

Configure the mail routing rules to journal mail to Vaultastic

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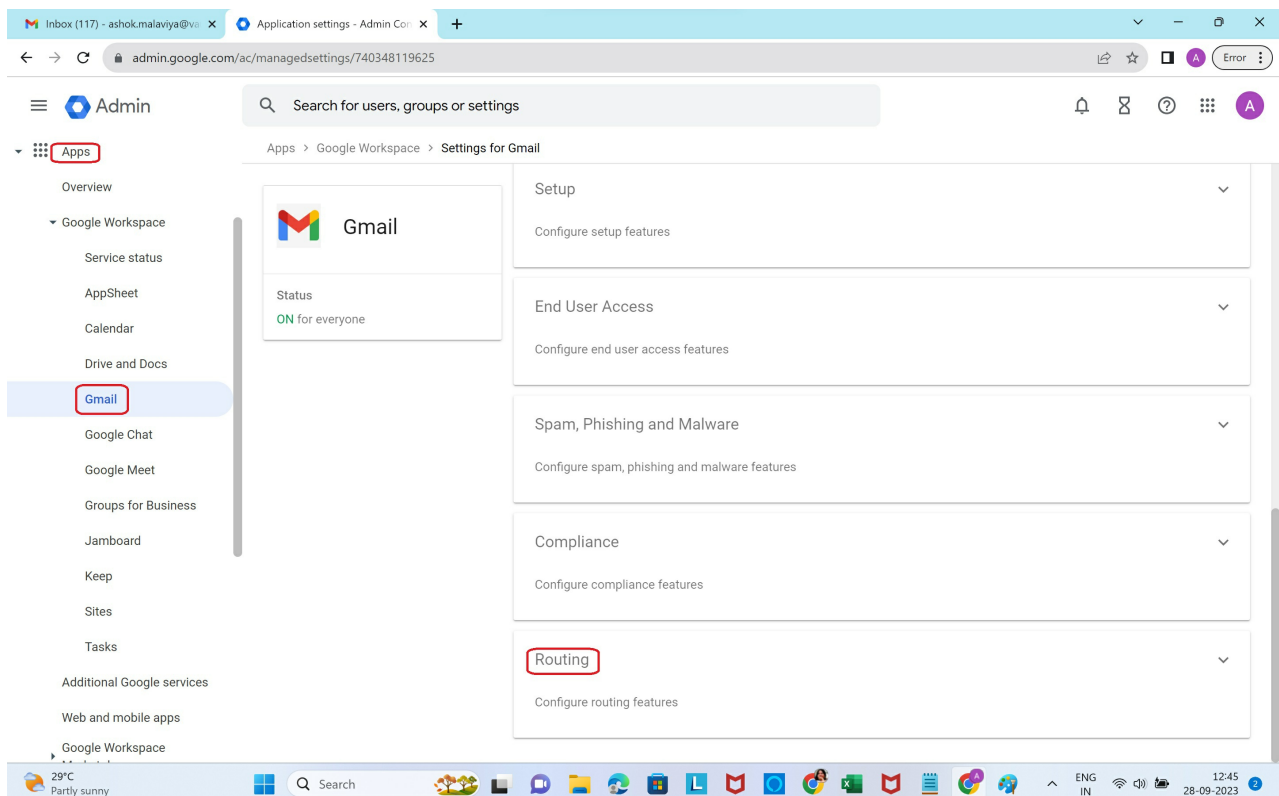
To journal incoming and outgoing emails by users of the domain, you have to **define a Sending Routing and a Receiving Routing rule**.

