

# 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.

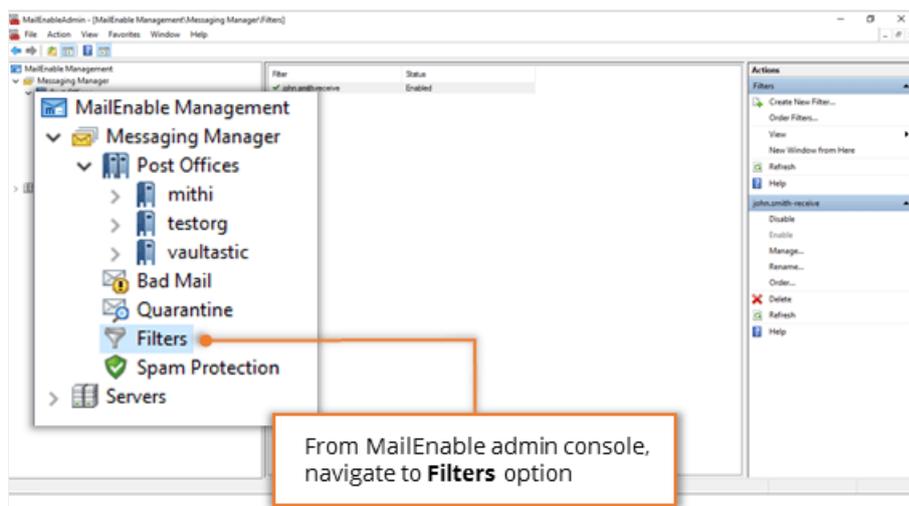
All the users must be provisioned on the corresponding Vaultastic domain. If a user is not present on Vaultastic, email messages sent to or received from that user will not be archived on Vaultastic domain.

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

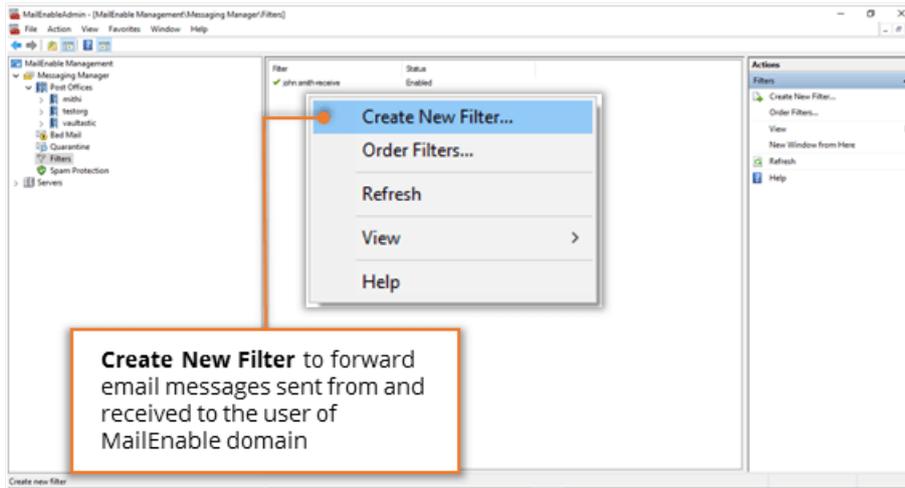
## Create New Filter

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.



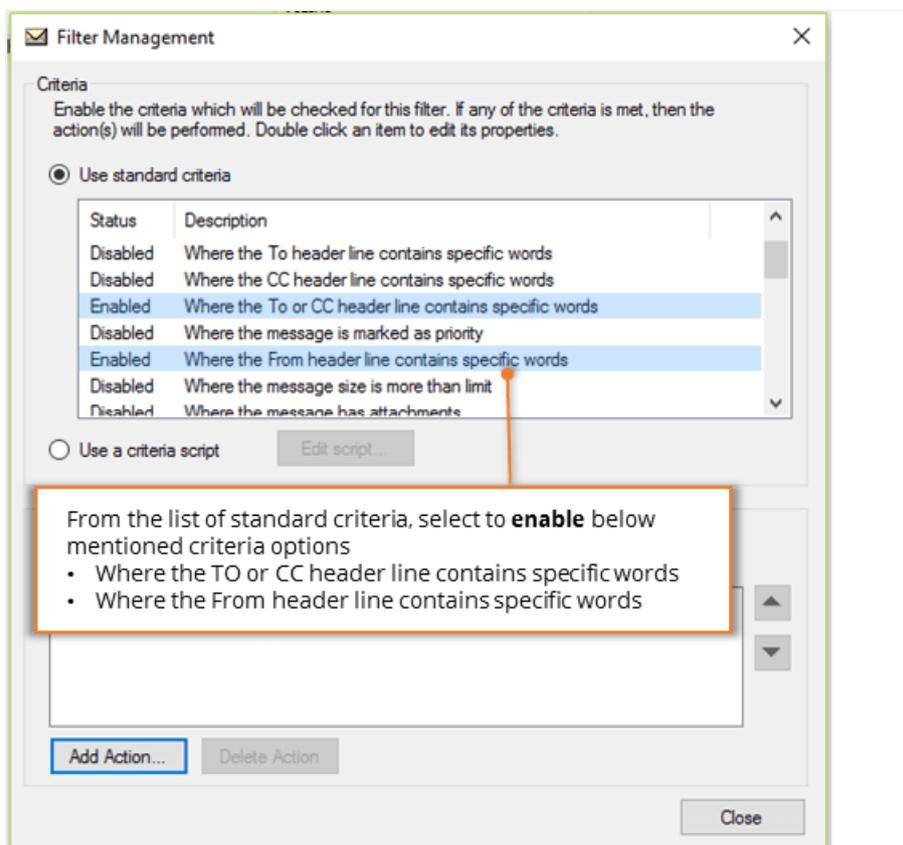
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- ii. Create **New Filter** to forward email messages sent from and received to the user of MailEnable domain



