

Step 3: Enable Archiving for MailEnable Users

You can journal all email messages transacted by the users on your MailEnable domain by defining mail filter for all/required users.

The mail filter setting enables you to deliver outbound and internal-sending delivery to Vaultastic.

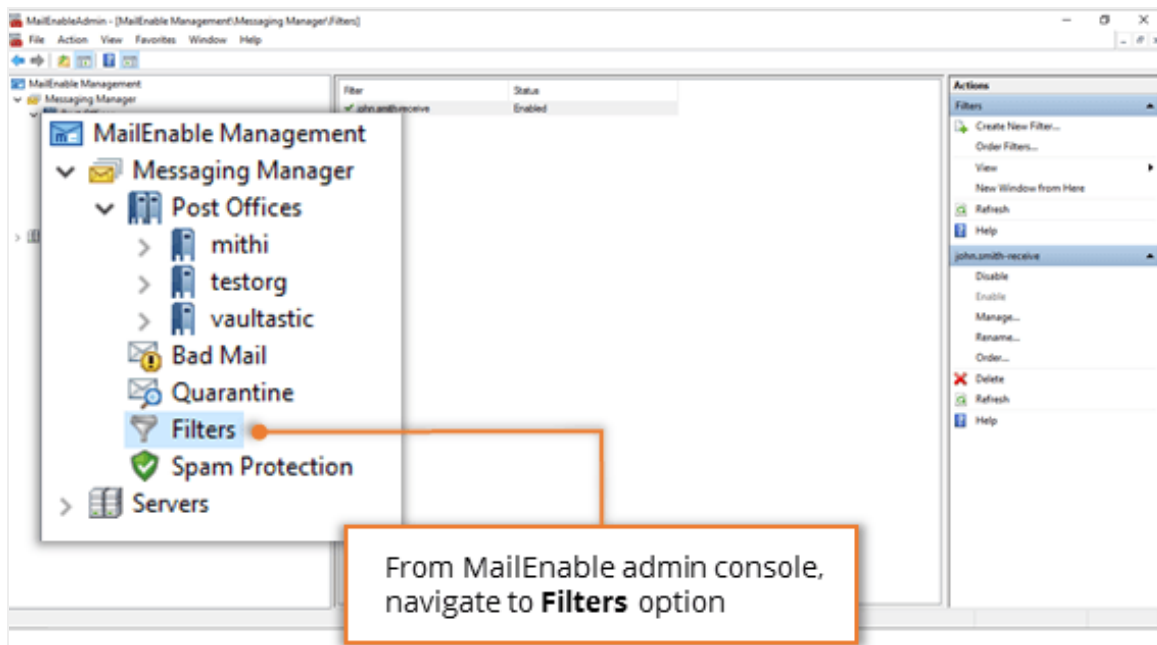
All the users must be provisioned on the corresponding Vaultastic domain. If a user is not present on Vaultastic, email messages sent to or received from that user will not be archived on Vaultastic domain.

Follow the steps mentioned below to configure a mail filter for all/required users of your domain hosted on MailEnable.

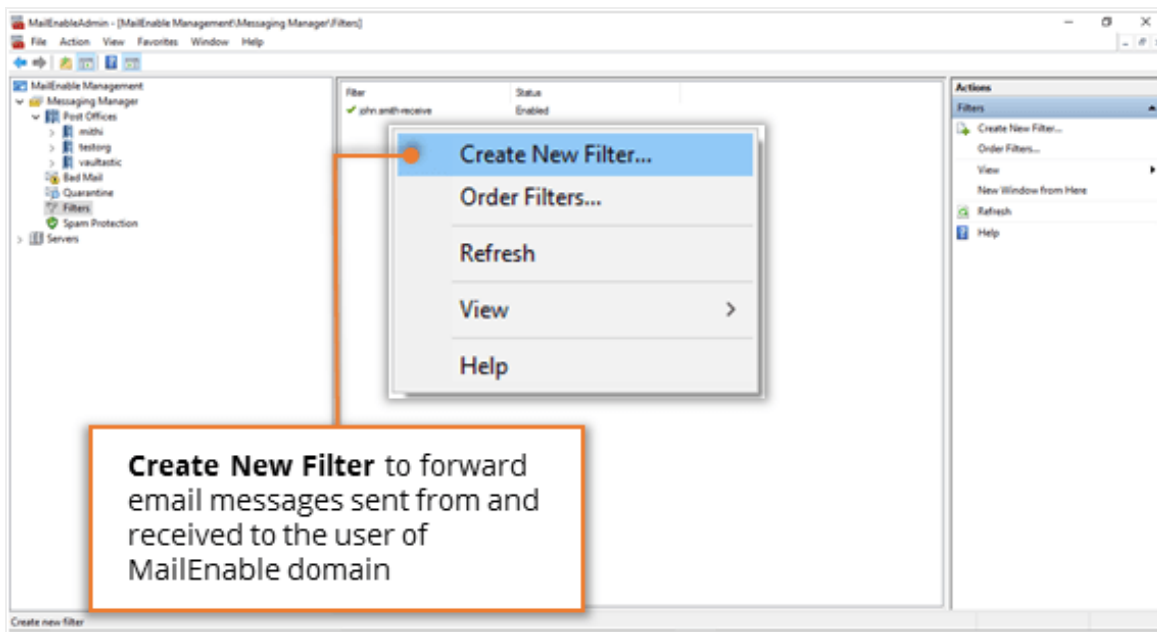
Create New Filter

To configure mail filter settings for your domain or organizational unit:

- i. Sign in to the **MailEnable Admin Console** and expand the **Filters** option on the left pane.