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

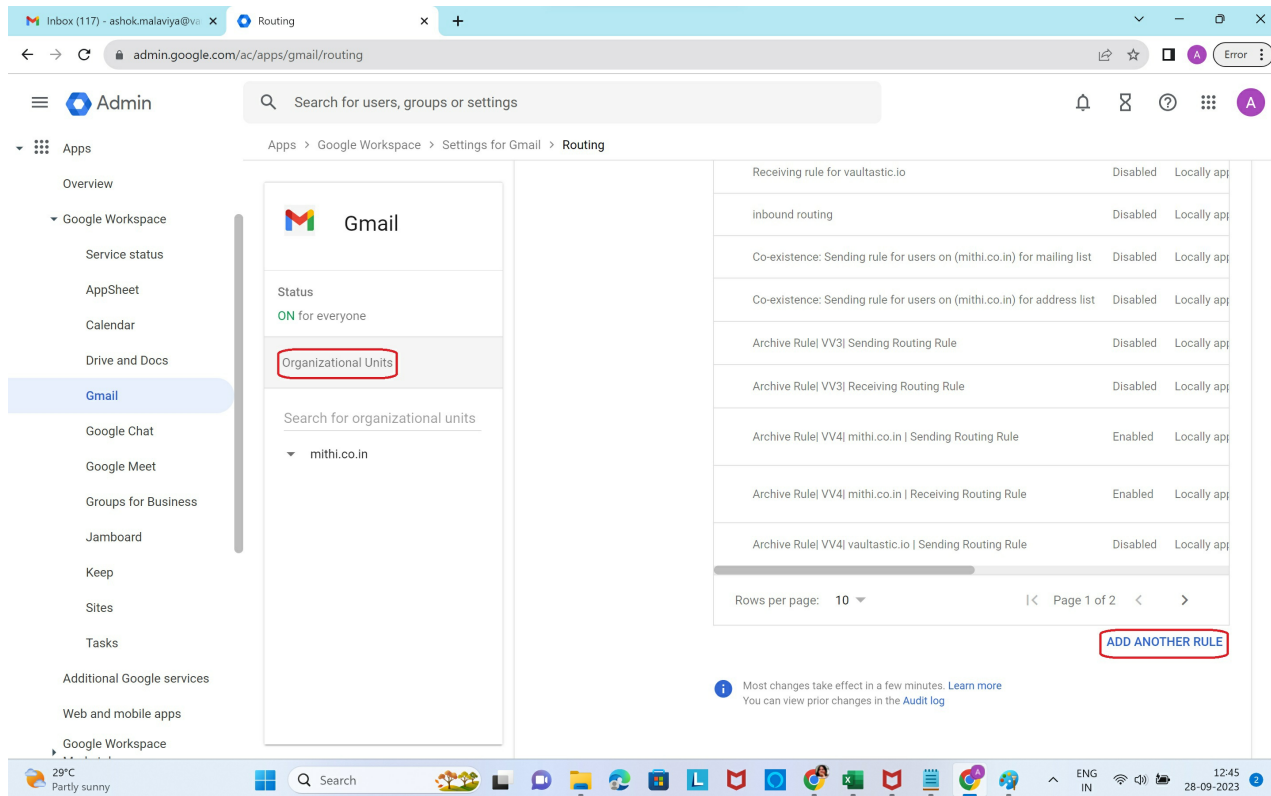


Configuring the Sending Routing Rule

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**

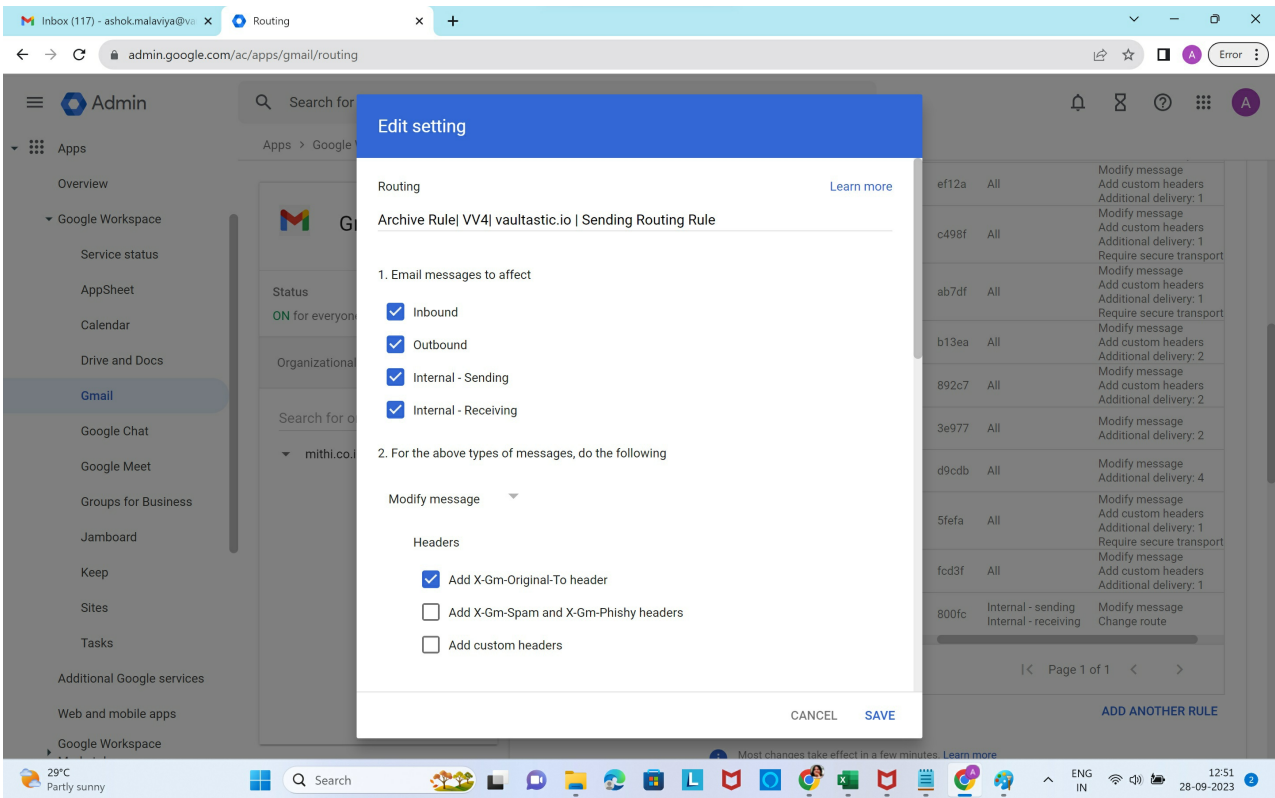
Click **ADD ANOTHER RULE**



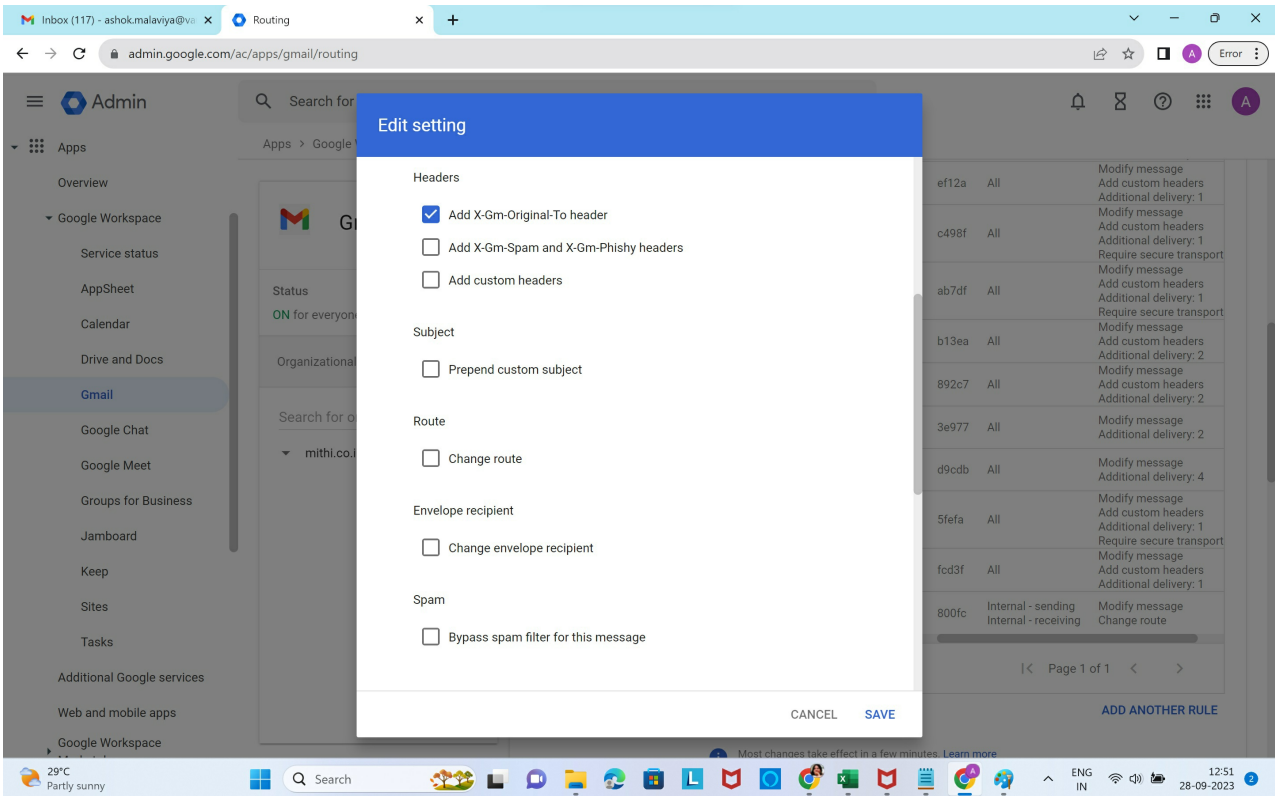
Give a descriptive **name** to the Rule.