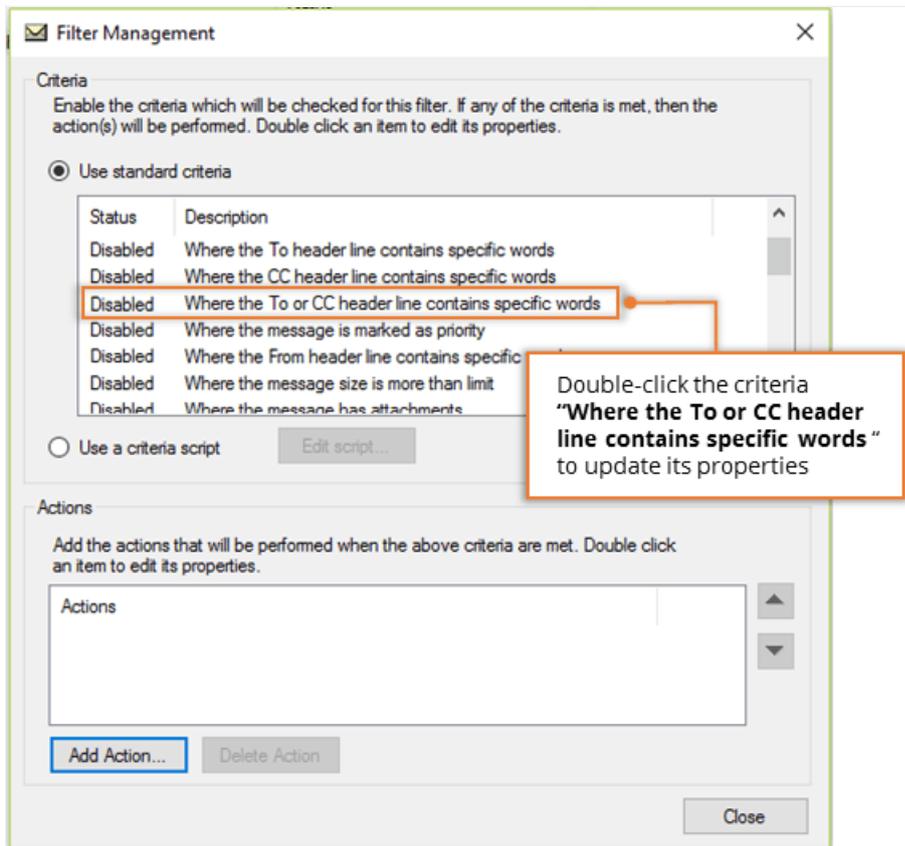
## Enable Standard Criteria

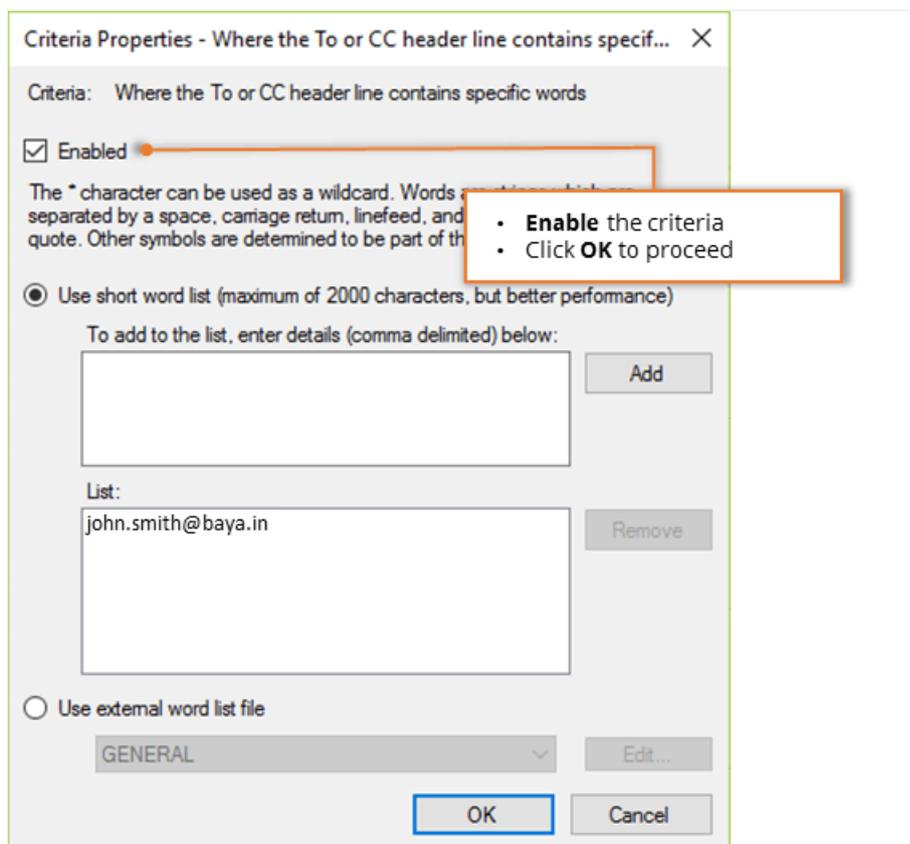
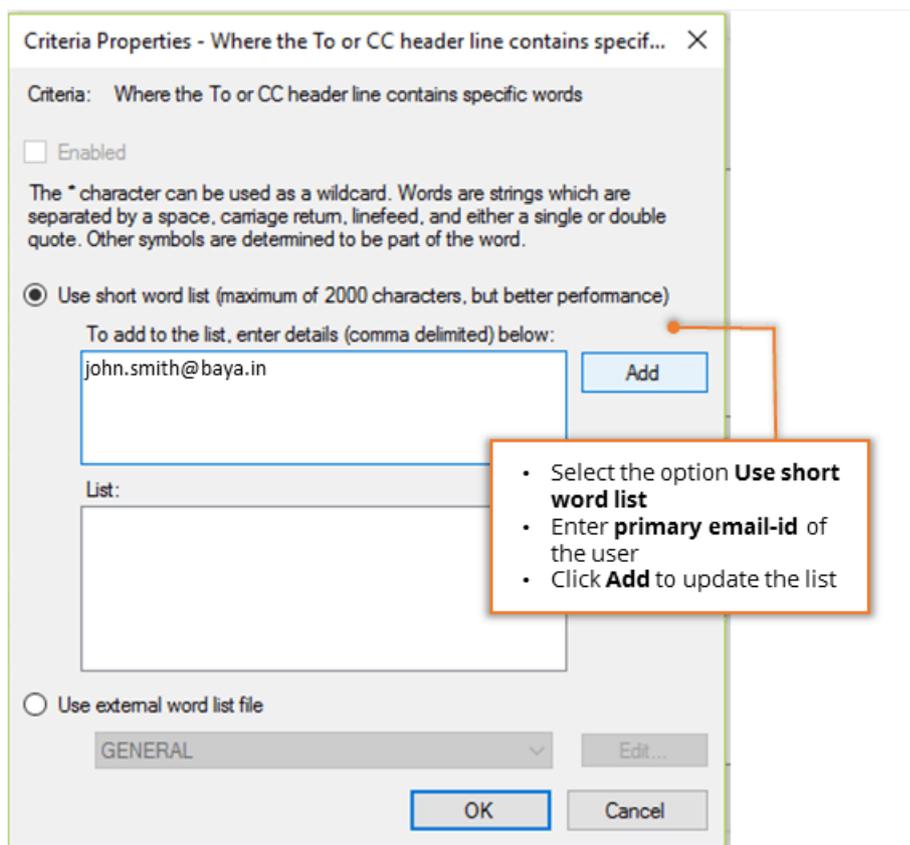
i. From the list of standard criteria, select to enable below mentioned criteria options

- Where the TO or CC header line contains specific words
- Where the From header line contains specific words