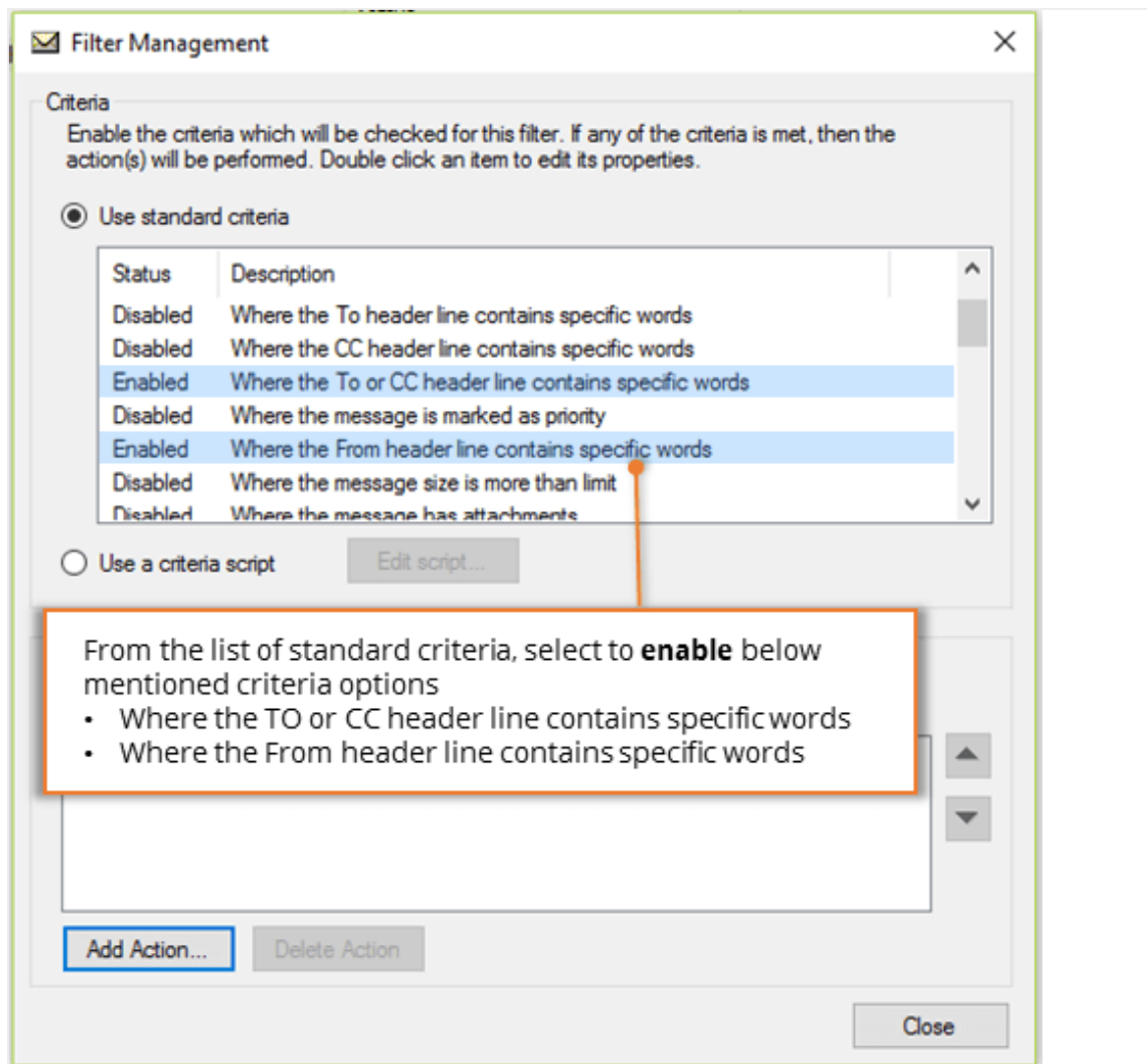


- ii. Create **New Filter** to forward email messages sent from and received to the user of MailEnable domain

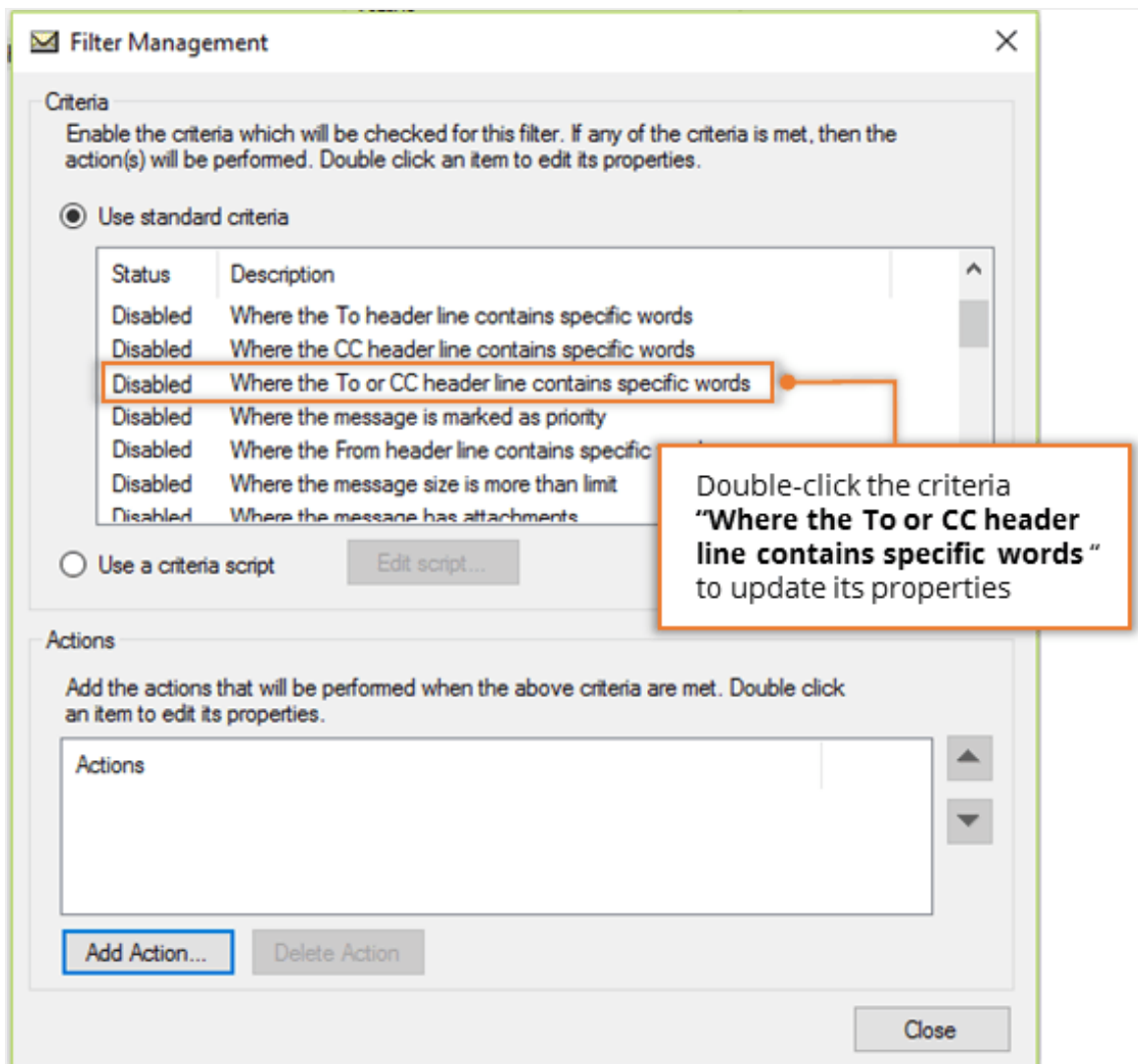


Enable Standard Criteria

- i. From the list of standard criteria, select to enable below mentioned criteria options
- Where the TO or CC header line contains specific words
 - Where the From header line contains specific words



- ii. Double click the criteria item Where the TO or CC header line contains specific words from the list to update properties



Criteria Properties - Where the To or CC header line contains specif... X

Criteria: Where the To or CC header line contains specific words

Enabled

The * character can be used as a wildcard. Words are strings which are separated by a space, carriage return, linefeed, and either a single or double quote. Other symbols are determined to be part of the word.

