

Configure G Suite routing to journal mail in Vaultastic

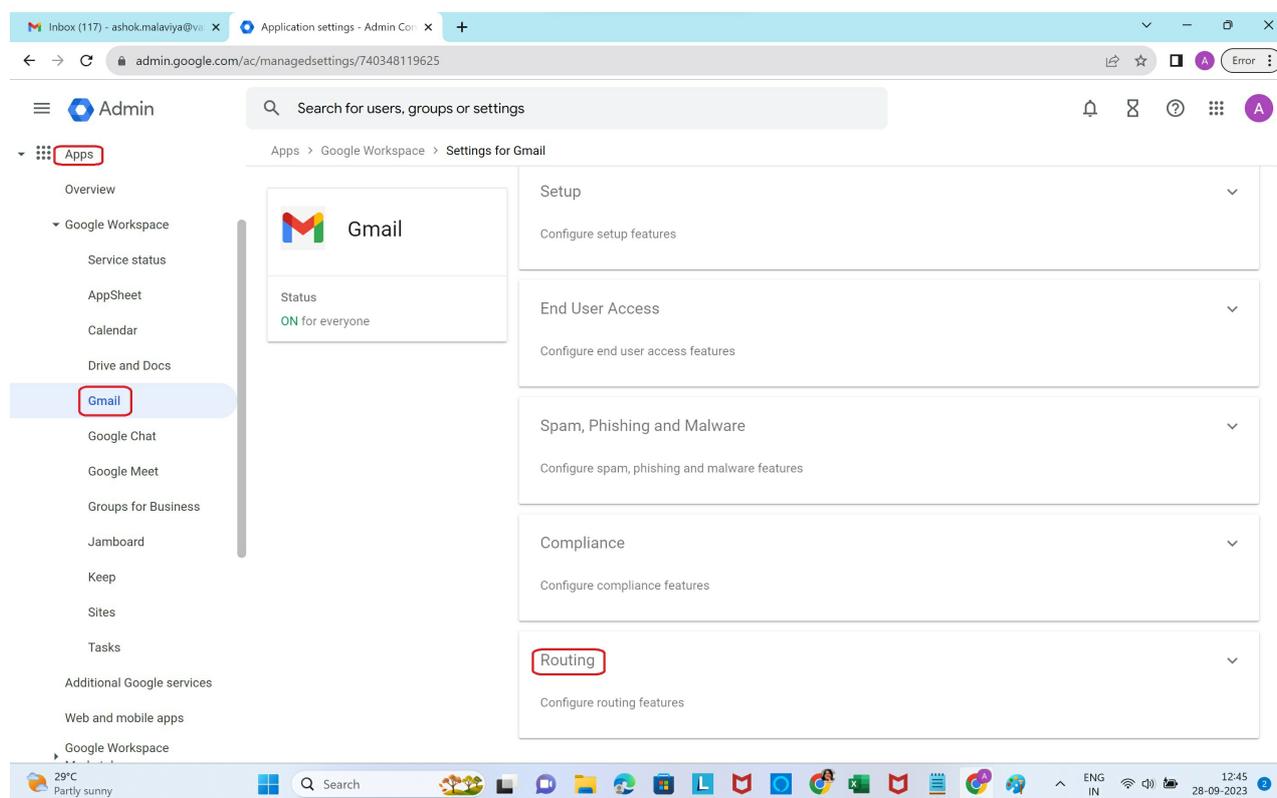
To journal incoming and outgoing emails by users of the domain, you have to define a **Sending Routing** and a **Receiving Routing** rule.

Navigating to the Routing Section

Sign in to the **Google Admin console**

From the dashboard, go to **Apps > Google Workspace > Gmail**

Scroll down and choose the **Routing** section

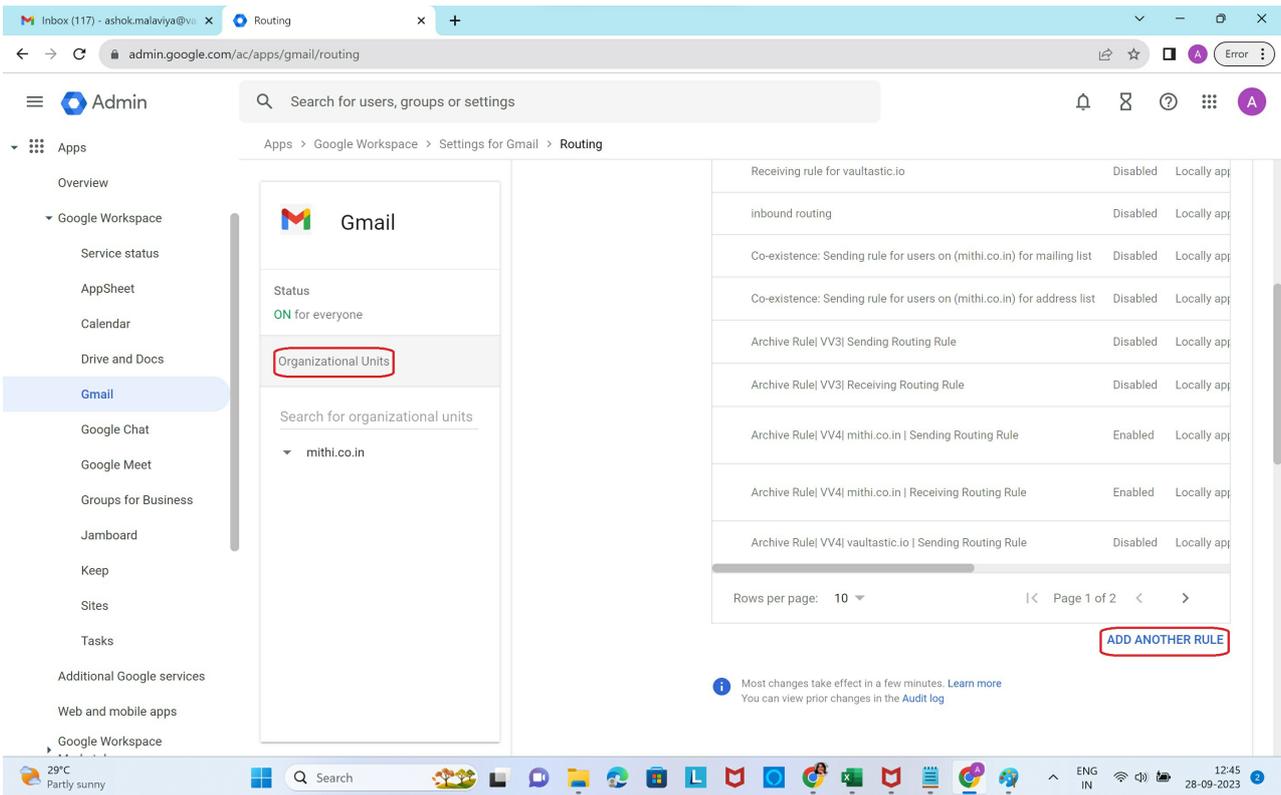


Configuring the Sending Routing Rule

The Google Workspace (formerly G Suite) Sending routing setting enables you to deliver outbound and internal-sending delivery to Vaultastic. Follow the steps mentioned below to configure a sending routing rule for your domain or organizational unit.