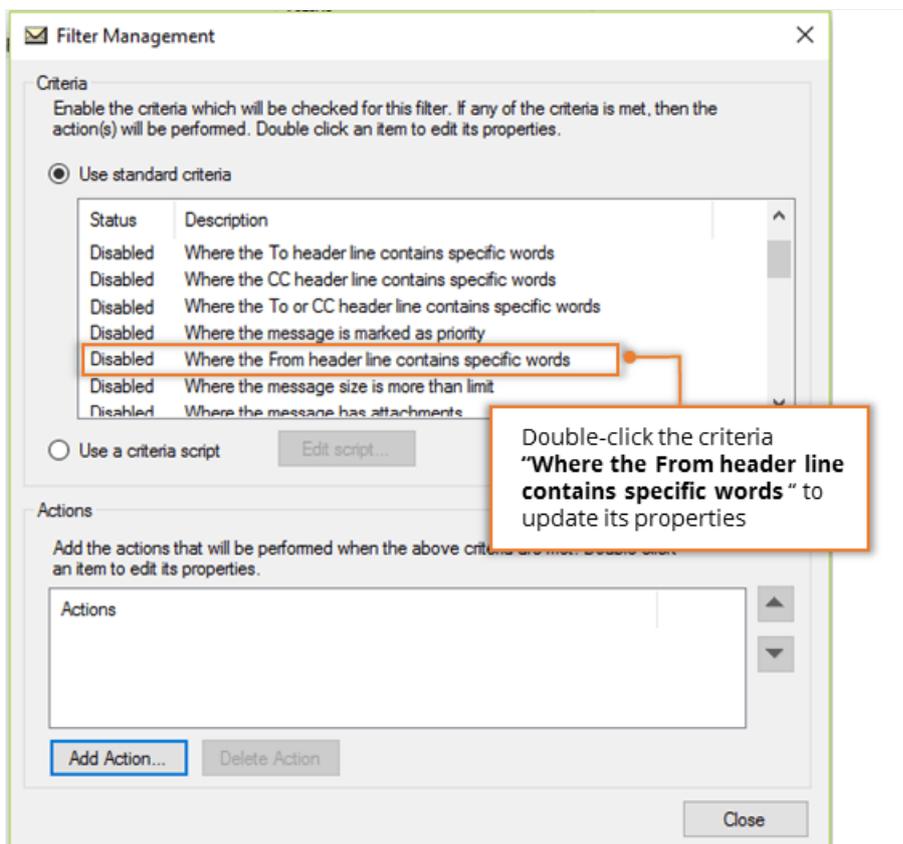
- ii. Double click the criteria item Where the TO or CC header line contains specific words from the list to update properties