Use short word list (maximum of 2000 characters, but better performance)

To add to the list, enter details (comma delimited) below:

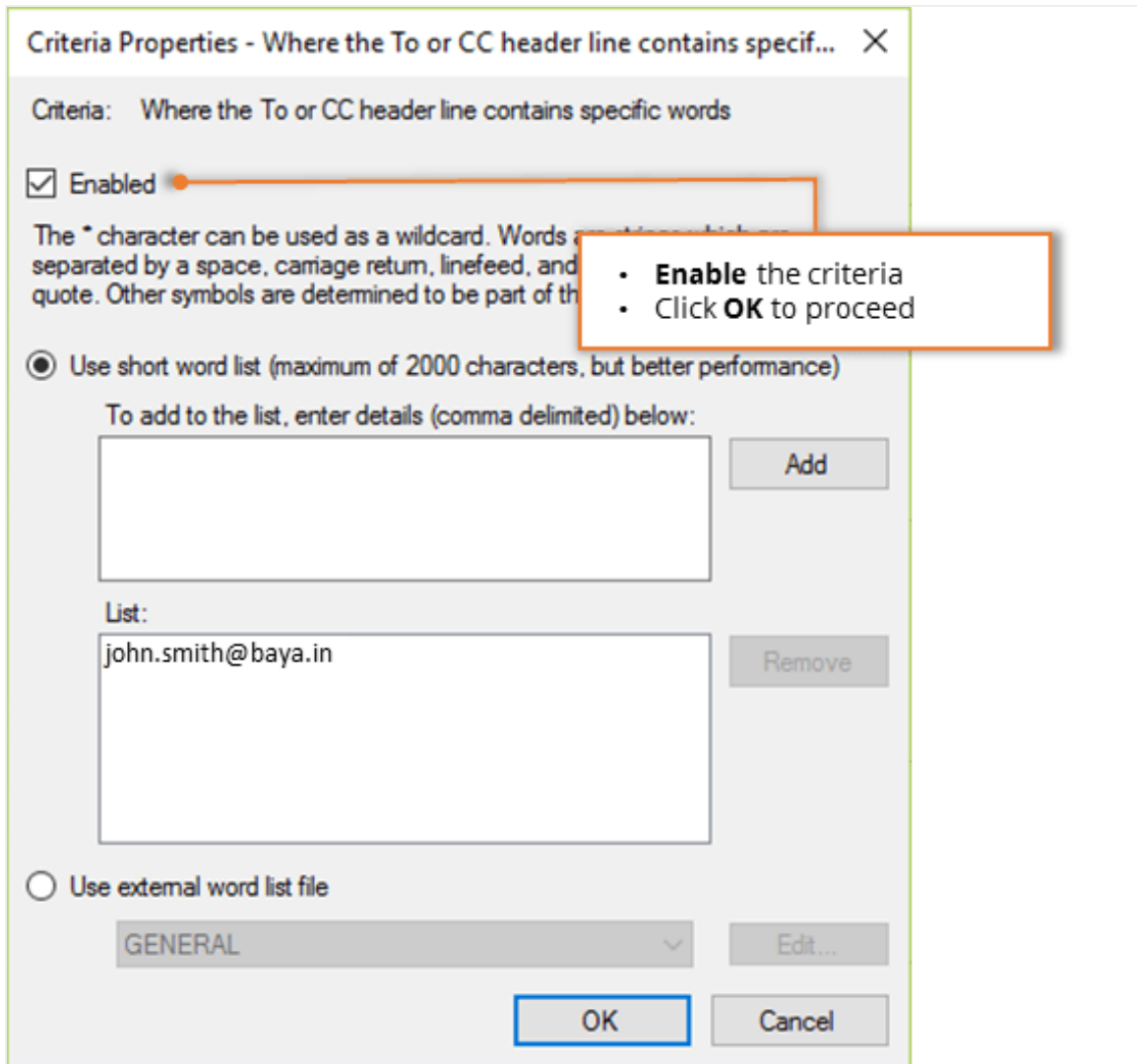
john.smith@baya.in

List:

Use external word list file

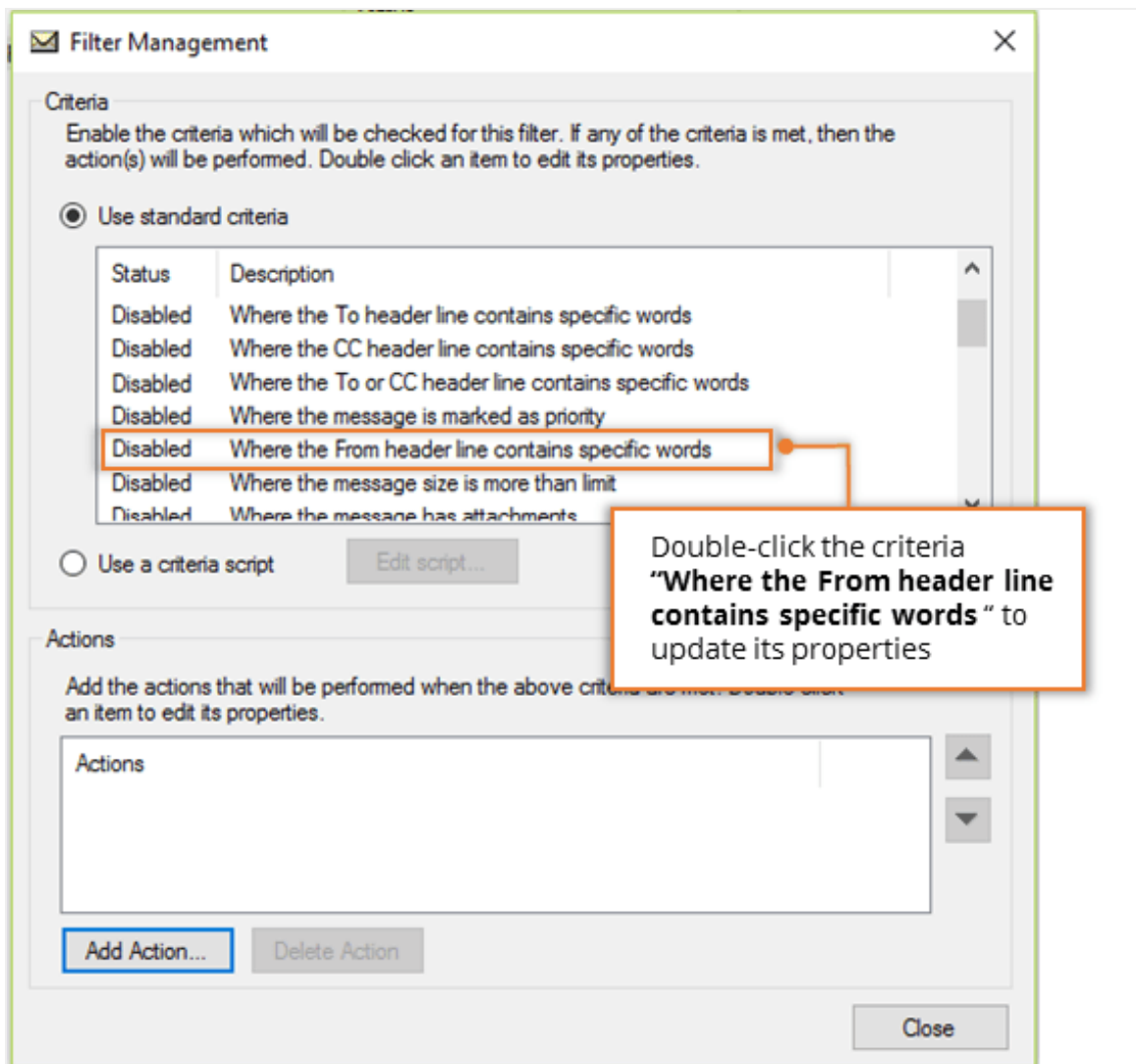
GENERAL

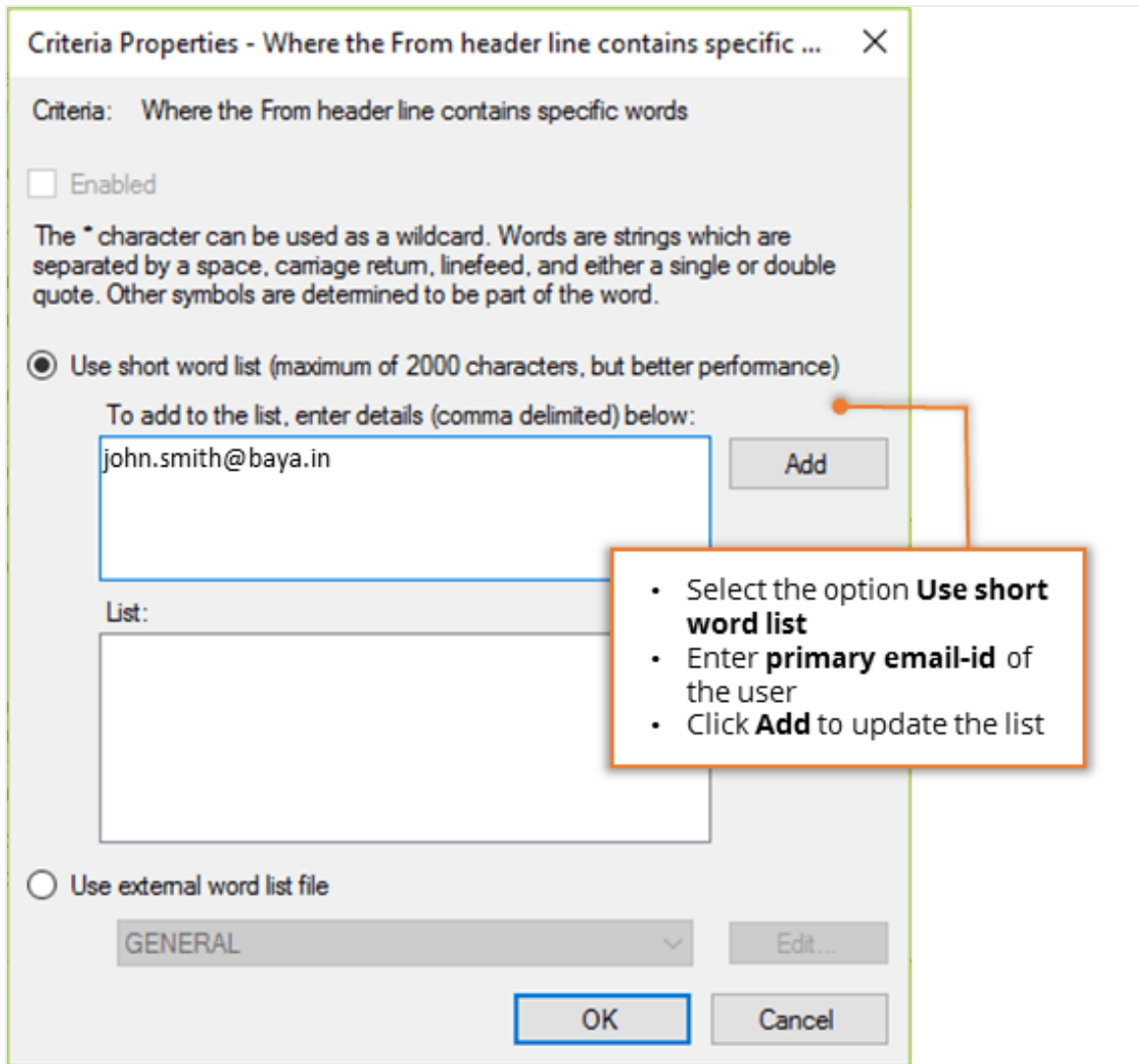
- Select the option **Use short word list**
- Enter **primary email-id** of the user
- Click **Add** to update the list