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**

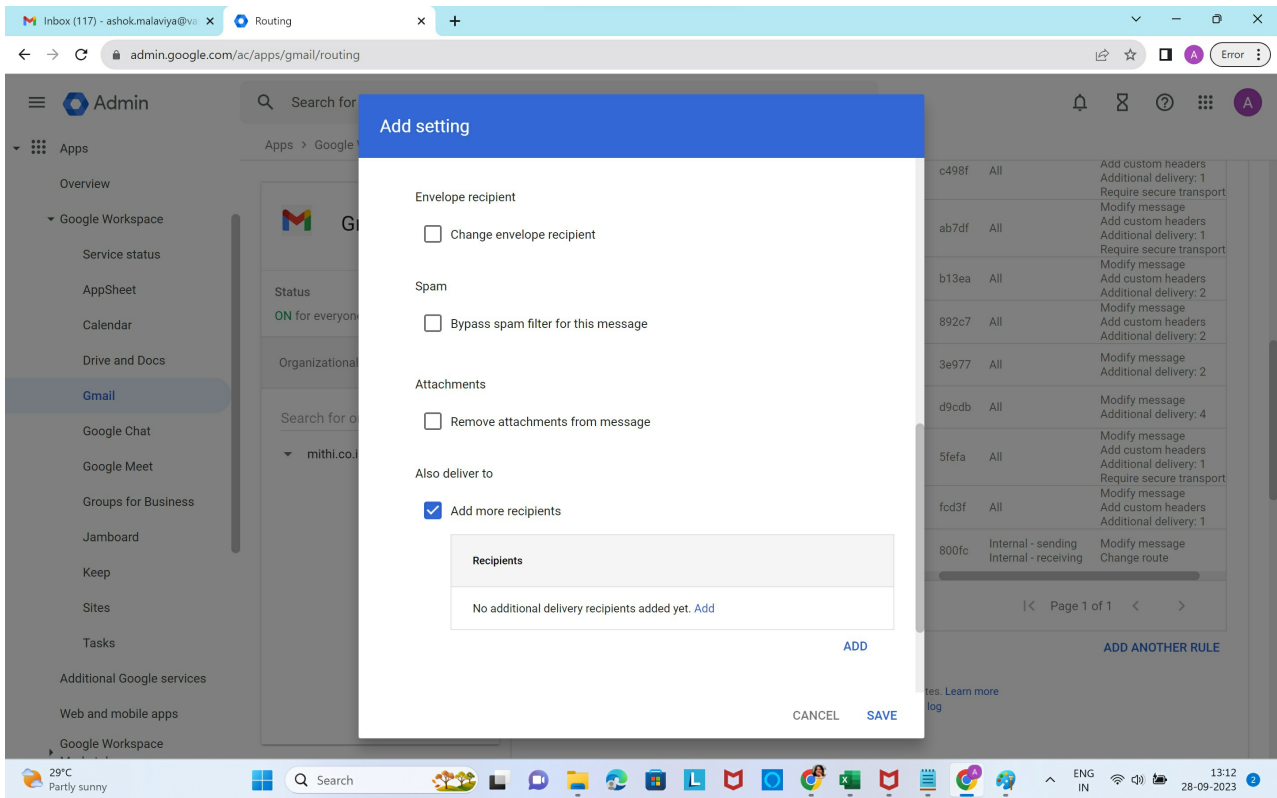


No changes to be made to Subject, Route, Envelope recipient or spam check

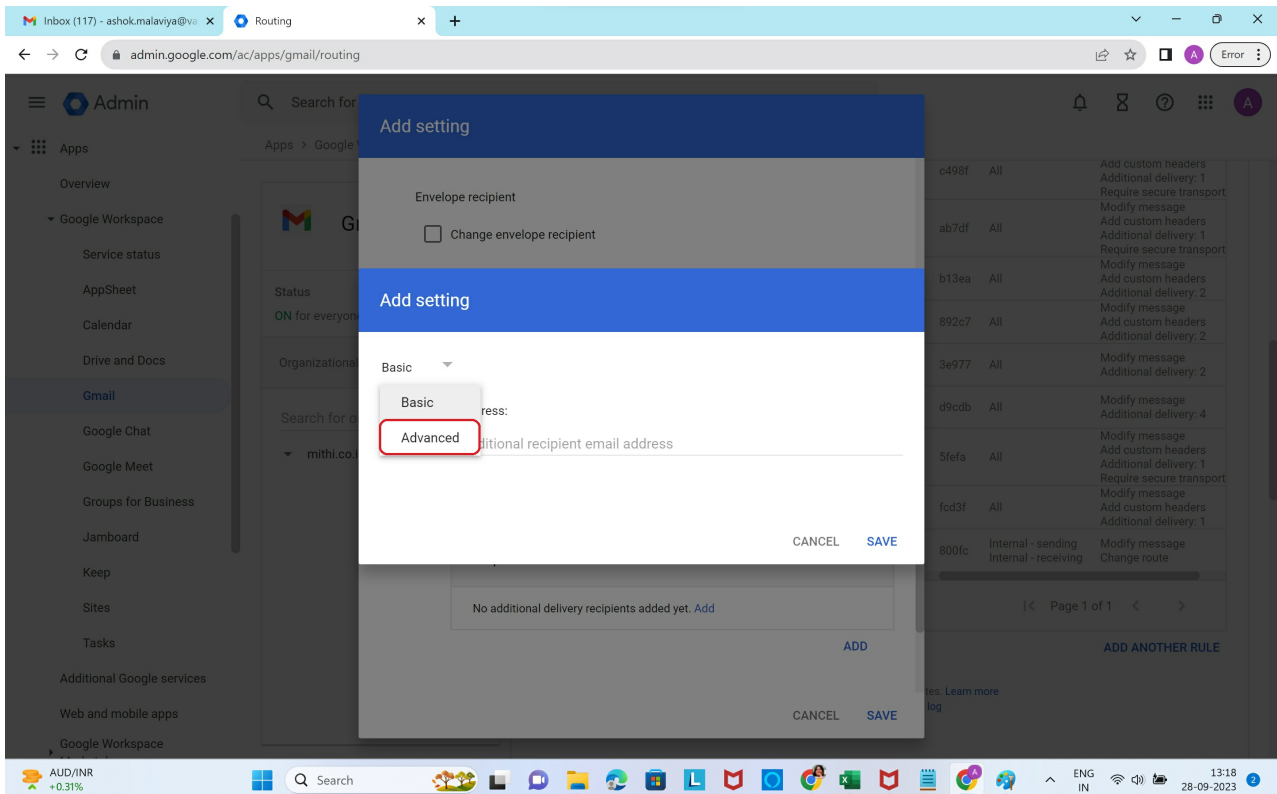