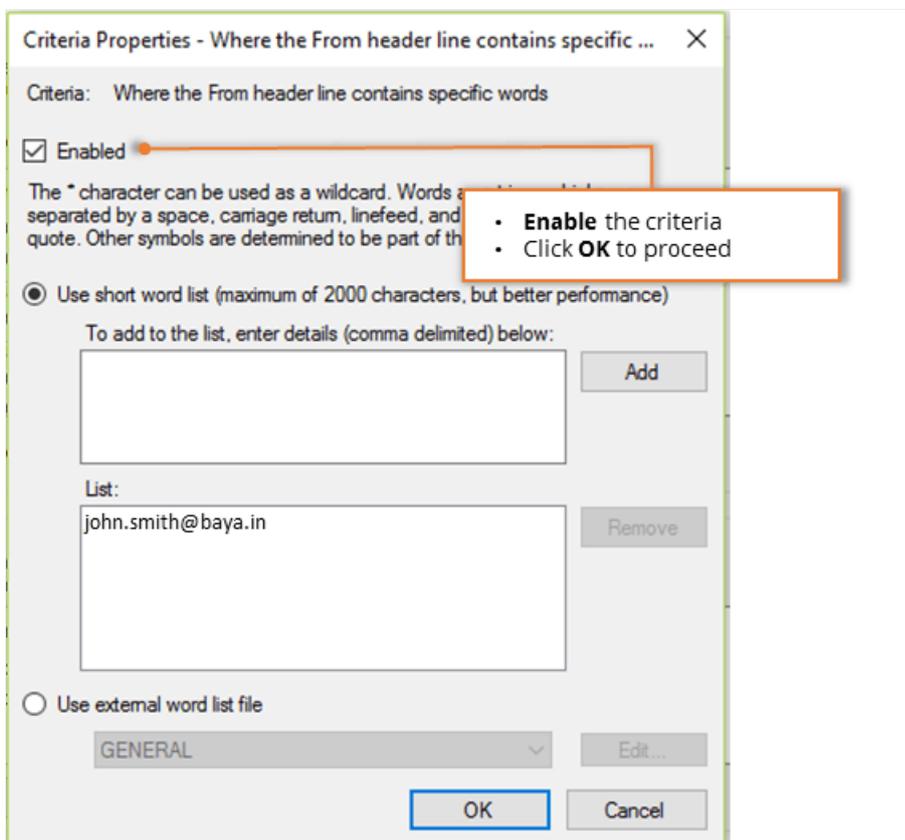
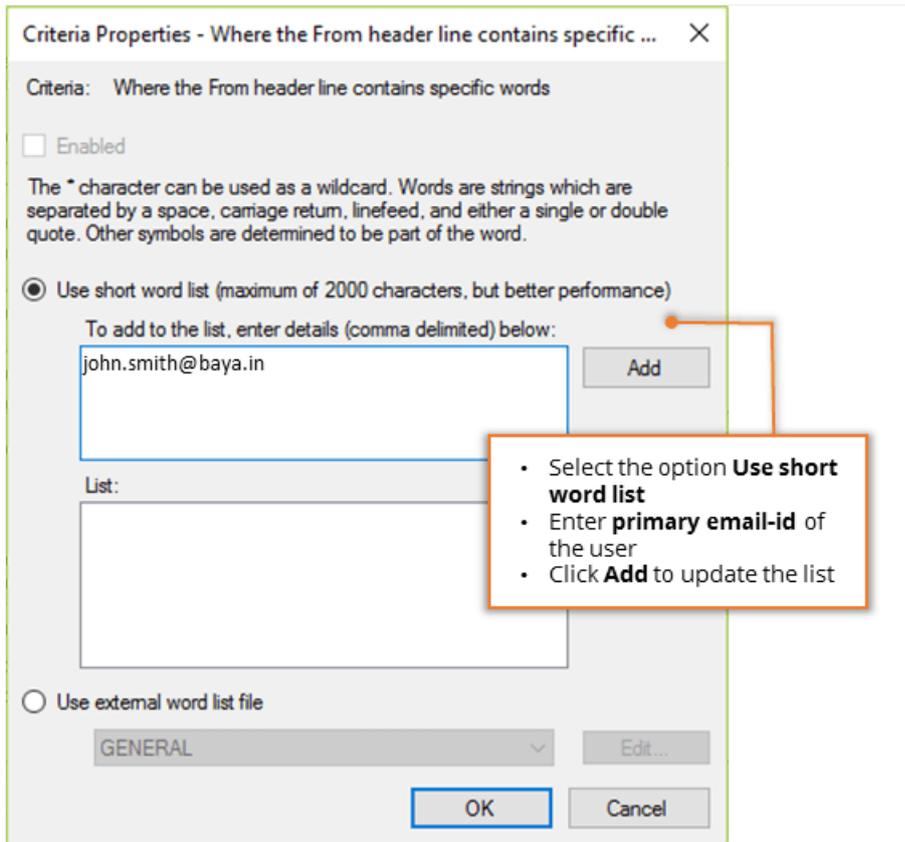




- Select the option **Use short word list**
- Enter **primary email-id of the user**
- Click **Add** to update the list
- **Enable** the criteria
- Click **OK** to proceed