Select the **Organization Unit**

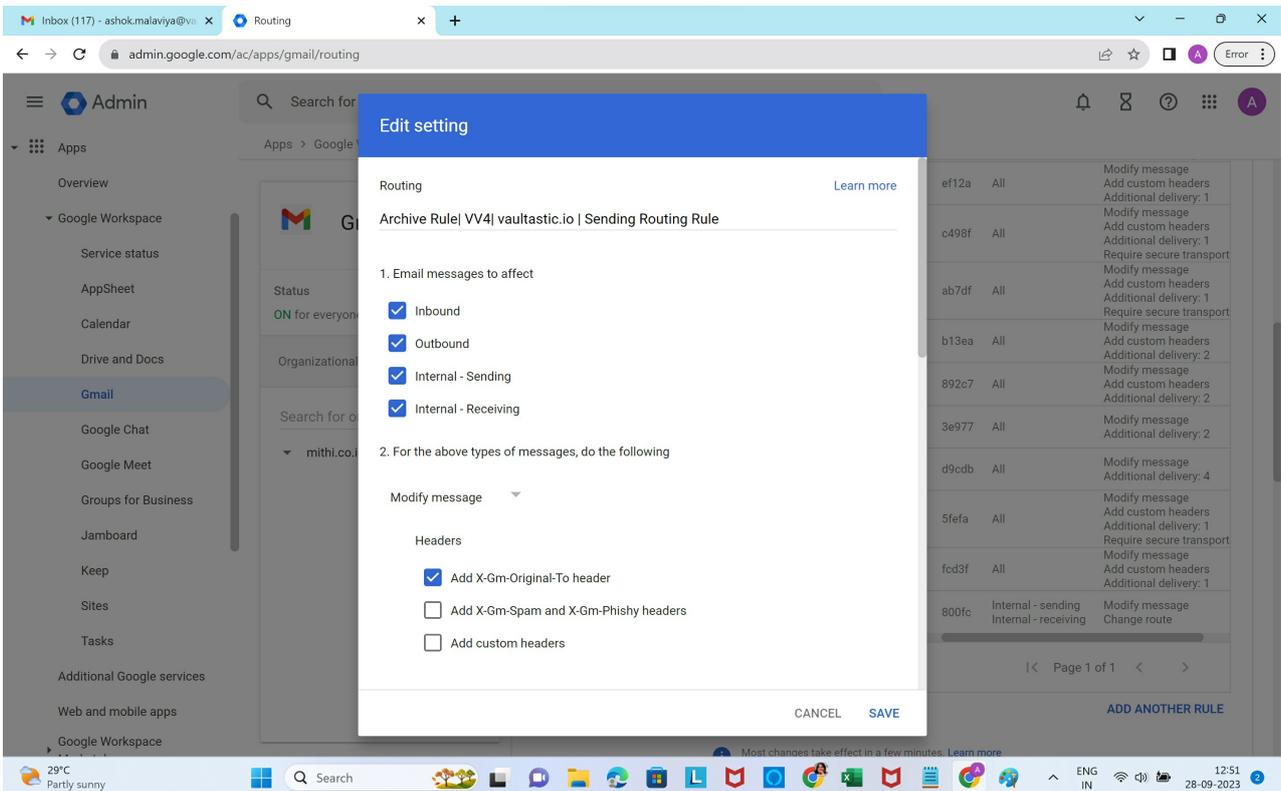
Click **ADD ANOTHER RULE**



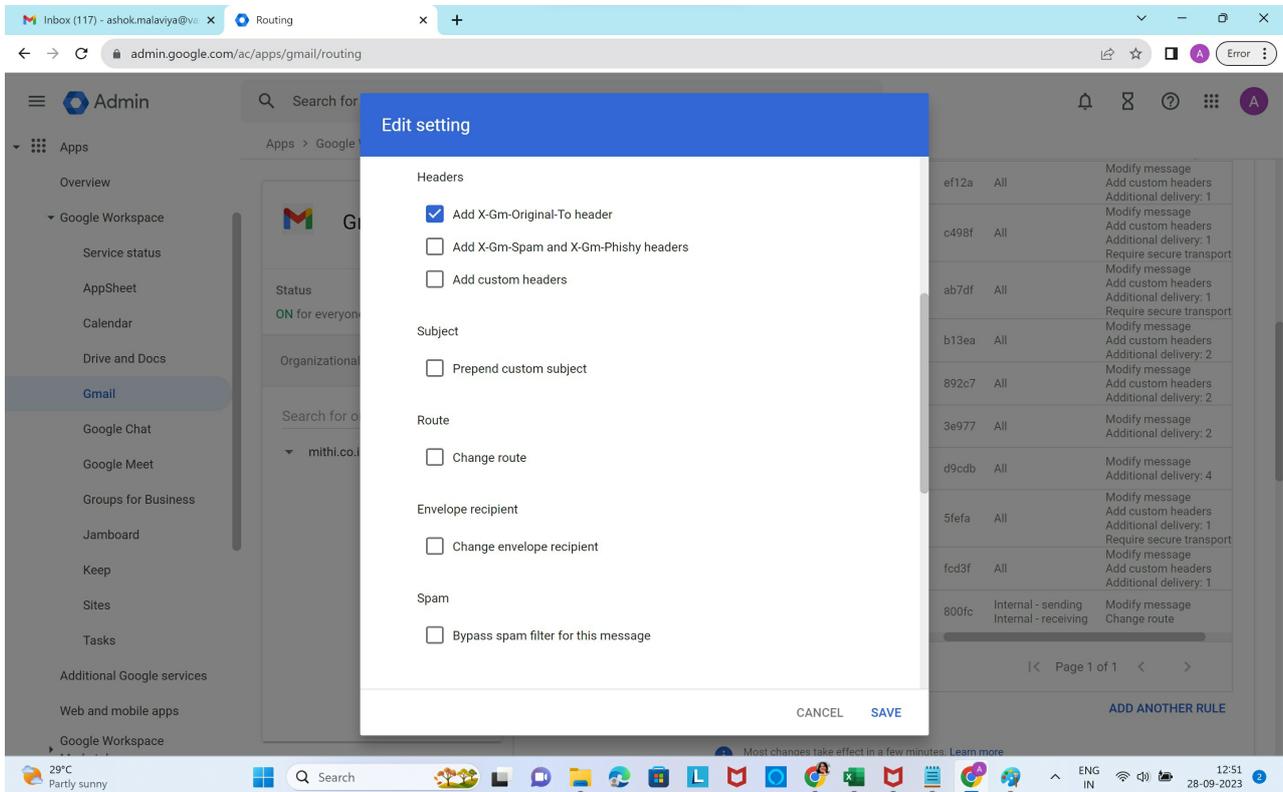
Give a descriptive name to the Rule.

In Email messages to affect, select Inbound, Outbound, Internal - Sending and Internal - Receiving