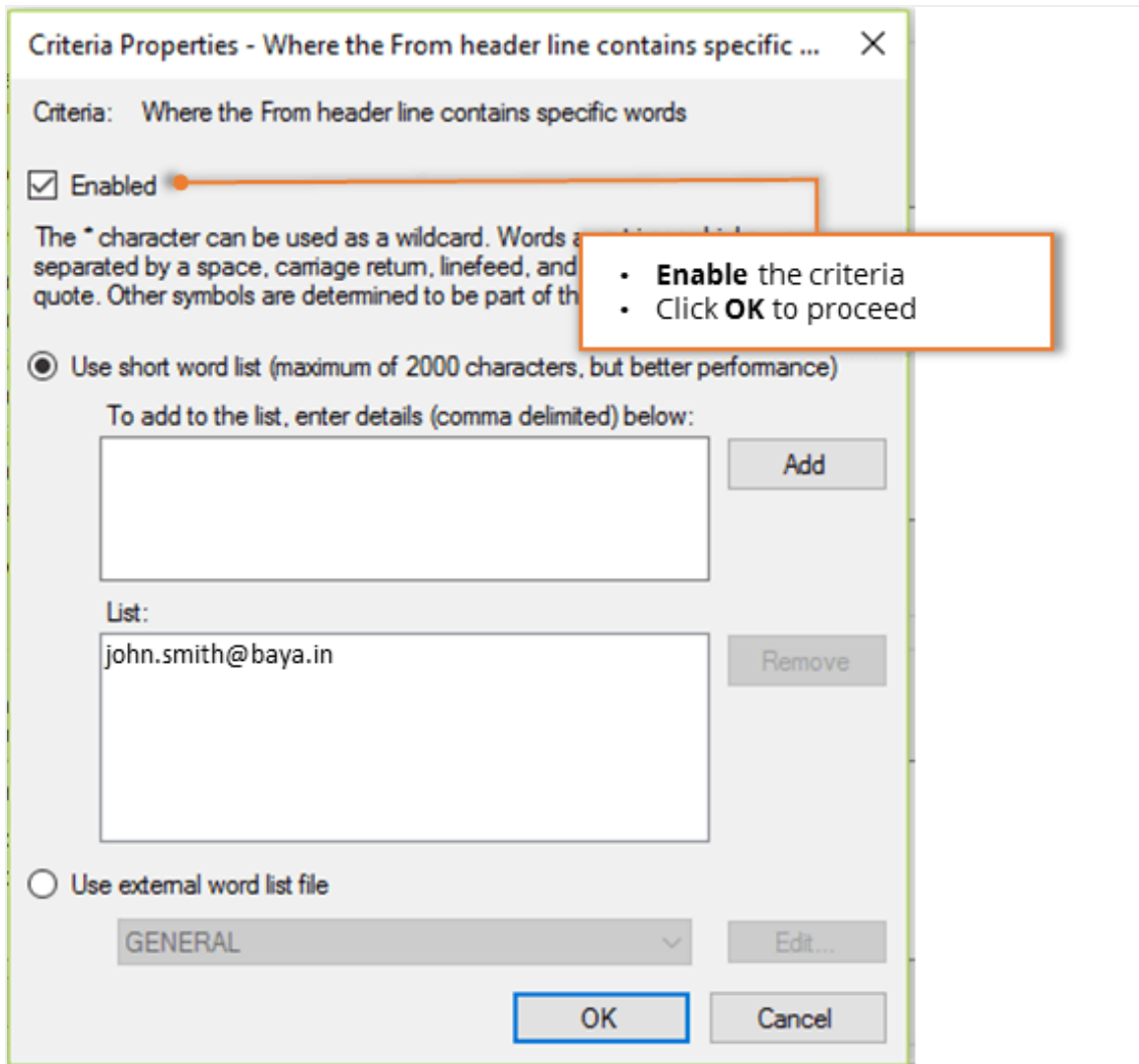


- Select the option Use short word list
- Enter primary email-id of the user
- Click Add to update the list
- Enable the criteria
- Click OK to proceed

iii. Double click the criteria item Where the From header line contains specific words from the list to update properties







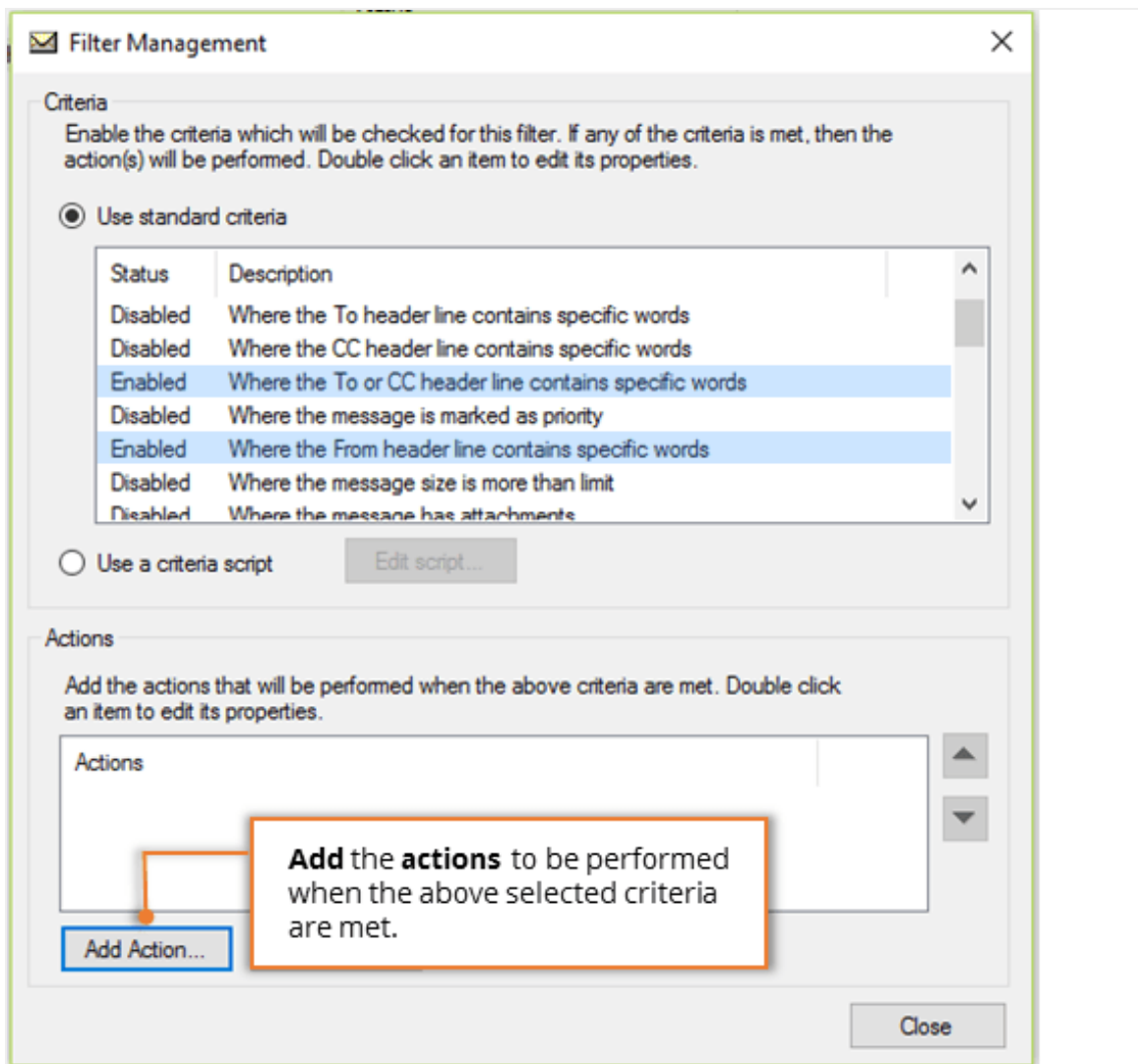
- Select the option Use short word list
- Enter primary email-id of the user
- Click Add to update the list
- Enable the criteria
- Click OK to proceed