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





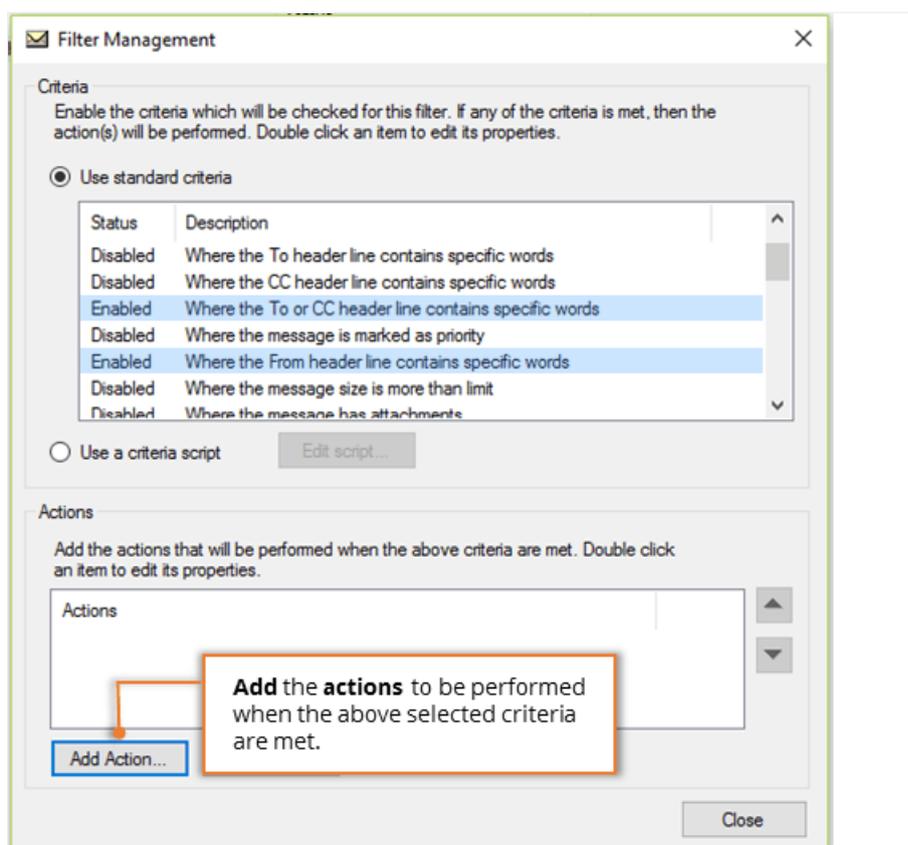
- Select the option **Use short word list**
- Enter primary email-id of the user
- Click **Add** to update the list
- **Enable** the criteria
- Click **OK** to proceed