In the Modify Message section, under Headers, select Add X-Gm-Original-To header

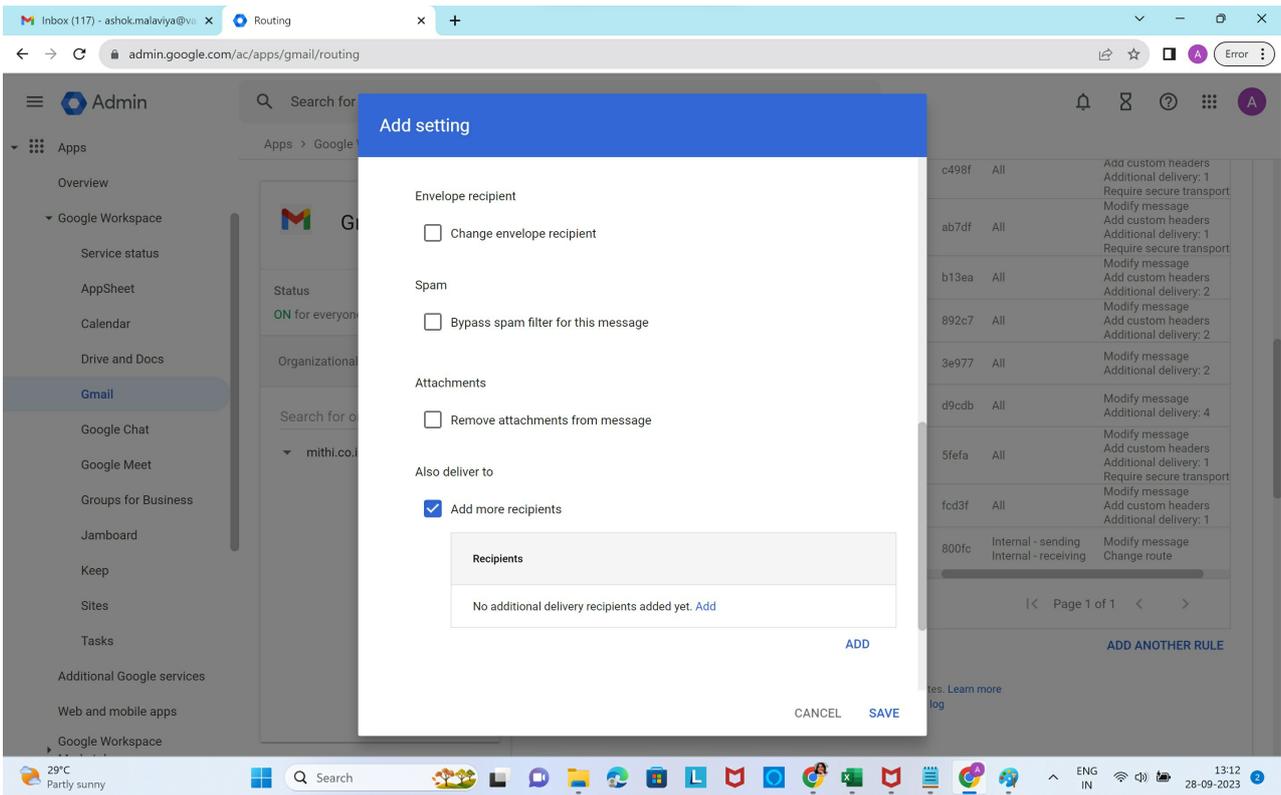


No changes to be made to Subject, Route, Envelope recipient or spam check

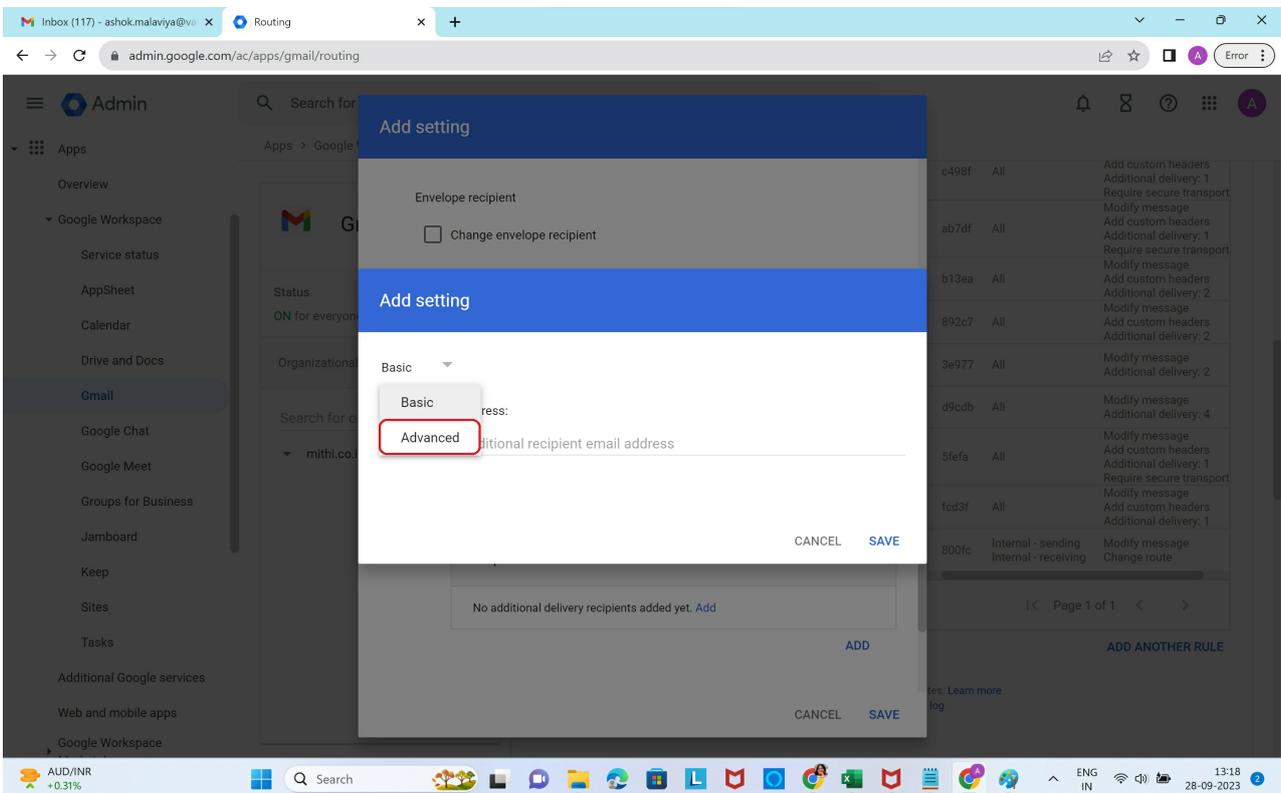


No changes to be made to the Attachments

Under Also deliver to, select Add more recipients. In the updated dialog box, click Add



In the Add setting form, select **Advanced**

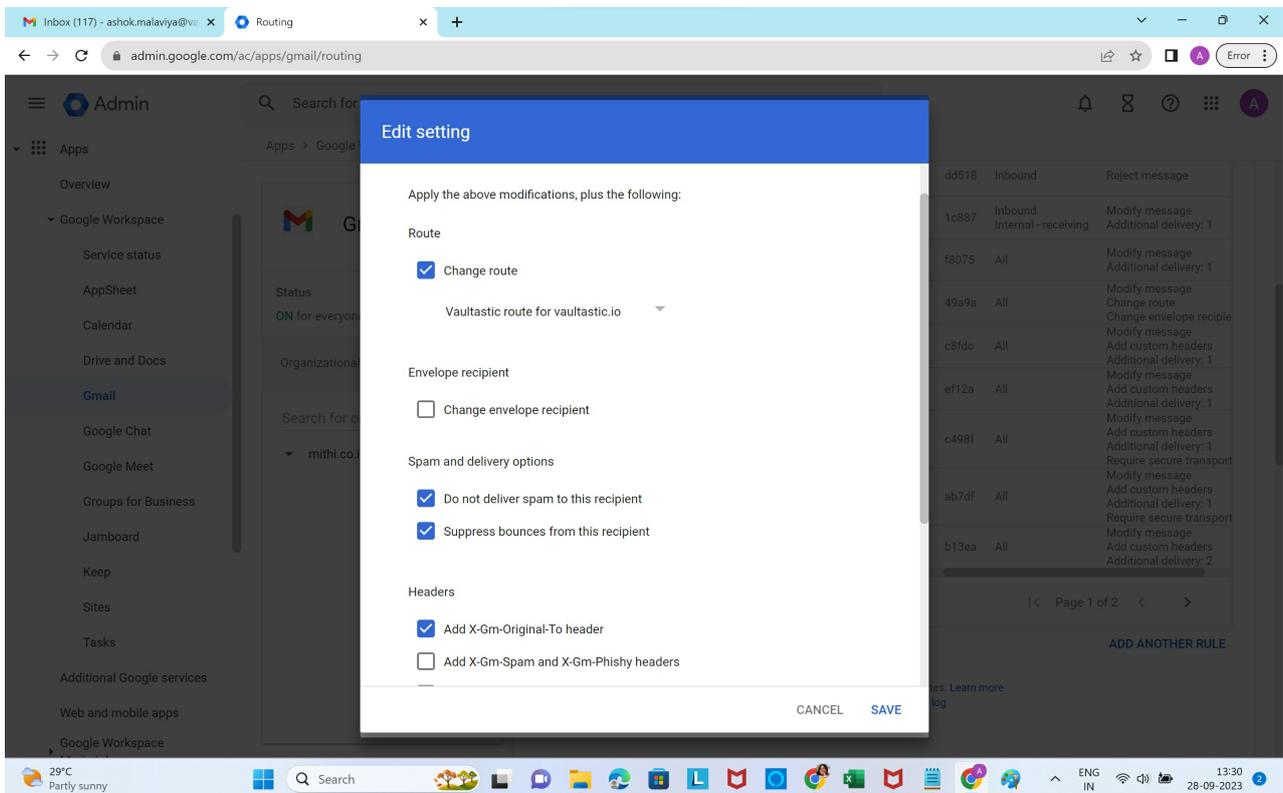


In the **Route** section, select **Change route**. In the drop down list of configured routes, choose the route created