No changes to be made to the Attachments

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



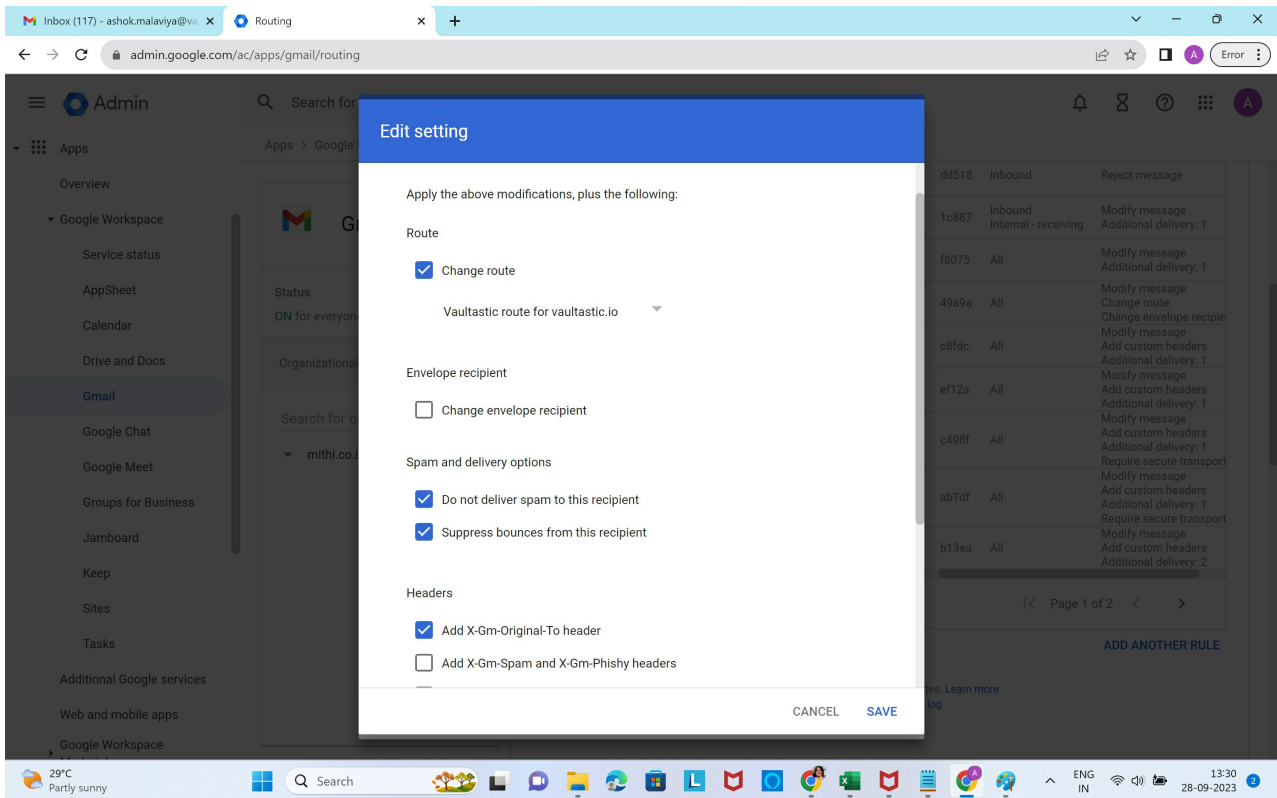
In the Add setting form, select **Advanced**