Add Actions to be performed

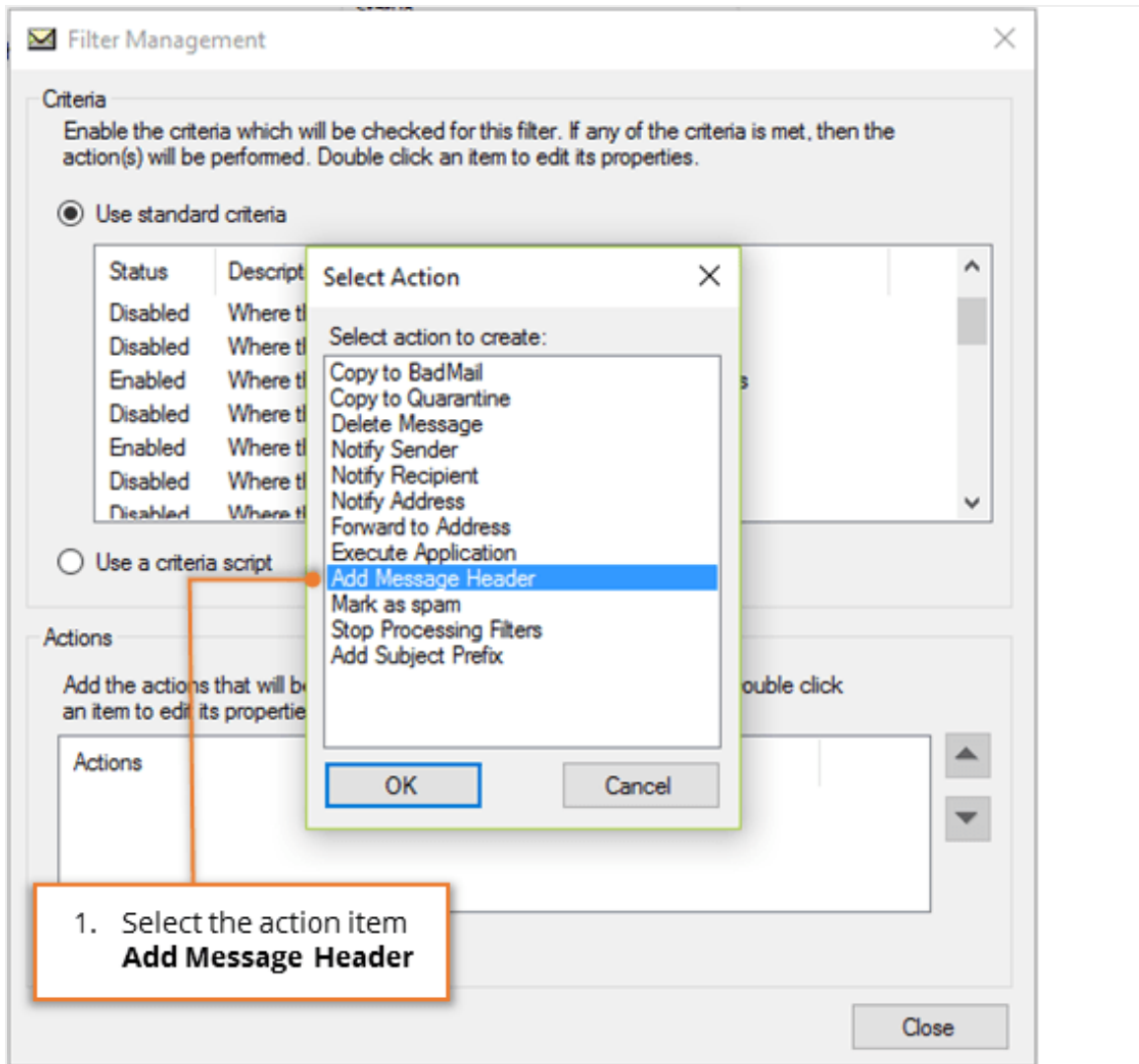
i. Click the **Add Action** button.

Add the actions mentioned below to be performed when the above selected criteria are met.

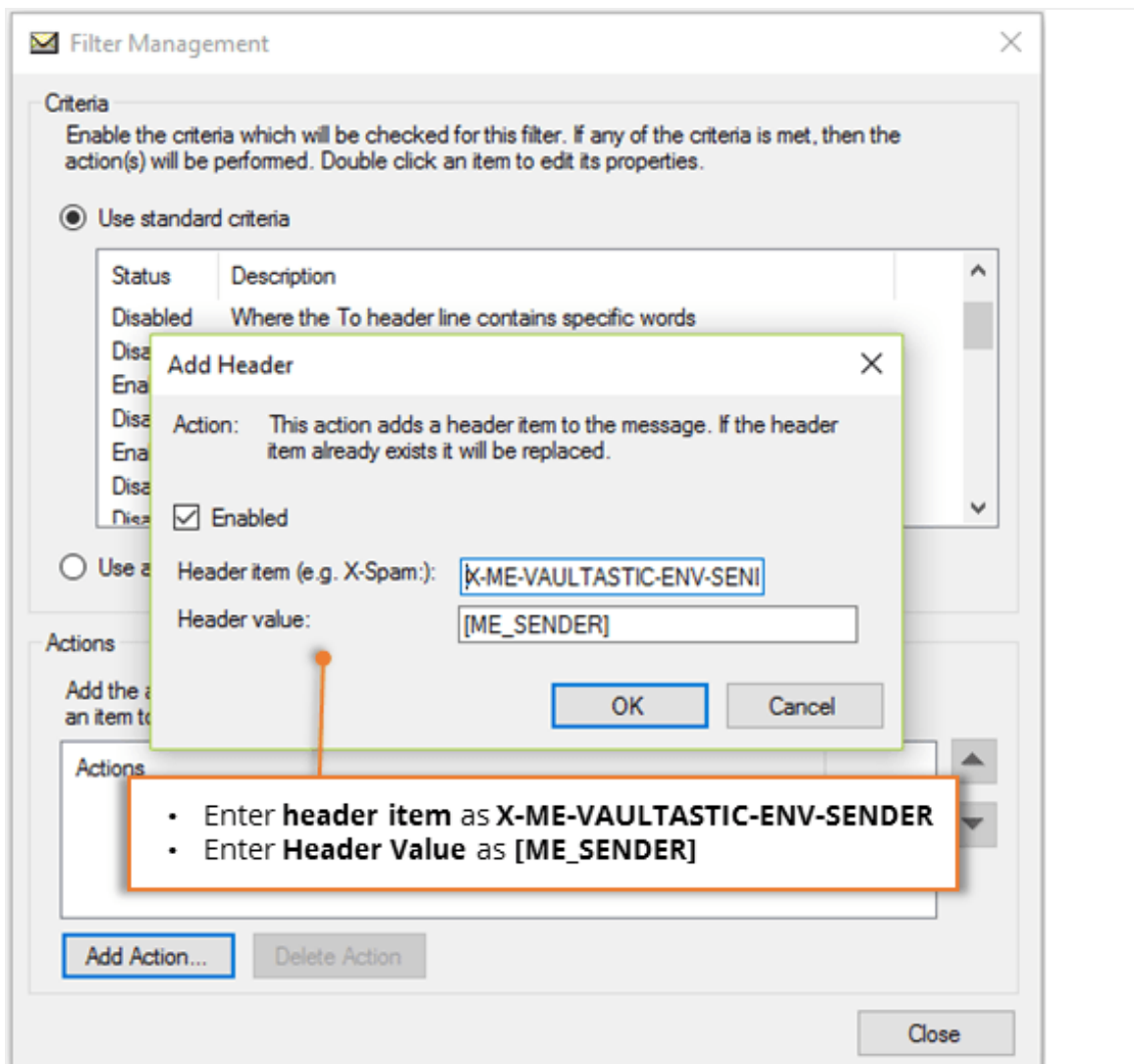
- Add Message Header
- Forward to address