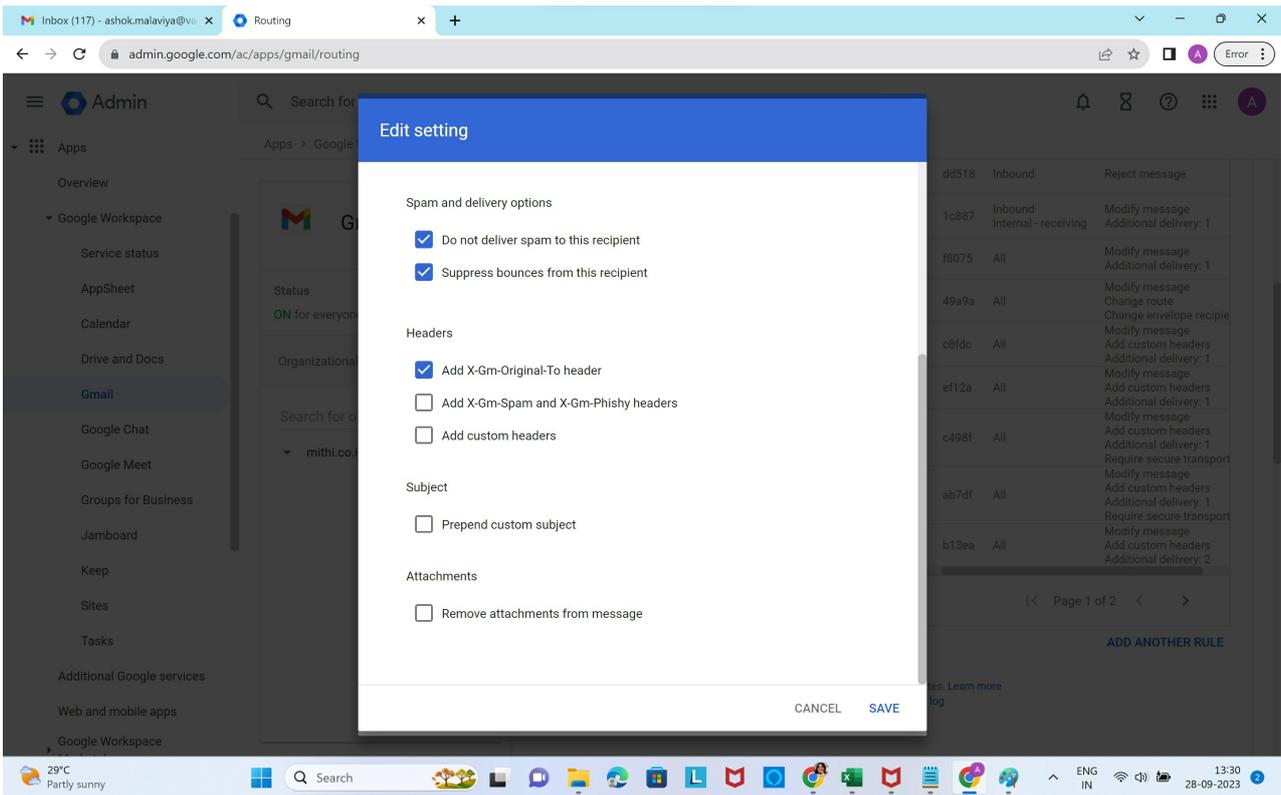
in step 1

Customize the Spam and delivery options as shown

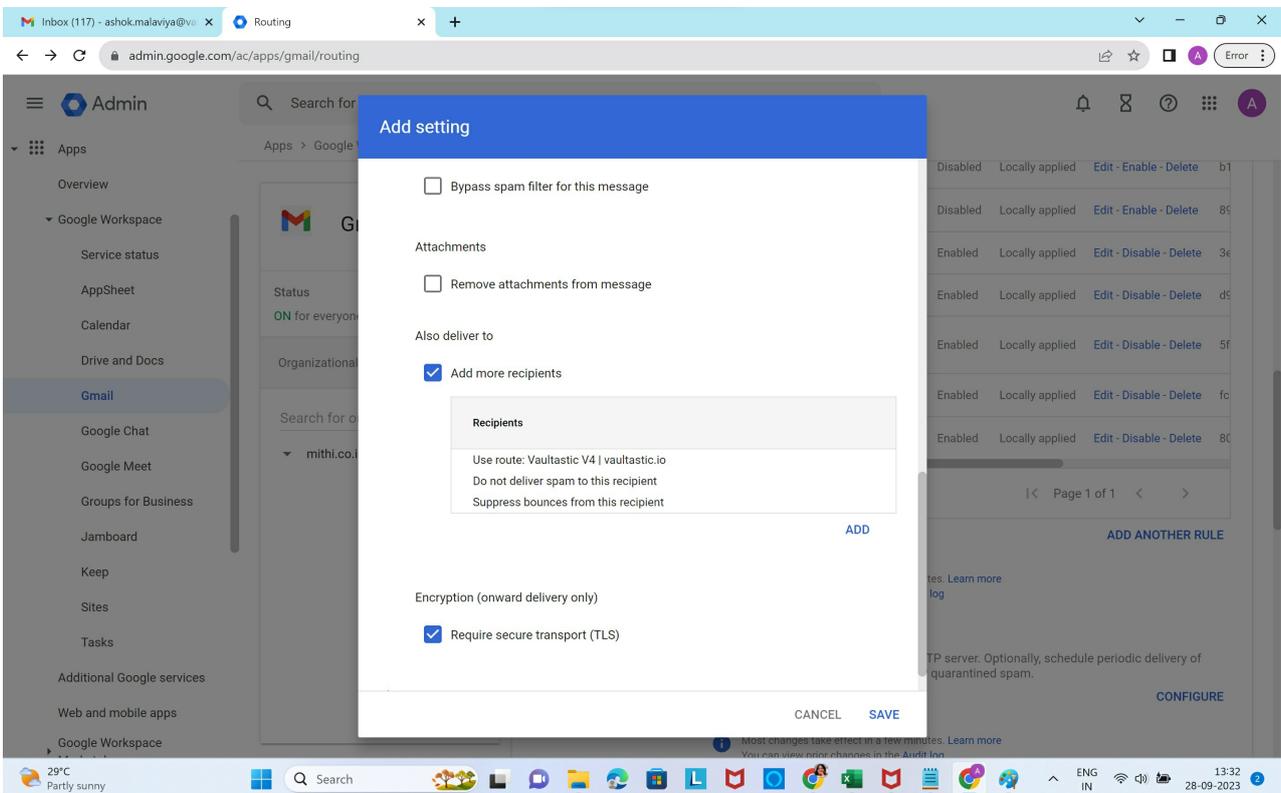
In the Headers section, select Add-X-Gm-Original-To header



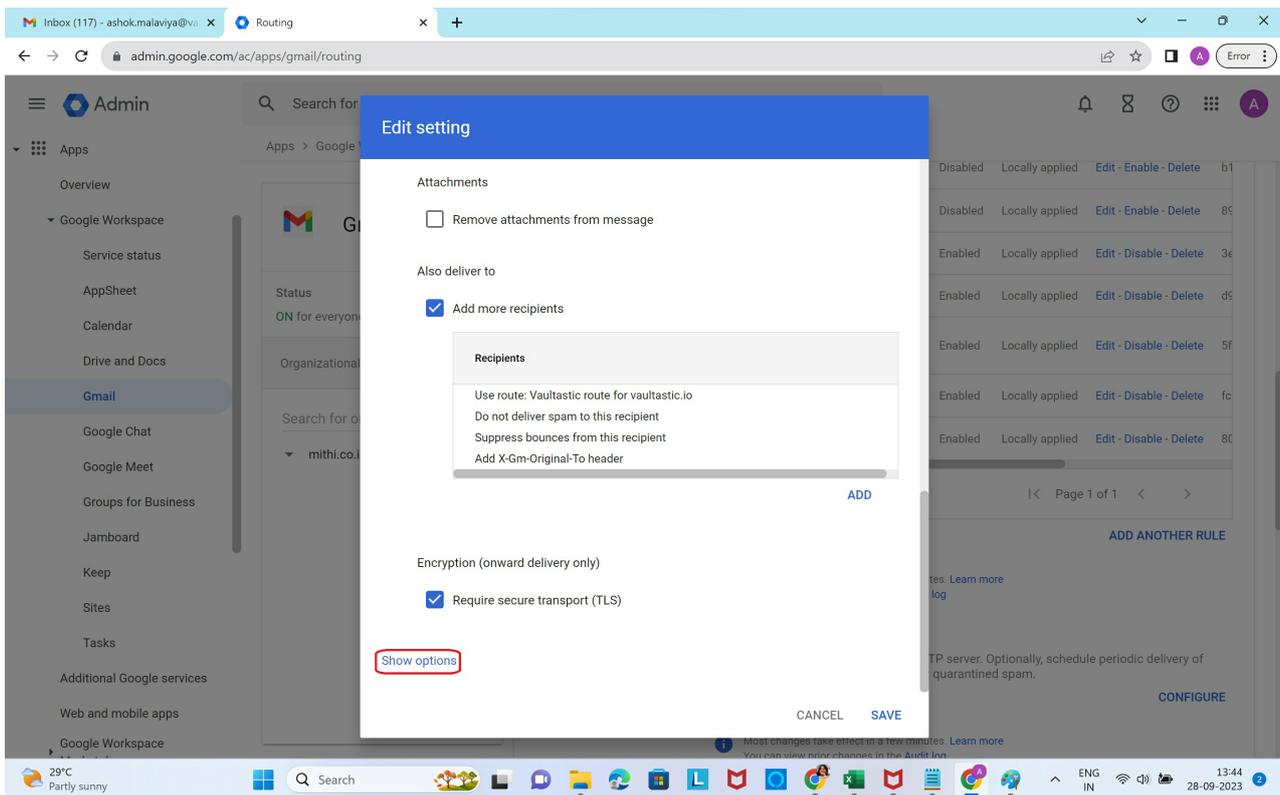
Scroll down and click on Save.