## Add Actions to be performed

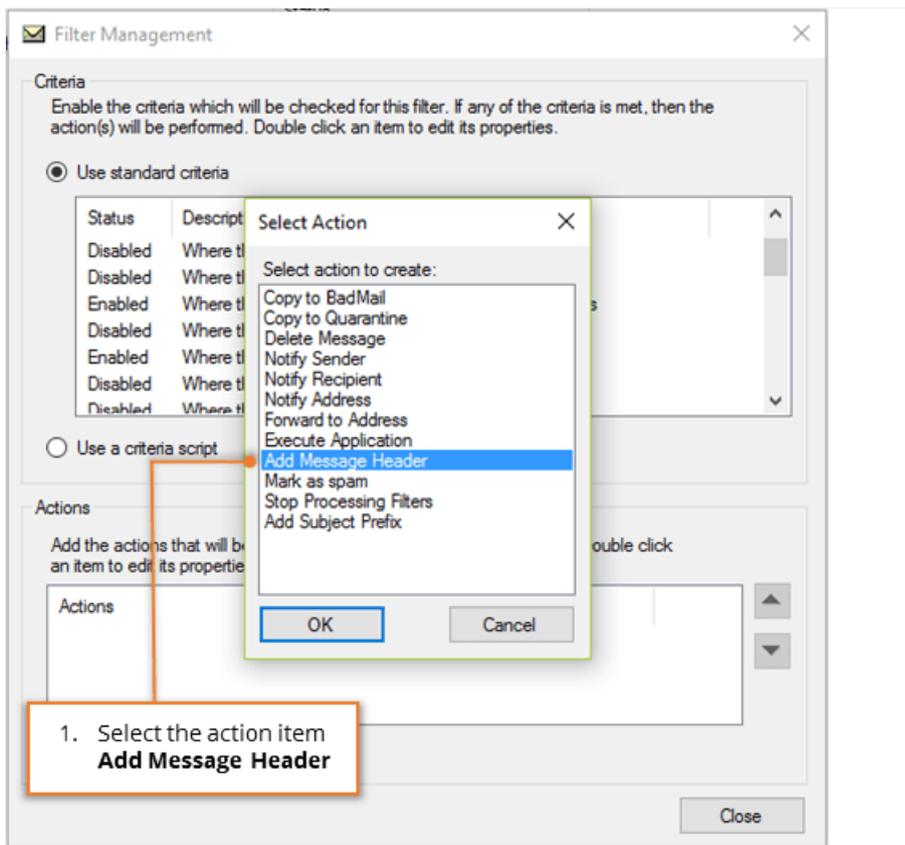
- i. Click the **Add Action** button.