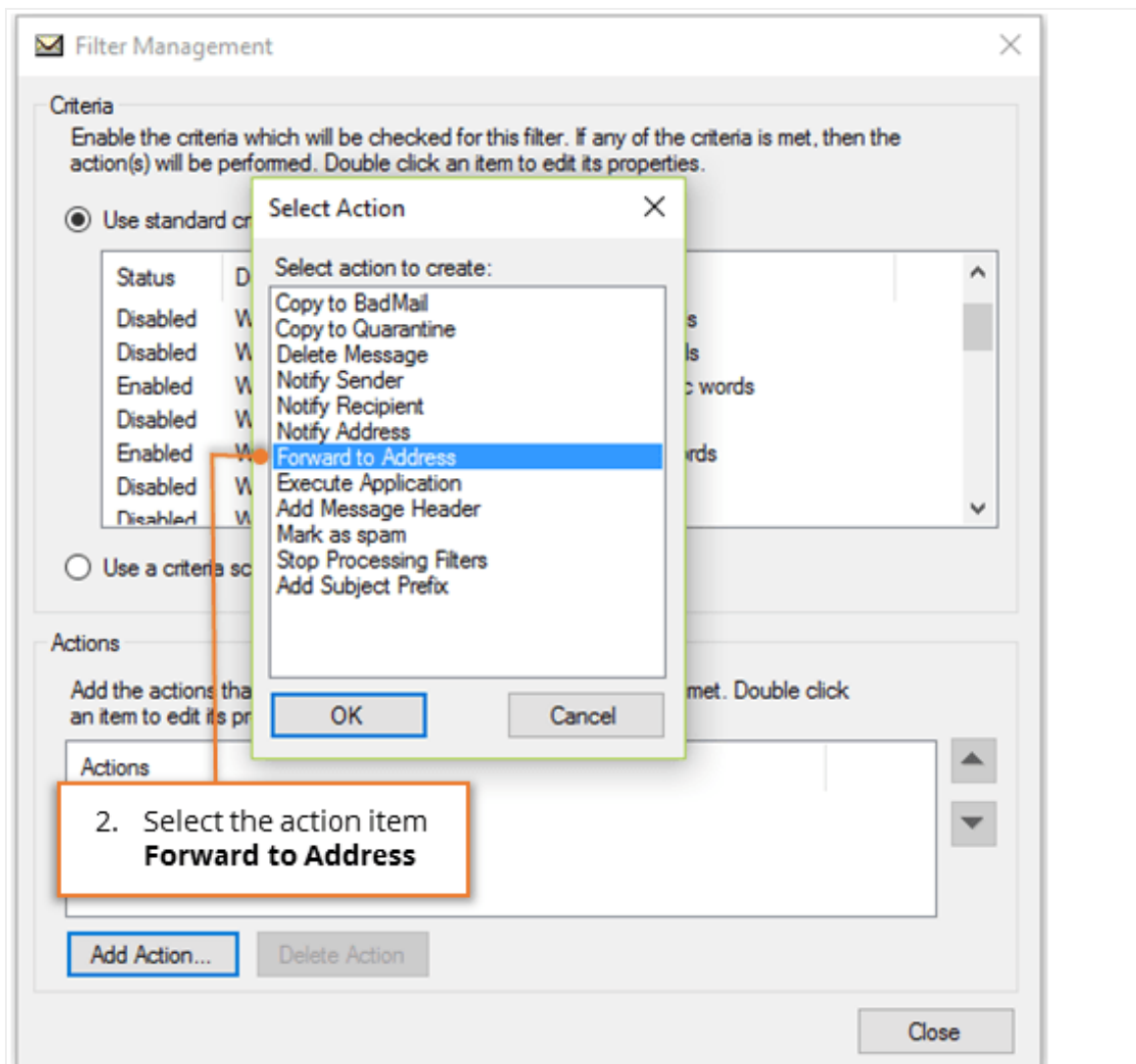
ii. Select the action item **Add Message Header**