In the Encryption section, select **Require secure transport (TLS)**



Click **Show options**



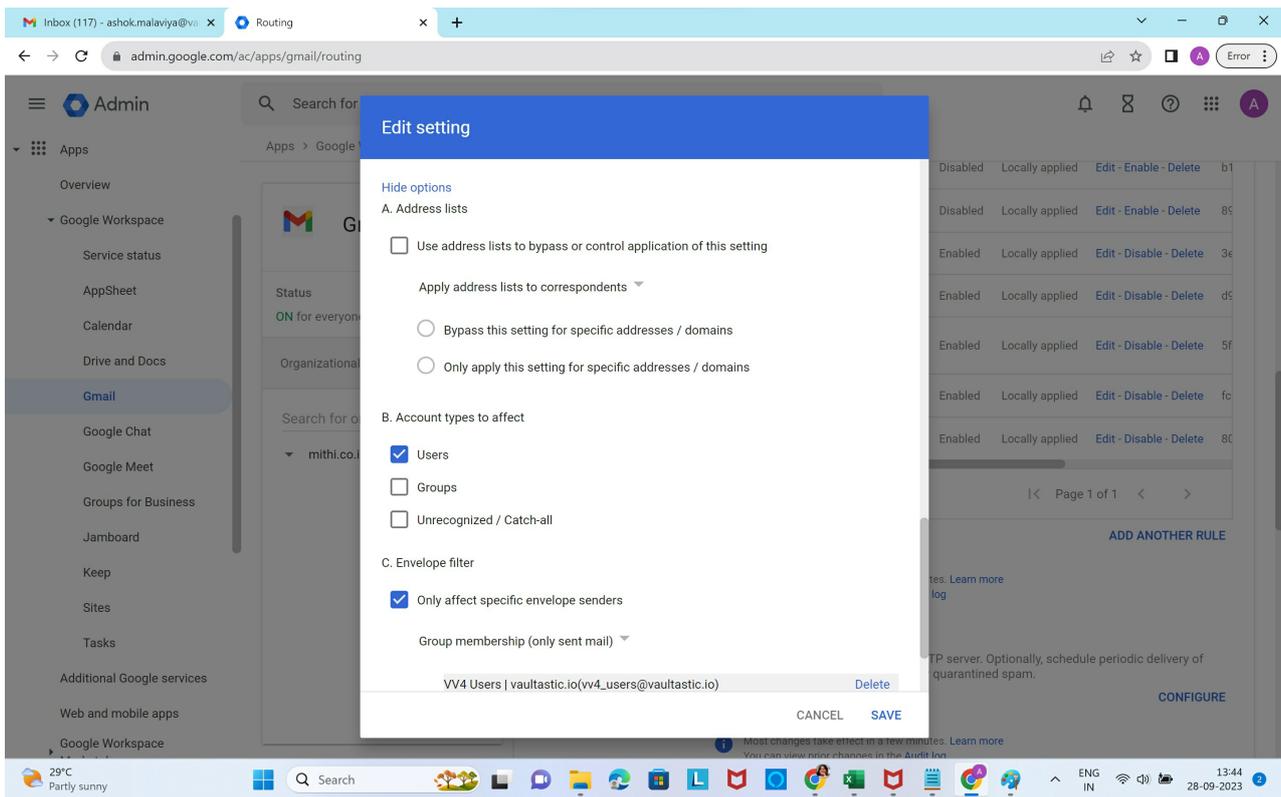
No changes to be made in the Address lists section

In Account types to affect, select Users

In Envelope filter section, select Only affect specific envelope senders.

Select Group membership (only sent mail) and select the group created in Step 2

Click Save



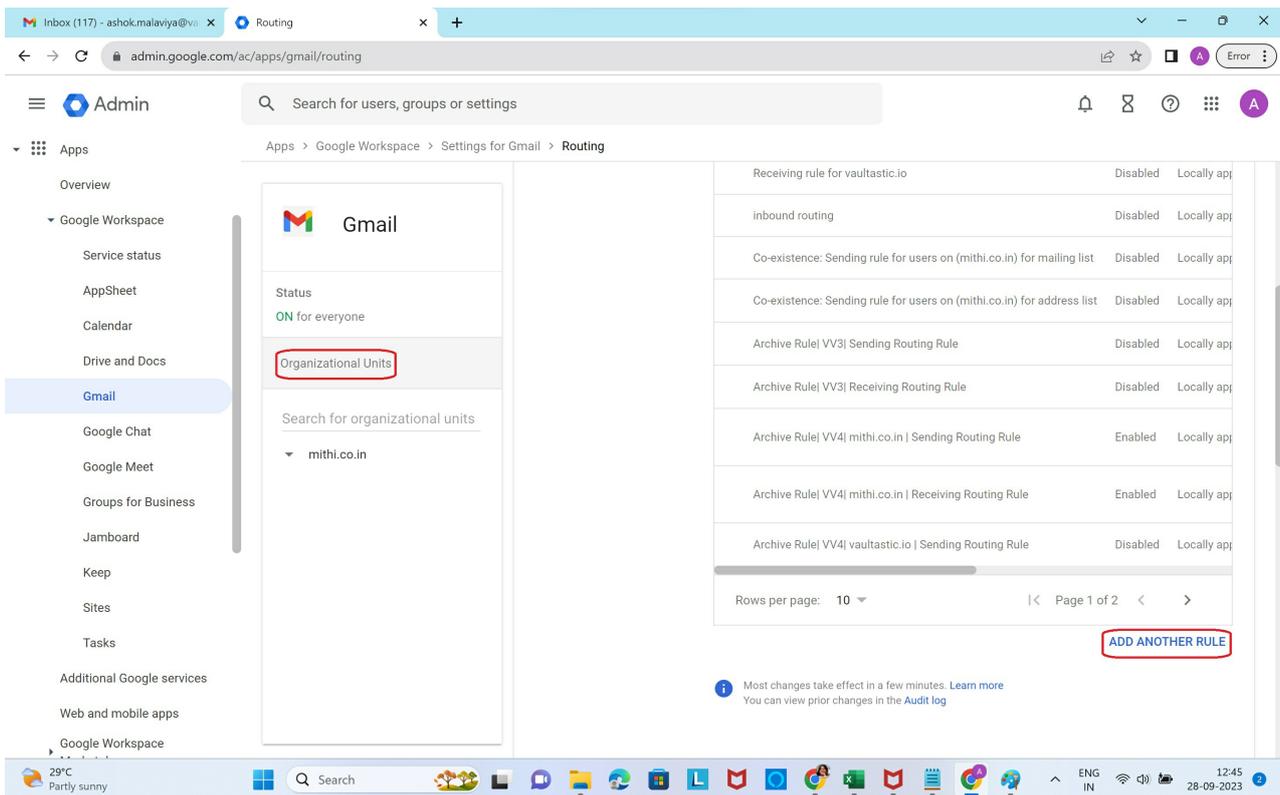
Multiple domains in the organization to be configured for archiving? Refer to the steps mentioned in the solution article: [How to configure multiple Google Workspace domains within the organization for archiving in Vaultastic?](https://helpcenter.mithi.com/a/solutions/articles/48001229544) (<https://helpcenter.mithi.com/a/solutions/articles/48001229544>)

Configure the Receiving Routing Rule

The Receiving routing setting enables you to deliver inbound and internal-receiving delivery to Vaultastic.

