## 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

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> m mithi > m testorg	Create New Filter	Create New Filter Order Filters
> 🛐 vaultattic	Create New Filter	View
10 Quarantine 17 Filters	Order Filters	New Window from Here
<ul> <li>Spam Protection</li> <li>Serves</li> </ul>	Refresh	E Help
	View >	
	Help	
Create New email messa received to the MailEnable c	<b>Filter</b> to forward ges sent from and ne user of Iomain	

## 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

Filter Manag	ement	×
iteria		
Enable the crit	eria which will be checked for this filter. If any of the criteria is met, then th	e
action(s) will b	e performed. Double click an item to edit its properties.	
Use standa	ard criteria	
Status	Description	^
Disabled Where the To header line contains specific words		
Disabled	Where the CC header line contains specific words	
Enabled	Where the To or CC header line contains specific words	
Disabled	Where the message is marked as priority	
Enabled	Where the From header line contains specific words	
Disabled	Where the message size is more than limit	
Disabled	Where the messane has attachments	· ·
🔵 Use a crite	ria script Edit script	
From the	list of standard criteria select to <b>enable</b> below	
mention	ed criteria options	
Where	e the TO or CC header line contains specific words	
<ul> <li>Where</li> </ul>	the From header line contains specific words	
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	lalata Action	
Add Action.	Defete Autori	
Add Action.		

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

☑ Filter Management	×
Criteria Enable the criteria which will be checked for this filter. If any of the c action(s) will be performed. Double click an item to edit its properties. ( ) Use standard criteria	riteria is met, then the
Status       Description         Disabled       Where the To header line contains specific words         Disabled       Where the CC header line contains specific words         Disabled       Where the To or CC header line contains specific words         Disabled       Where the To or CC header line contains specific words         Disabled       Where the message is marked as priority         Disabled       Where the From header line contains specific         Disabled       Where the message size is more than limit         Disabled       Where the message has attachments         O       Use a criteria script         Edit script	words Double-click the criteria "Where the To or CC header line contains specific words " to update its properties
Add the actions that will be performed when the above criteria are m an item to edit its properties. Actions Add Action Delete Action	et. Double click
	0000

Criteria Properties - Where the To or CC header lin	e contains specif 🗙
Criteria: Where the To or CC header line contains spe	ecific words
Enabled	
The * character can be used as a wildcard. Words are separated by a space, carriage return, linefeed, and eith quote. Other symbols are determined to be part of the w	strings which are her a single or double vord.
<ul> <li>Use short word list (maximum of 2000 characters, but</li> </ul>	t better performance)
To add to the list, enter details (comma delimited	) below:
john.smith@baya.in	Add
List:	<ul> <li>Select the option Use short word list</li> <li>Enter primary email-id of the user</li> <li>Click Add to update the list</li> </ul>
O Use external word list file	
GENERAL	← Edit
ОК	Cancel

Criteria Properties - Where the To or CC header line contains specif $ imes$
Criteria: Where the To or CC header line contains specific words
The * character can be used as a wildcard. Words separated by a space, carriage return, linefeed, and quote. Other symbols are determined to be part of th • Click OK to proceed
<ul> <li>Use short word list (maximum of 2000 characters, but better performance)</li> </ul>
To add to the list, enter details (comma delimited) below:
Add
List:
john.smith@baya.in
O Use external word list file
GENERAL V Edit
OK Cancel

- 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

act	ion(s) will be Use standar Status	performed. Double click an item to edit its p d criteria Description	roperties.
	Disabled Disabled	Where the To header line contains specifi Where the CC header line contains specifi	ic words
	Disabled Disabled Disabled	Where the To or CC neader line contains Where the message is marked as priority Where the From header line contains spec	specific words
0	Disabled Disabled Use a criteri	Where the message size is more than limit Where the message has attachments a script Edit script	Double-click the criteria
Action	ns d the actions	that will be performed when the above crite	contains specific words " to update its properties
Ado	i sm to odi i	s properties.	
Add an i	tions		×

Criteria Properties - Where the From header line contains specific $$
Criteria: Where the From 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.
<ul> <li>Use short word list (maximum of 2000 characters, but better performance)</li> </ul>
To add to the list, enter details (comma delimited) below:
john.smith@baya.in Add
<ul> <li>Select the option Use short word list</li> <li>Enter primary email-id of the user</li> <li>Click Add to update the list</li> </ul>
O Use external word list file
GENERAL V Edit
OK Cancel