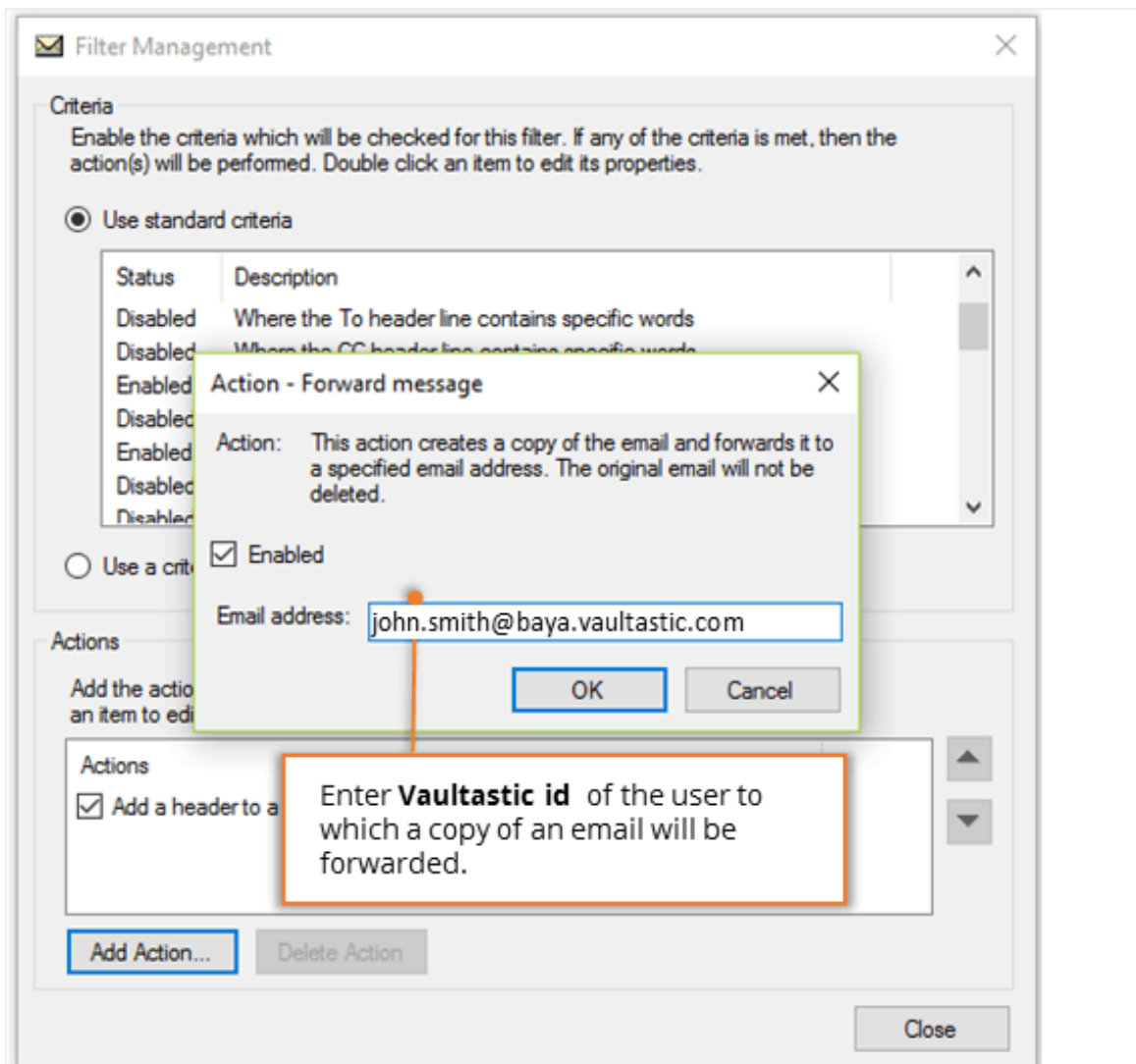


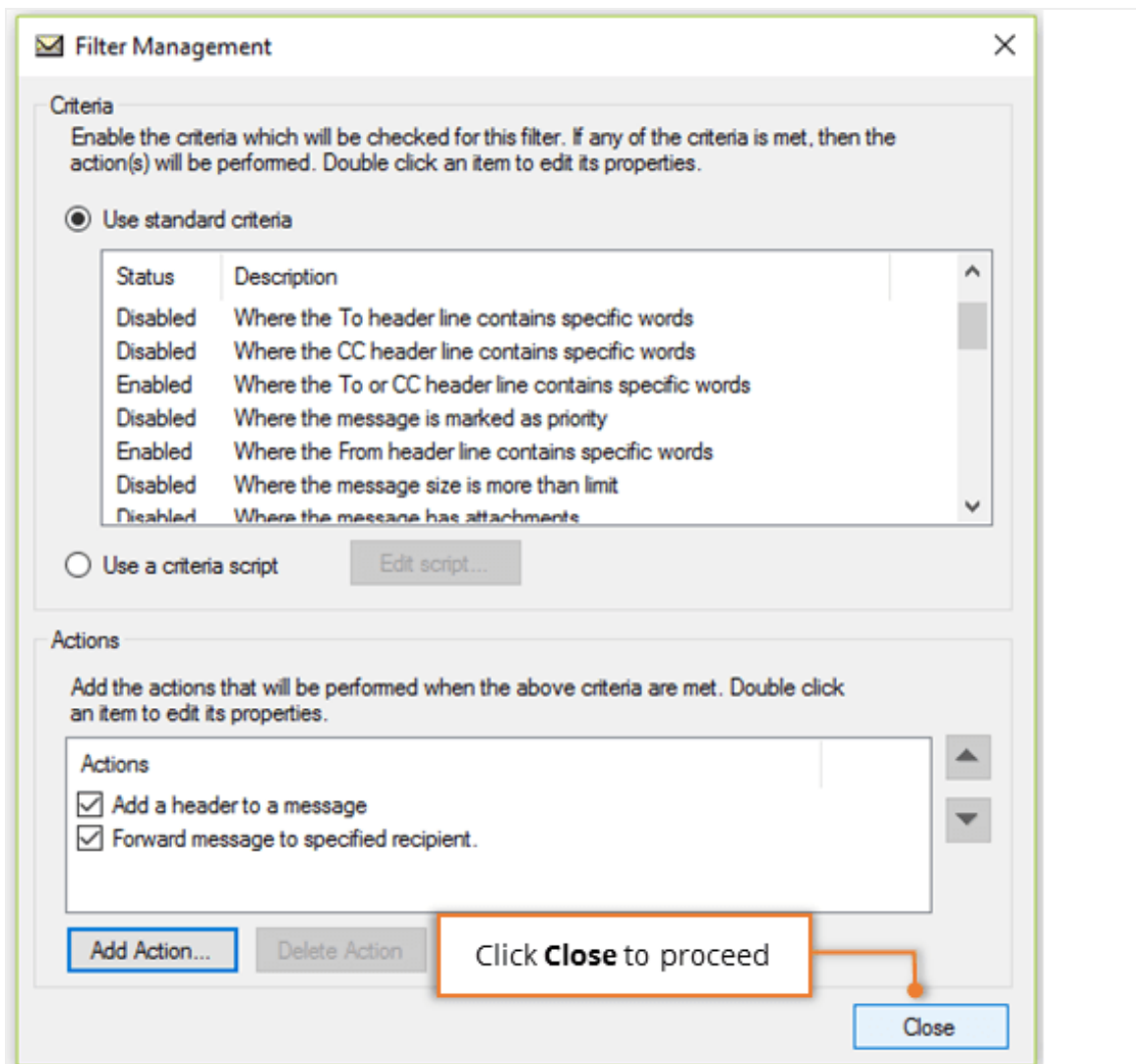
- Enter header item as X-ME-VAULTASTIC-ENV-SENDER
- Enter Header Value as [ME_SENDER]
- Click OK to proceed.



iii. Select the action item Forward to Address







- Enter Vaultastic id of the user to which a copy of an email will be forwarded.
- Click Close to proceed.

This way you need to add mail filter for each user on your domain hosted on MailEnable.