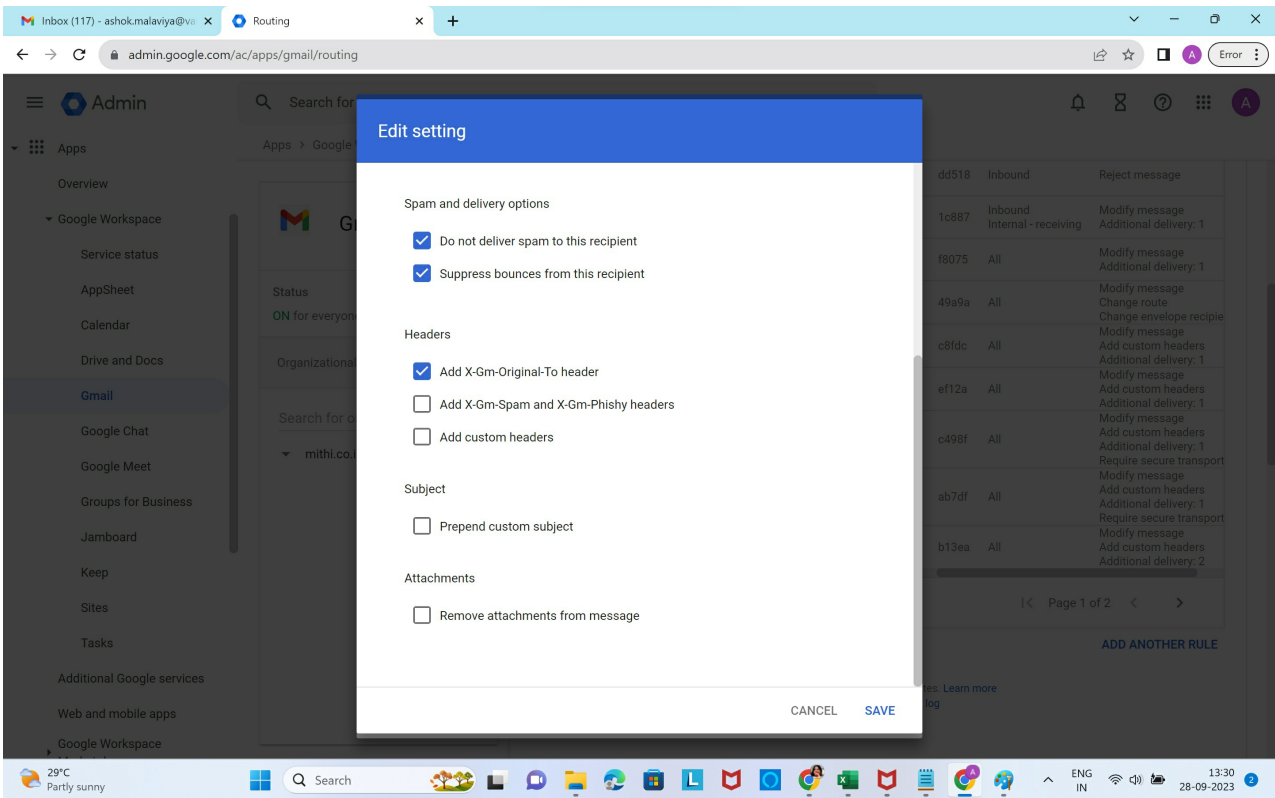
In the **Route** section, select **Change route**. In the drop down list of configured routes, **choose the route created in step 1**

Customize the Spam and delivery options as shown

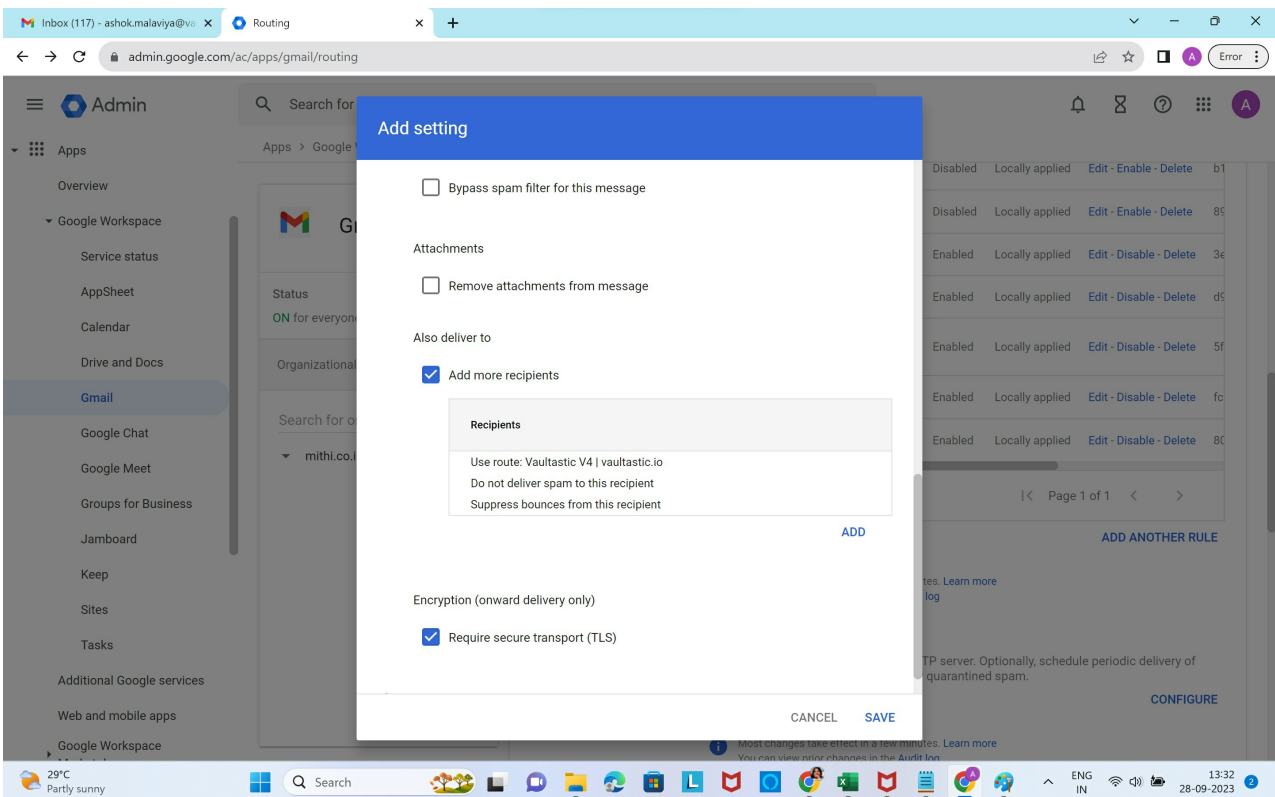
In the **Headers** section, **select Add-X-Gm-Original-To** header