Select the Organization Unit

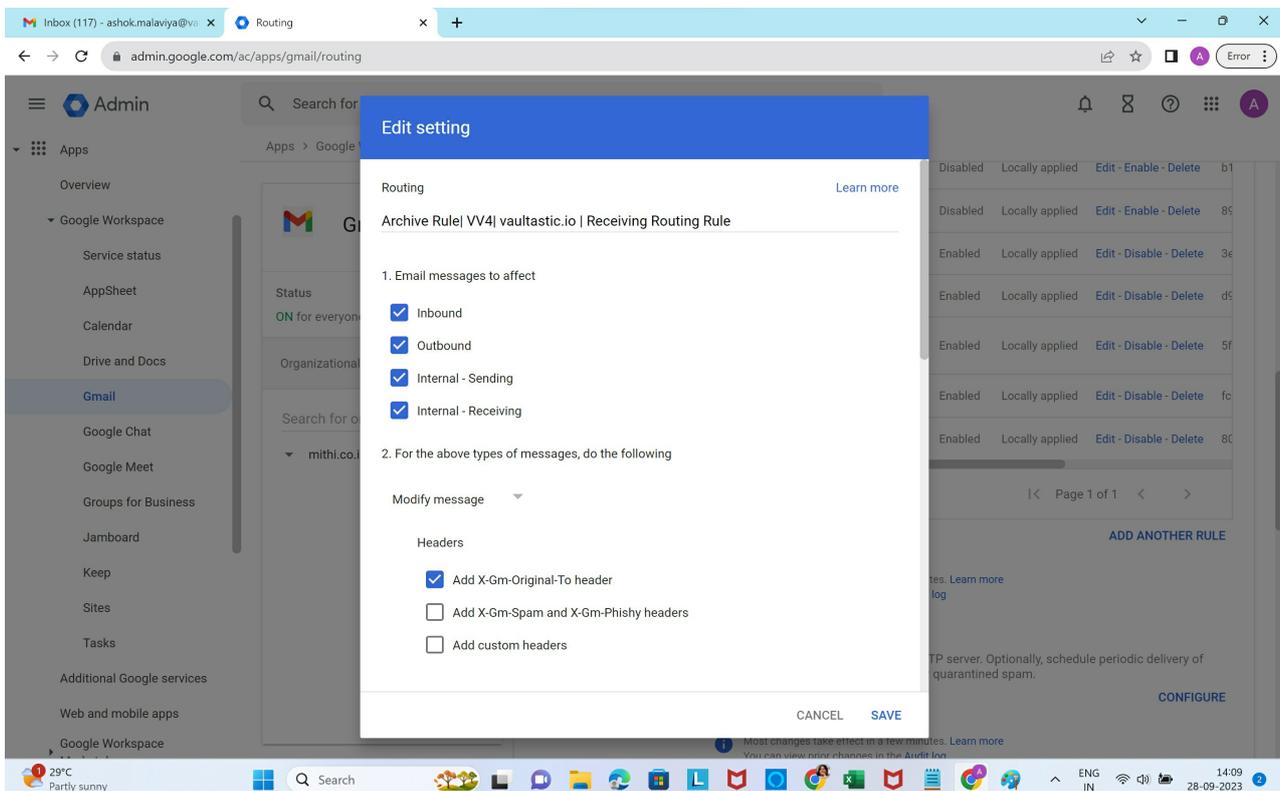
Click **ADD ANOTHER RULE**



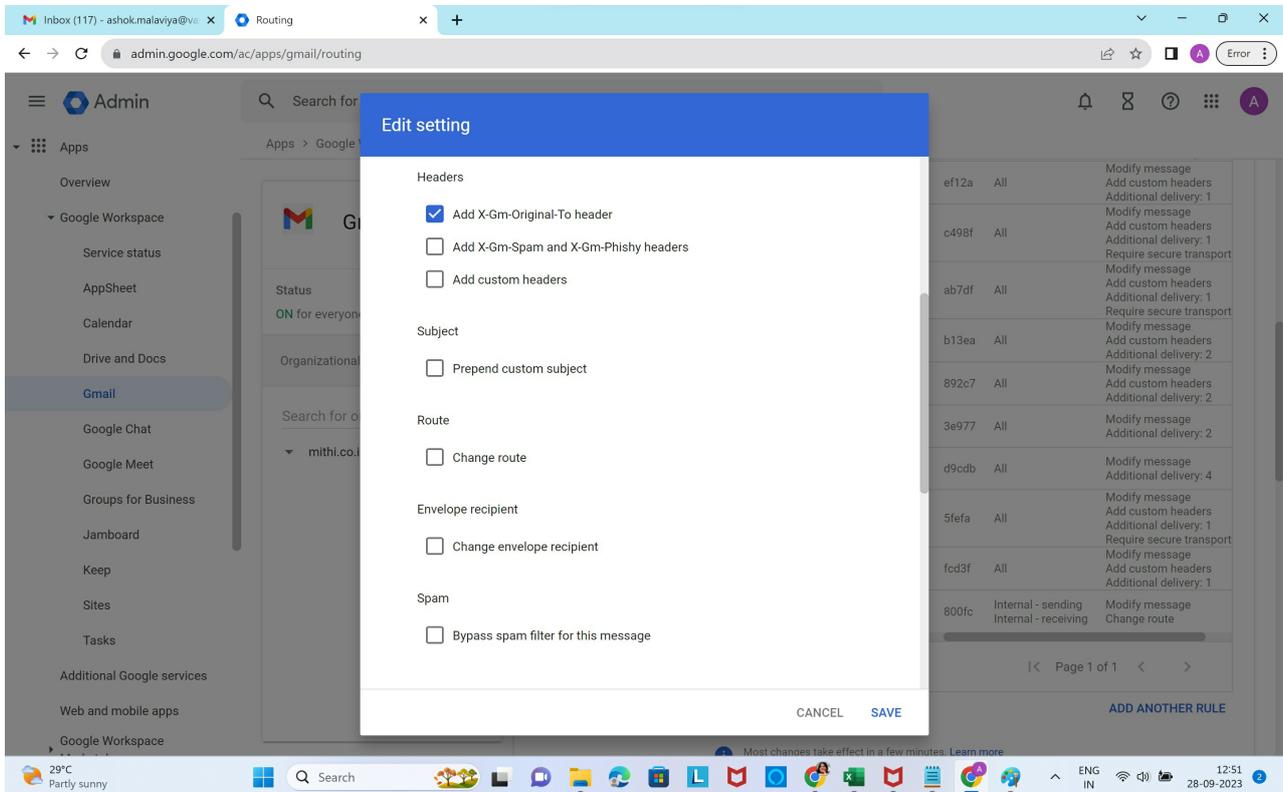
Give a descriptive name to the Rule.

In Email messages to affect, select Inbound, Outbound, Internal - Sending and Internal - Receiving

In the Modify Message section, under Headers, select Add X-Gm-Original-To header

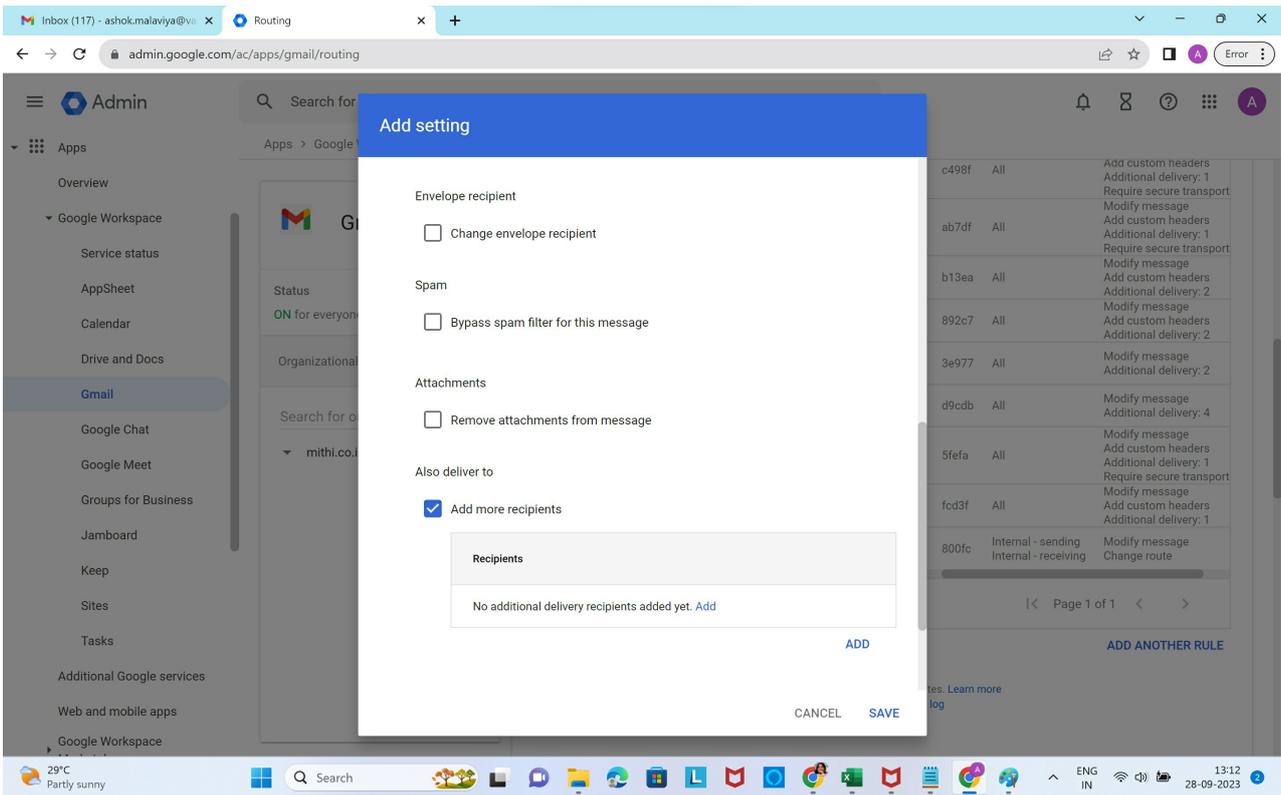


No changes to be made to Subject, Route, Envelope recipient or spam check

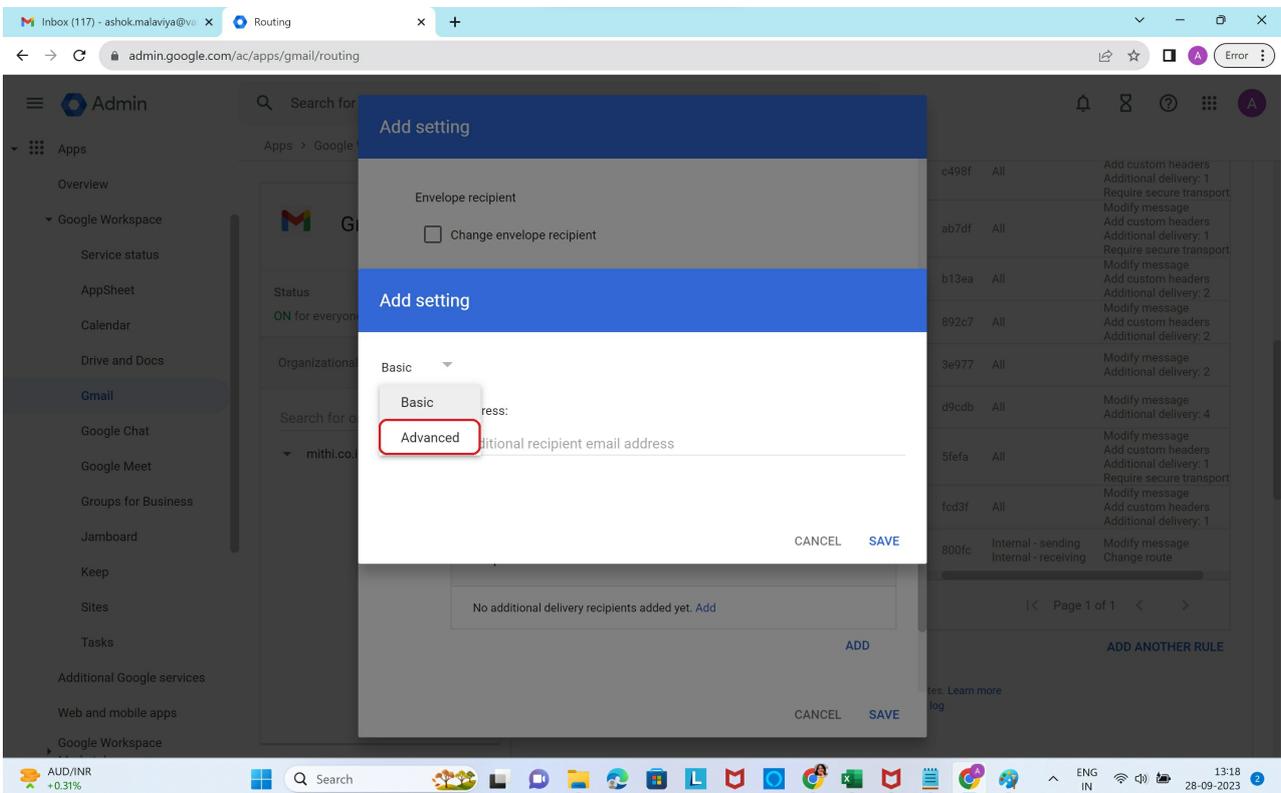


No changes to be made to the Attachments

Under Also deliver to, select Add more recipients. In the updated dialog box, click Add