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

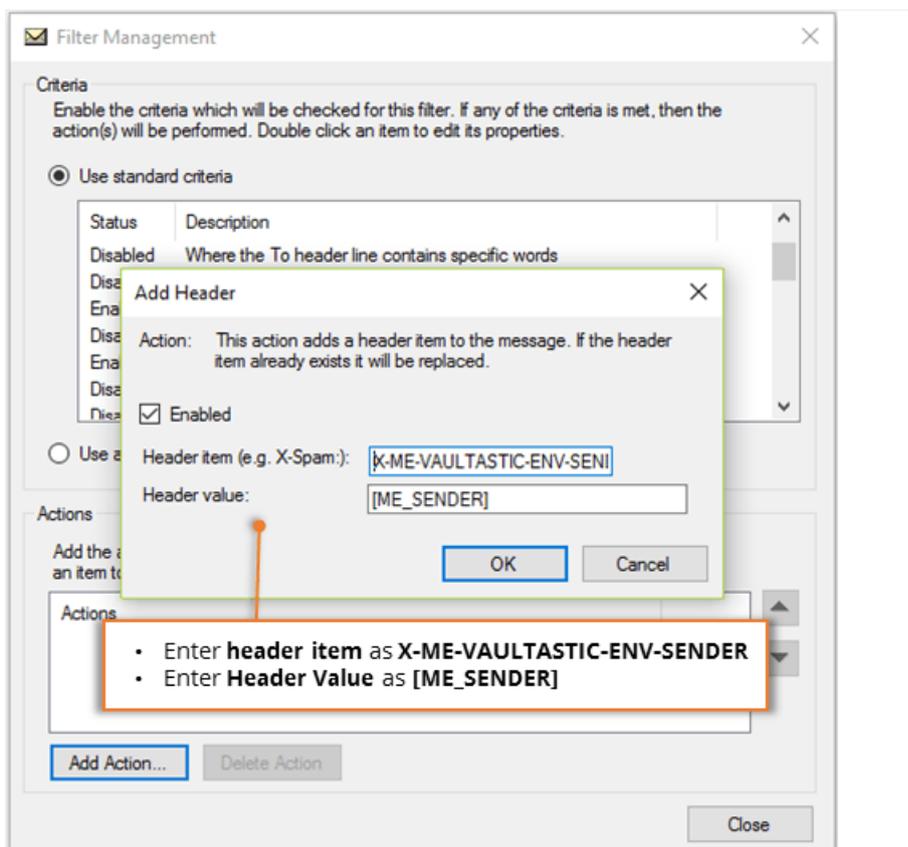
- **Add Message Header**
- **Forward to address**



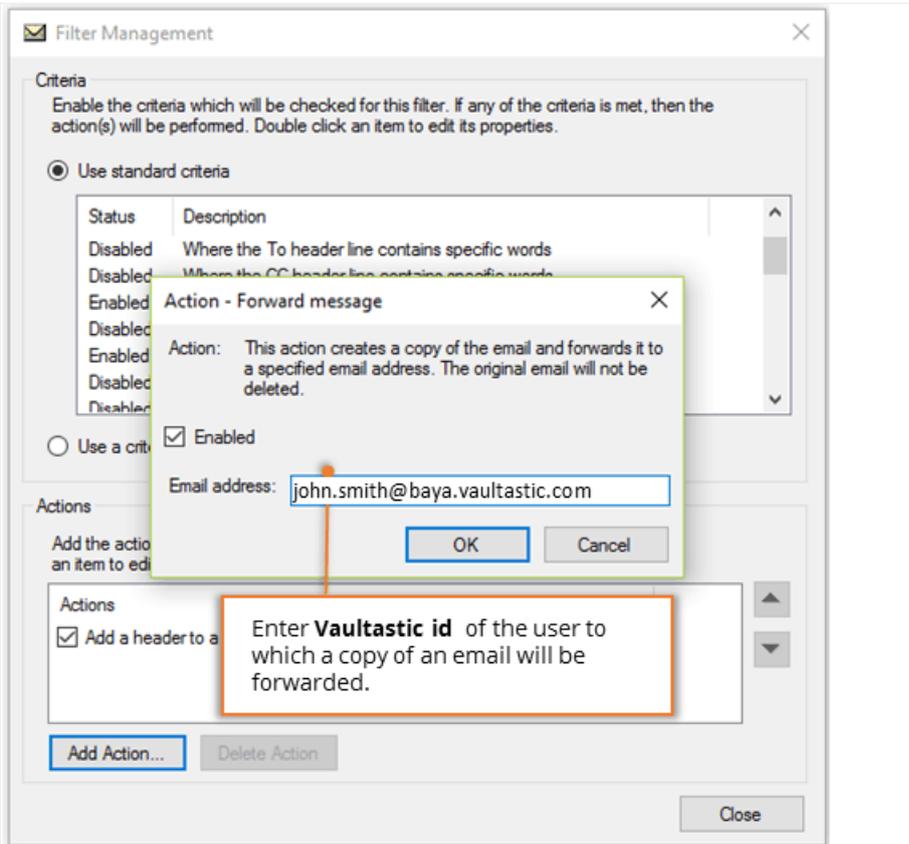
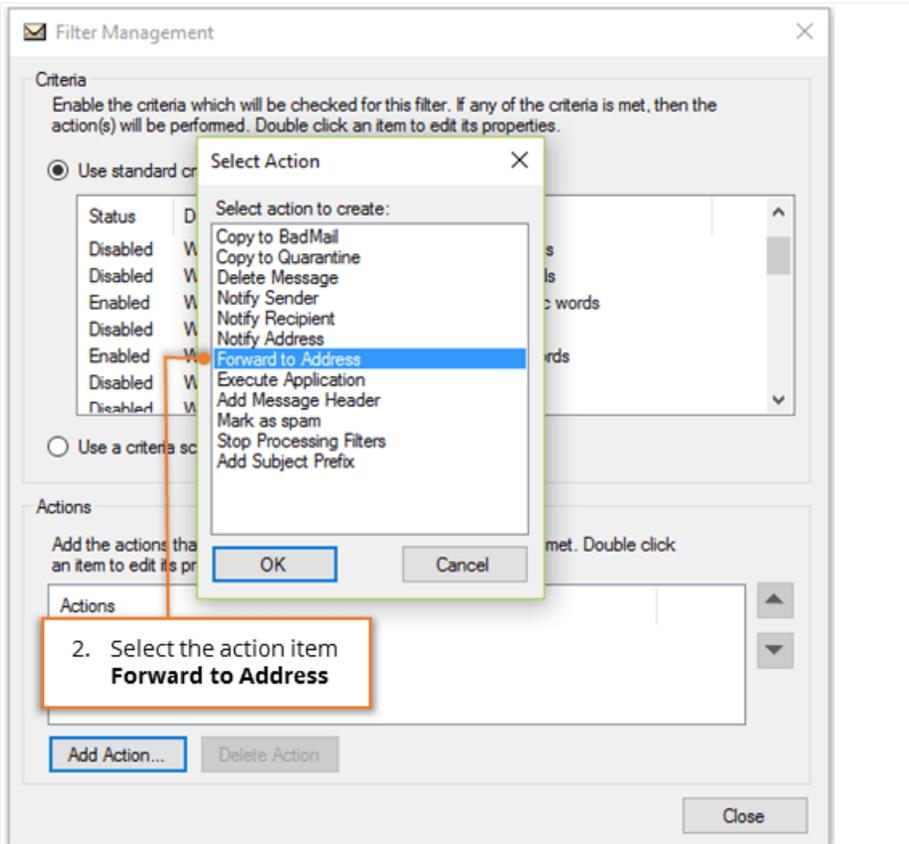
- ii. Select the action item **Add Message Header**