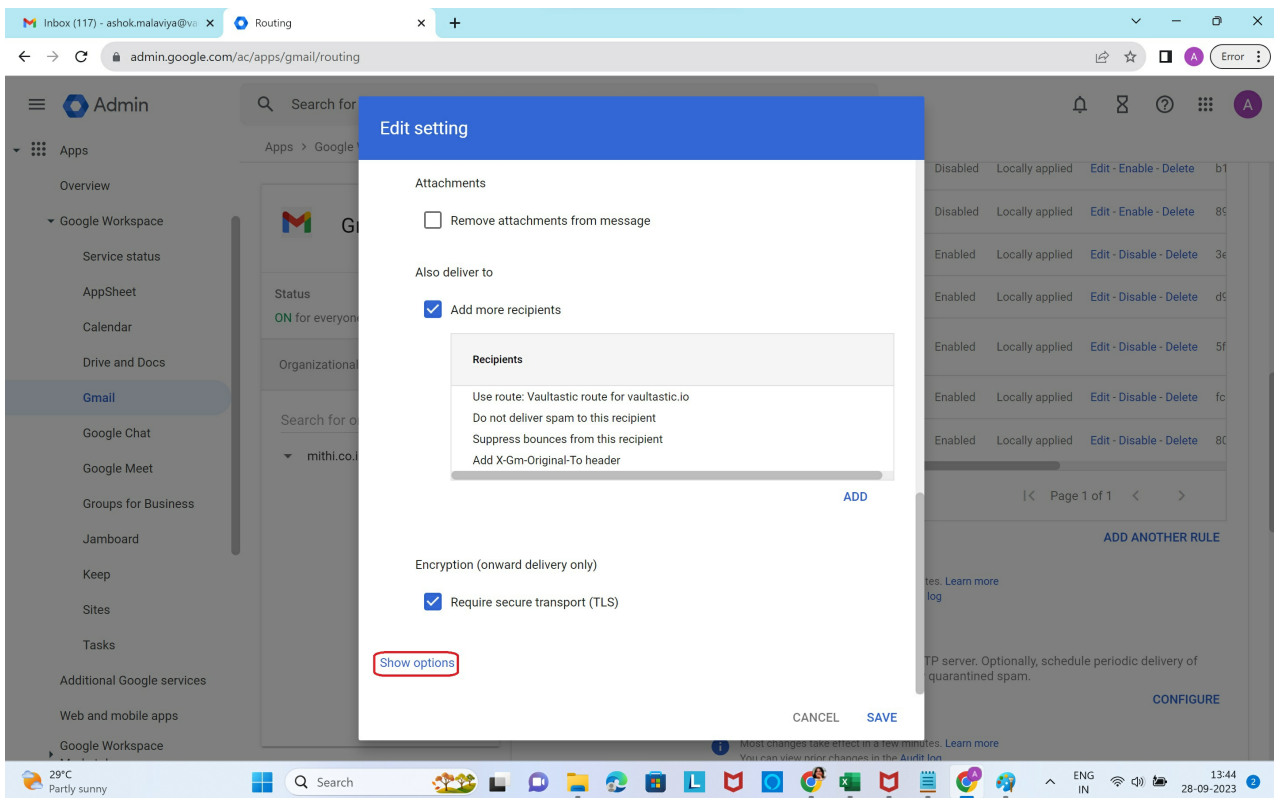
Scroll down and click on **Save**.



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



Click **Show options**



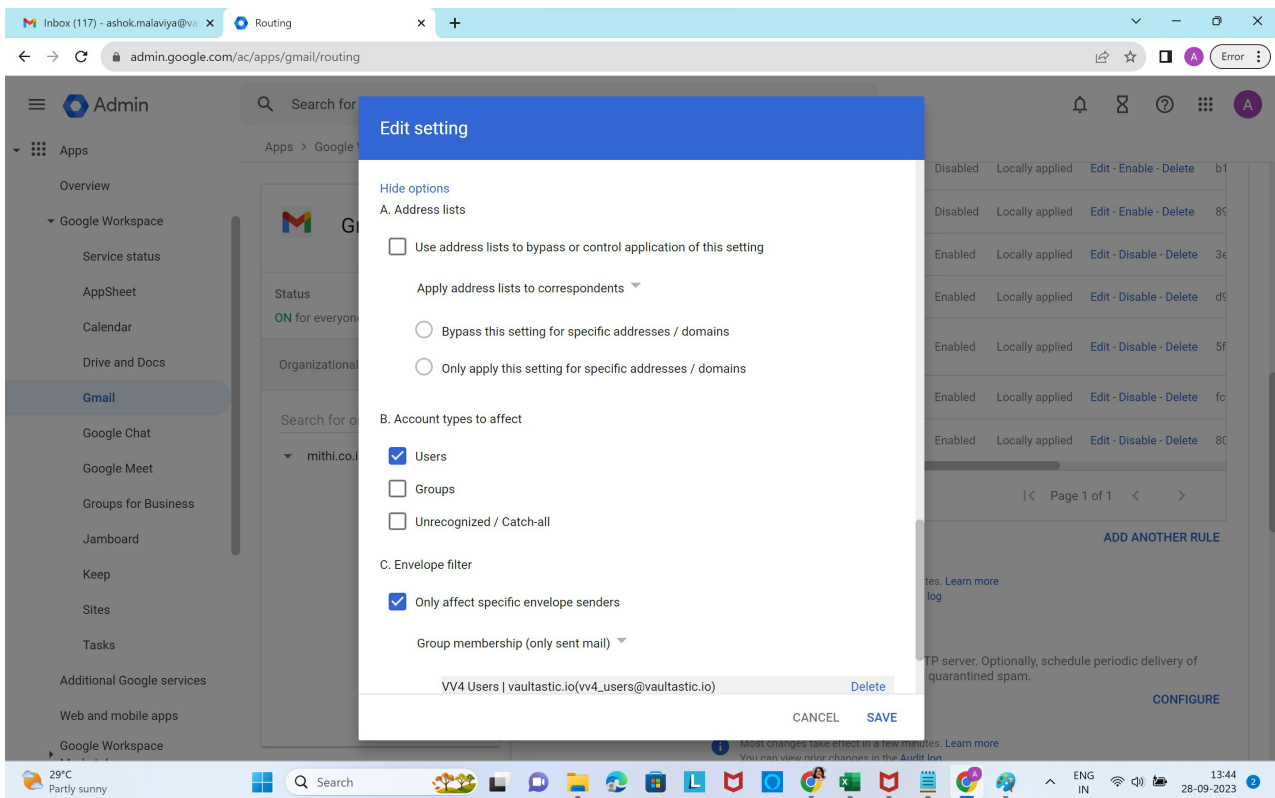
No changes to be made in the Address lists section

