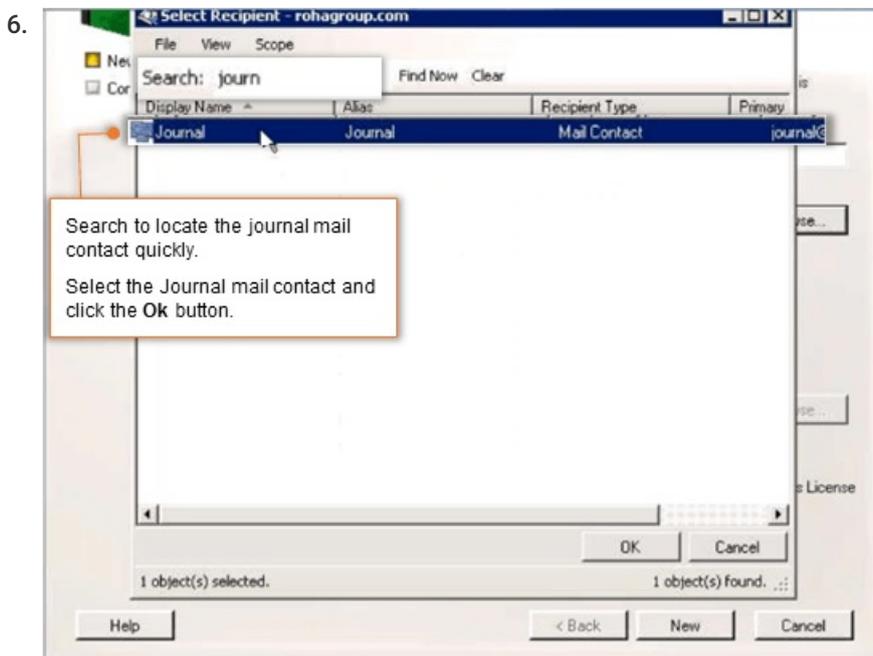
4. Give a name to the new journal rule which will describe the rule easily.

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