Criteria Properties - Where the From hea	ader line contains specific $ imes$
Criteria: Where the From header line conta	ains specific words
Enabled	
The * character can be used as a wildcard. separated by a space, carriage return, linefe quote. Other symbols are determined to be p	Words a
Use short word list (maximum of 2000 ch	aracters, but better performance)
To add to the list, enter details (comm	a delimited) below:
	Add
	-
List:	
john.smith@baya.in	Remove
	-
O Use external word list file	
GENERAL	← Edit
	OK Cancel

- 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

Filter Manage	ement	×
Criteria Enable the crite action(s) will be	ria which will be checked for this filter. If any of the criteria is met, then the performed. Double click an item to edit its properties.	
Use standar	d criteria	
Status	Description	^
Disabled	Where the To header line contains specific words	
Disabled	Where the CC header line contains specific words	
Enabled	Where the To or CC header line contains specific words	
Disabled	Where the message is marked as priority	
Enabled	Where the From header line contains specific words	
Disabled	Where the message size is more than limit	
Disabled	Where the message has attachments	*
Actions Add the actions an item to edit it	that will be performed when the above criteria are met. Double click is properties.	
Actions		
Add Action	Add the actions to be performed when the above selected criteria are met.	
		Close

ii. Select the action item Add Message Header

Status	Descript	Select Action	×		^
Disabled Disabled	Where the Where	Select action to create:			
Enabled	Where the	Copy to BadMail		5	
Disabled	Where the	Delete Message			
Disabled	Where the Where	Notify Sender Notify Recipient			
Disabled	Where t	Notify Address			~
) Llee a criter	ia ecrint	Execute Application			
	id script	Add Message Header			
ions	_	Stop Processing Filters			
dd the action	s that will be	Add Subject Prefix		ouble click	
n item to edit	its propertie				
Actions					
		OK	Cancel		
					-

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

Filter M	Management	>
Enable 1 action(s	the criteria which will be checked for this filter. If any of the criteria is met, then the s) will be performed. Double click an item to edit its properties. standard criteria	he
Sta	atus Description	^
Dis	Add Header X	
Dis En: Dis	a Action: This action adds a header item to the message. If the header a item already exists it will be replaced.	
	Enabled	· ·
ctions Add the an item	Header item (e.g. X-Spam:): K-ME-VAULTASTIC-ENV-SENI Header value: [[ME_SENDER] OK Cancel	
Actions	s	<b>^</b>
	<ul> <li>Enter header item as X-ME-VAULTASTIC-ENV-SEN</li> <li>Enter Header Value as [ME_SENDER]</li> </ul>	DER 🖵
Add A	Action Delete Action	
		Close

iii. Select the action item Forward to Address

🐱 Filter Managemer	nt	×
Criteria Enable the criteria w action(s) will be perfo	hich will be checked for this filter. If an ormed. Double click an item to edit its p	y of the oriteria is met, then the properties.
Use standard cr	Select Action	×
Status D Disabled W Disabled W Enabled W Disabled W Disabled W Disabled W Disabled W	Select action to create: Copy to BadMail Copy to Quarantine Delete Message Notify Sender Notify Recipient Notify Address Execute Application Add Message Header Mark as spam Stop Processing Filters	s Is 2 words rds
Actions Add the actions tha an item to edit its pr	OK Cancel	met. Double click
Actions 2. Select th Forward	e action item <b>to Address</b>	
Add Action	Delete Action	Close

Filter Manage	ement	×
interia Enable the crite action(s) will be	ria which will be checked for this filter. If any of the criteria is met, then the performed. Double click an item to edit its properties.	
Status Disabled Disabled	Description Where the To header line contains specific words Where the CC header line contains specific words	^
Enabled Disablec Enabled Disablec Disablec O Use a critic ctions Add the actio an item to edi	Action - Forward message × Action: This action creates a copy of the email and forwards it to a specified email address. The original email will not be deleted. Email address: john.smith@baya.vaultastic.com OK Cancel	v
Actions Add a hear	derto a Enter <b>Vaultastic id</b> of the user to which a copy of an email will be forwarded.	•
Add Action	Delete Action	Close

Stat	tus	Description		
		Description		^
Disa	abled	Where the To header line contains specific words	· · · ·	
Disa	abled	Where the CC header line contains specific words		- 11
Ena	bled	Where the To or CC header line contains specific words		
Disa	abled	Where the message is marked as priority		
Ena	bled	Where the From header line contains specific words		
Disa	abled	Where the message size is more than limit		
Use a	a criteria	a script Edit script		
ns d the i item to	actions o edit it:	that will be performed when the above criteria are met. Double s properties.	e click	
ctions				<b>.</b>
	a head	er to a message		_
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Add	aneau			

- 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.