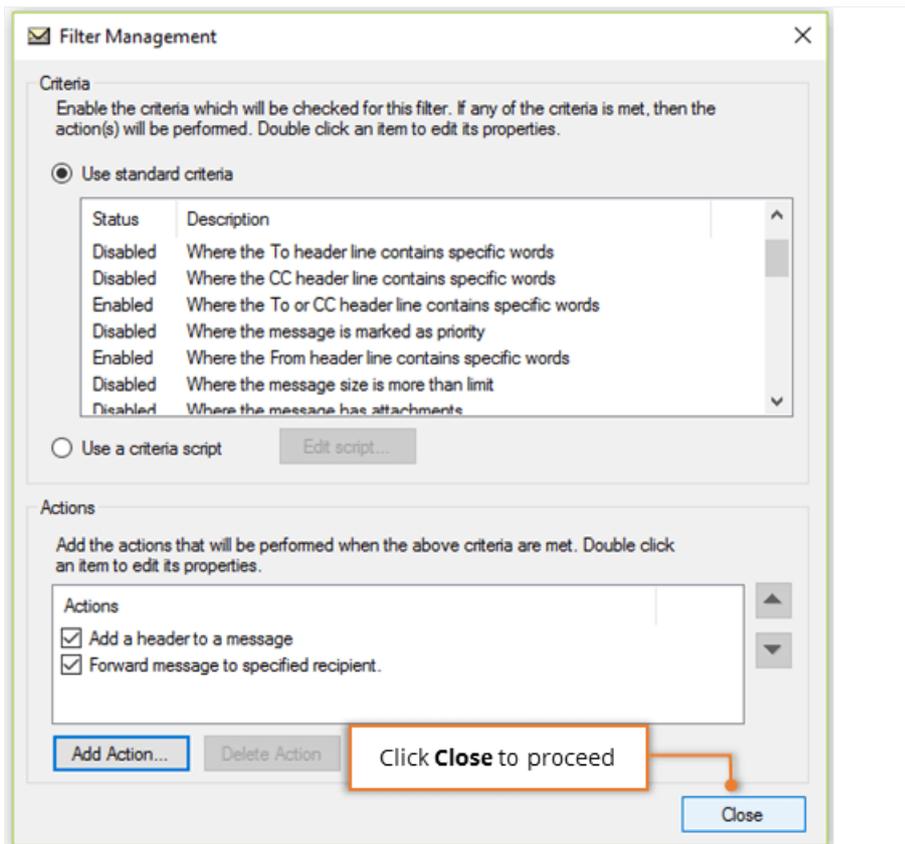


- Enter header item as **X-ME-VAULTASTIC-ENV-SENDER**
- Enter Header Value as **[ME\_SENDER]**
- Click **OK** to proceed.



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.