In the Add setting form, select **Advanced**

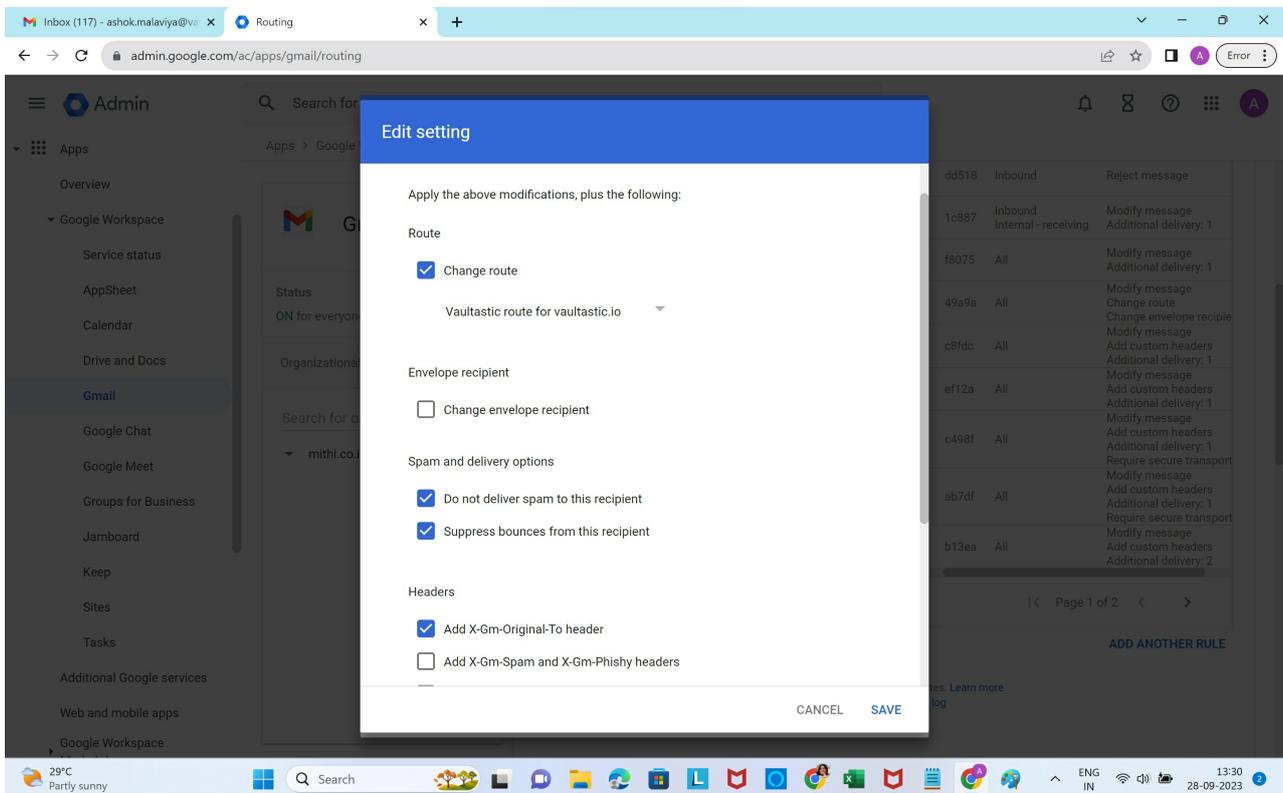


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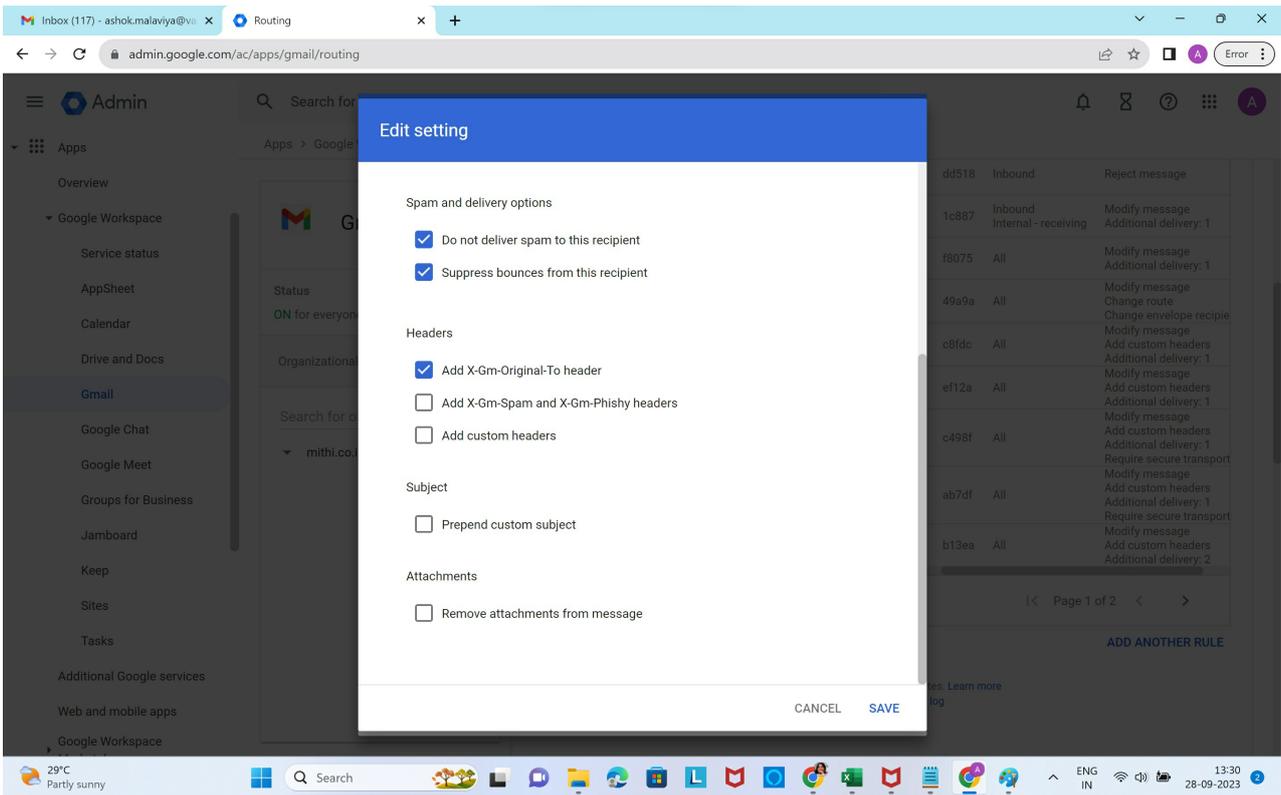
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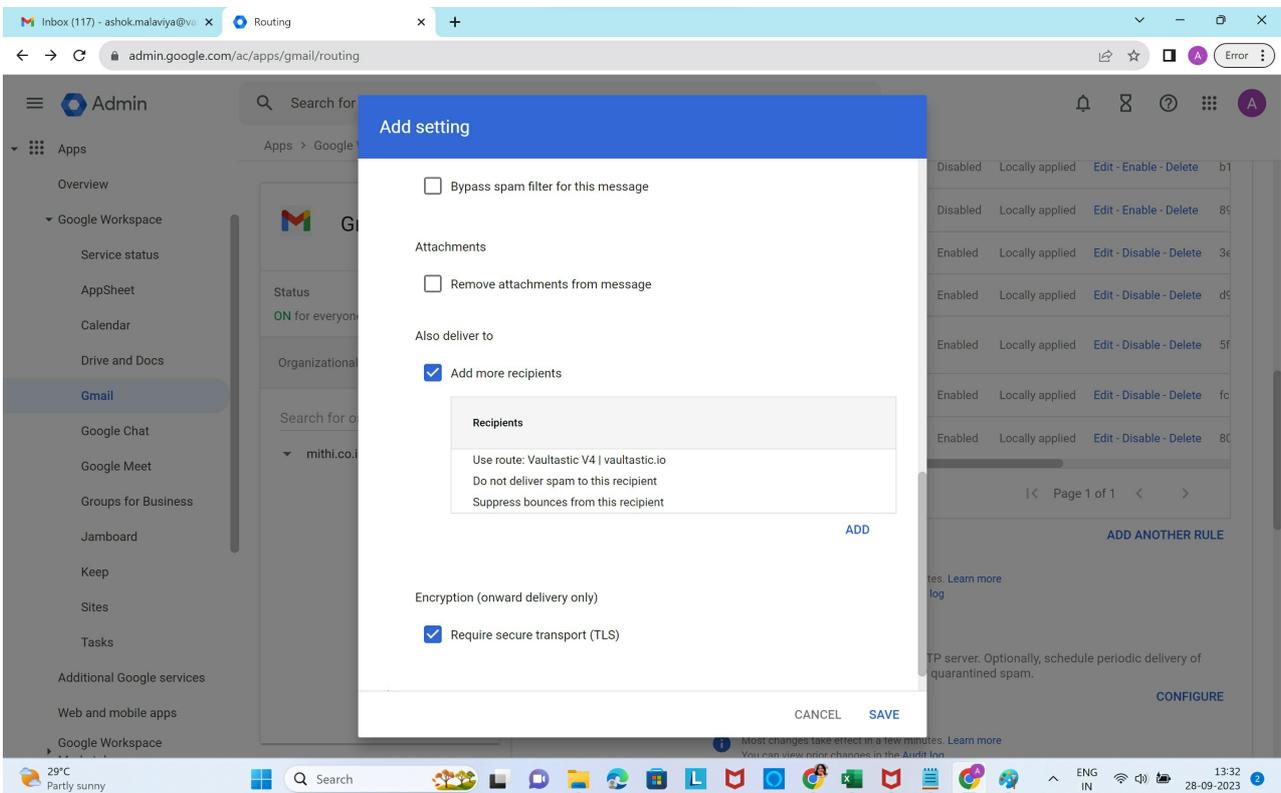
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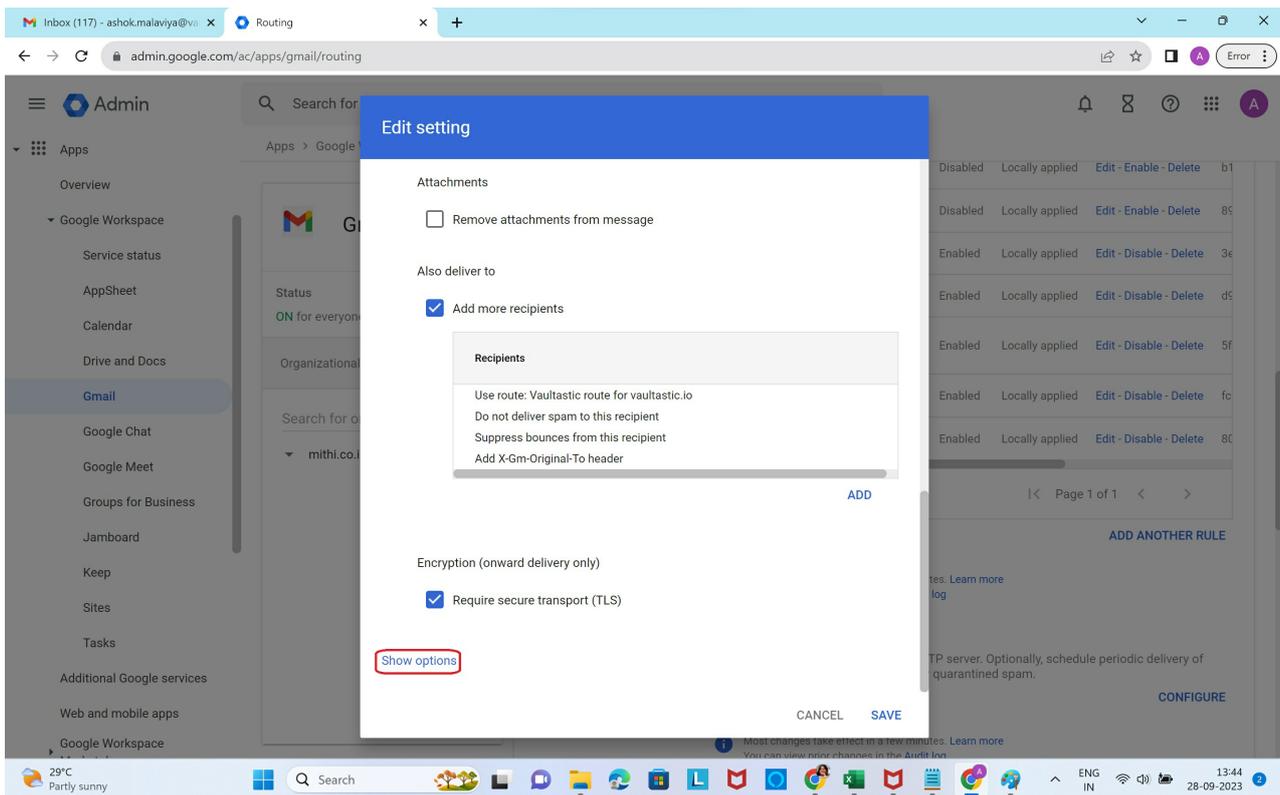