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**



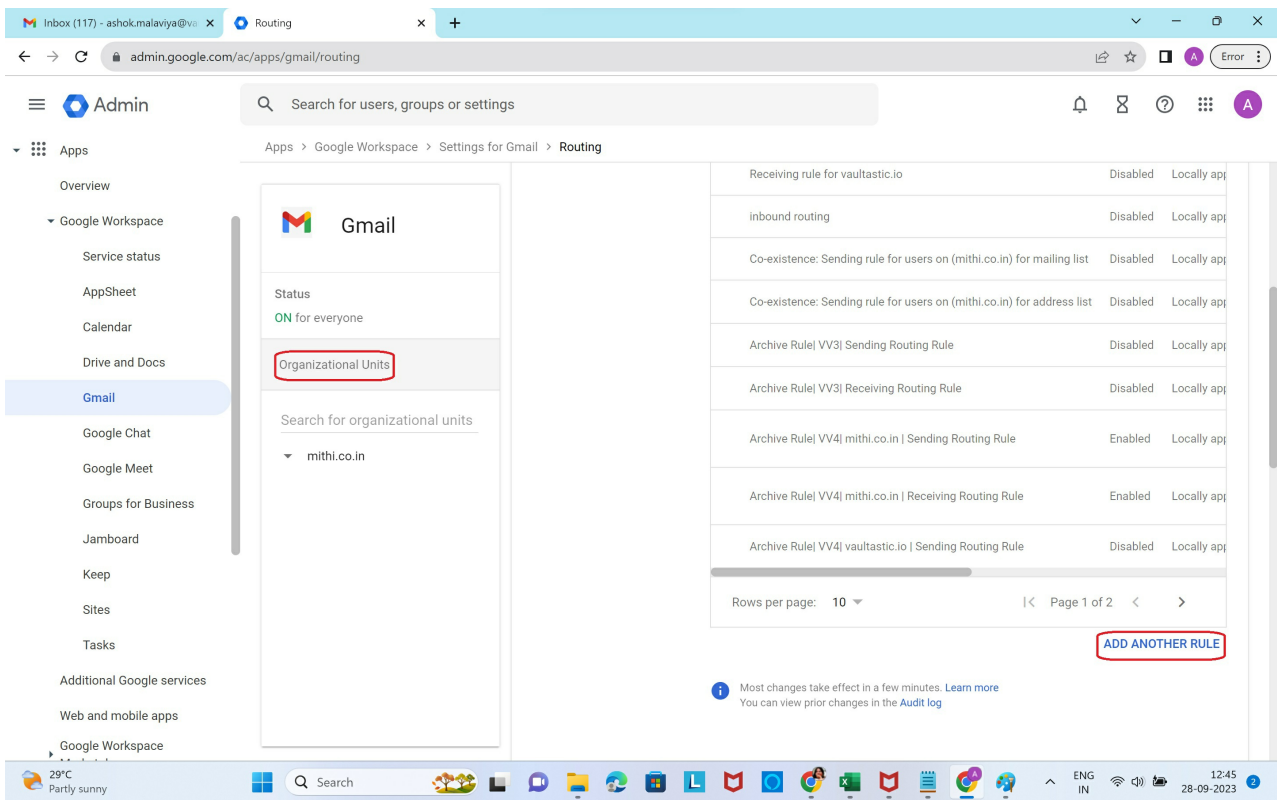
Multiple domains in the organization to be configured for archiving? Refer to the steps mentioned in the solution article: [How to configure multiple Google Workspace domains within the organization for archiving in Vaultastic?](https://helpcenter.mithi.com/a/solutions/articles/48001229544) (<https://helpcenter.mithi.com/a/solutions/articles/48001229544>)