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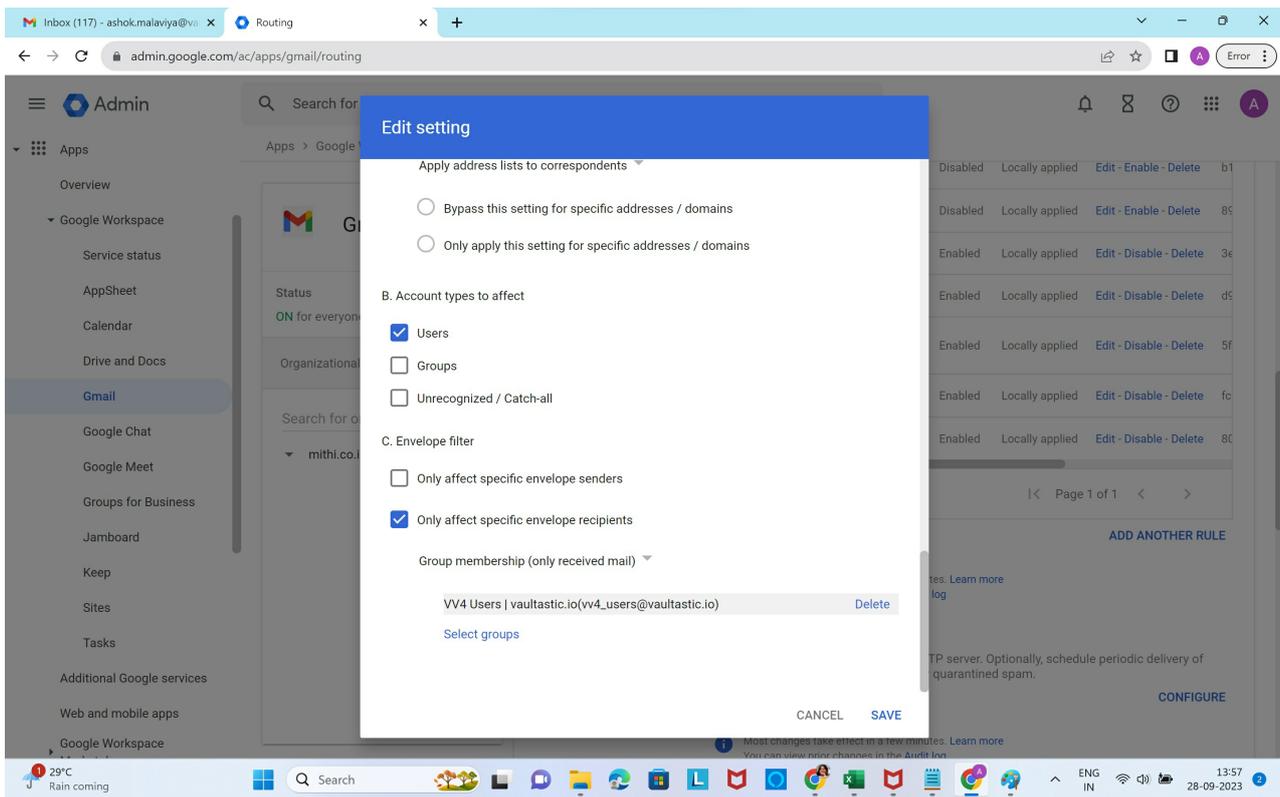
No changes to be made in the Address lists section

In Account types to affect, select Users

In Envelope filter section, select Only affect specific envelope recipients.

Select Group membership (only sent mail) and select the group created in Step 2

Click Save



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