Configure the Receiving Routing Rule

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

Select the **Organization Unit**

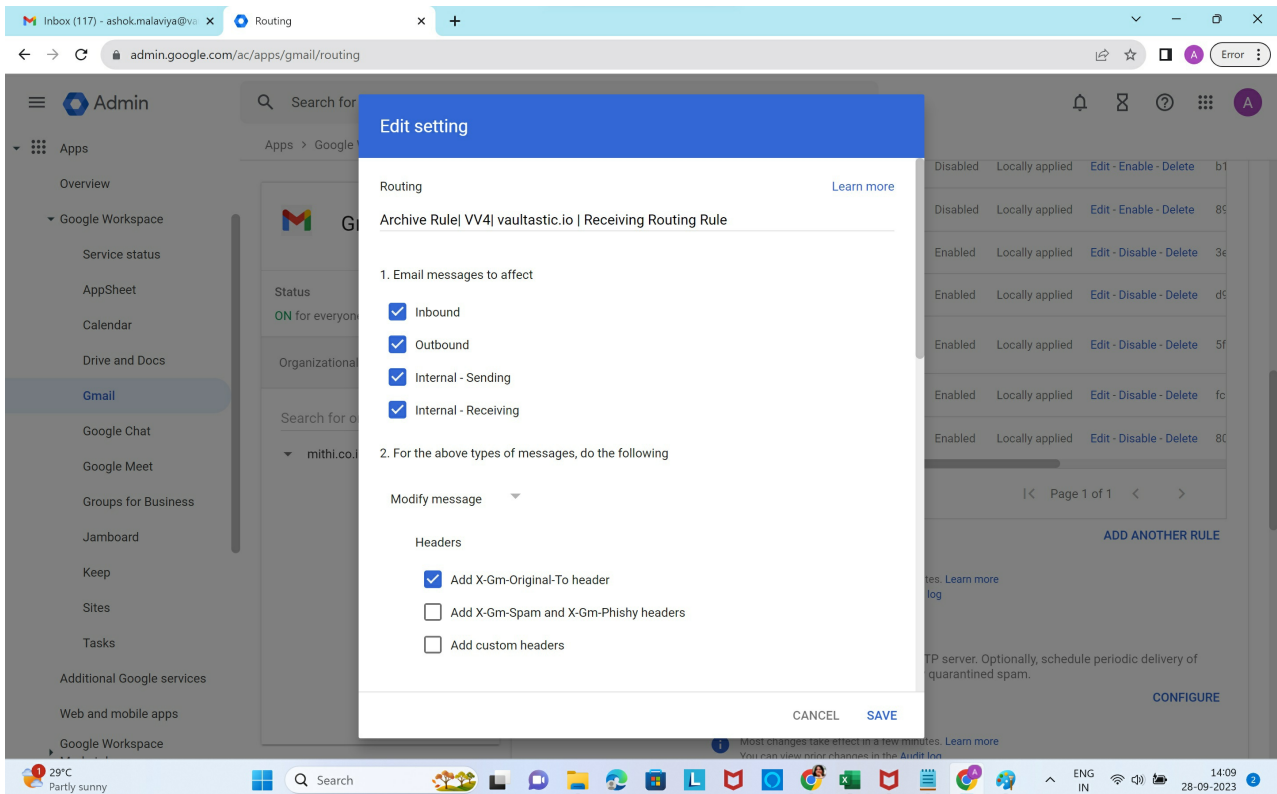
Click **ADD ANOTHER RULE**



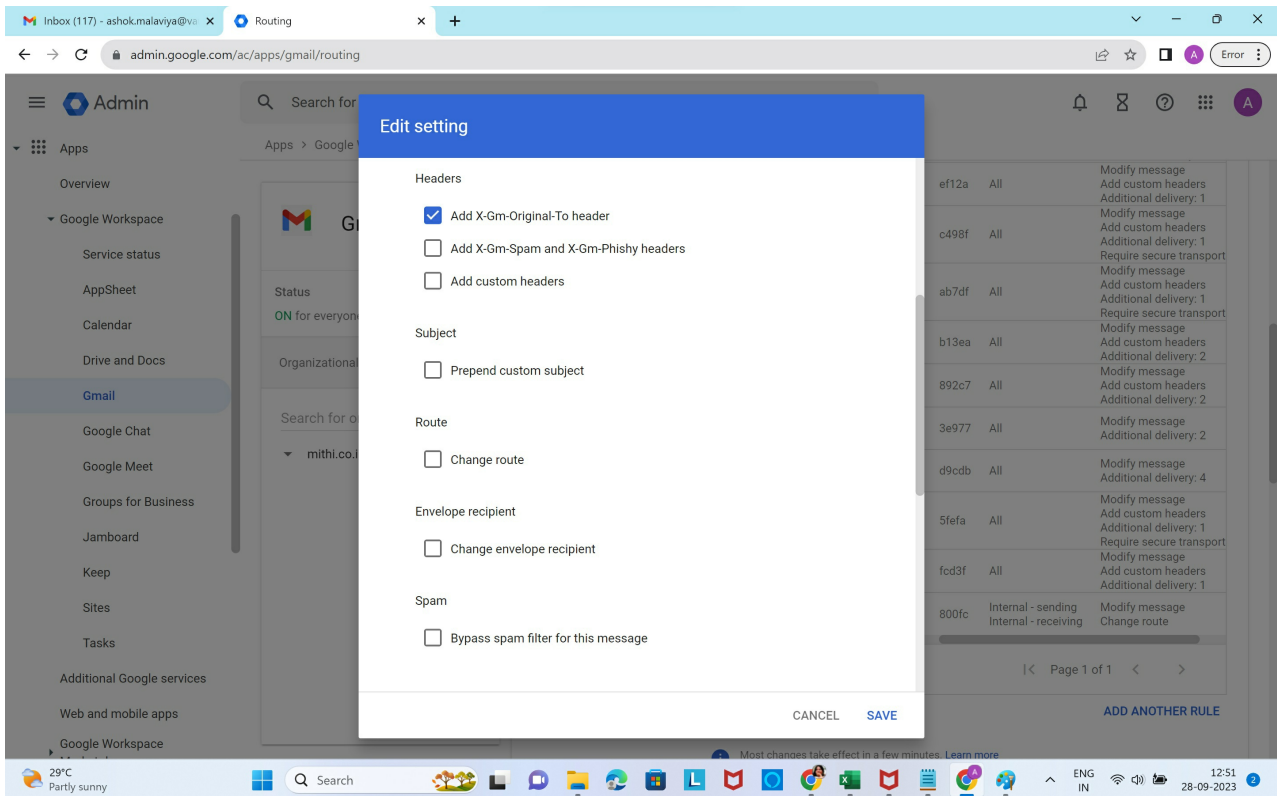
Give a descriptive **name** to the Rule.

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**

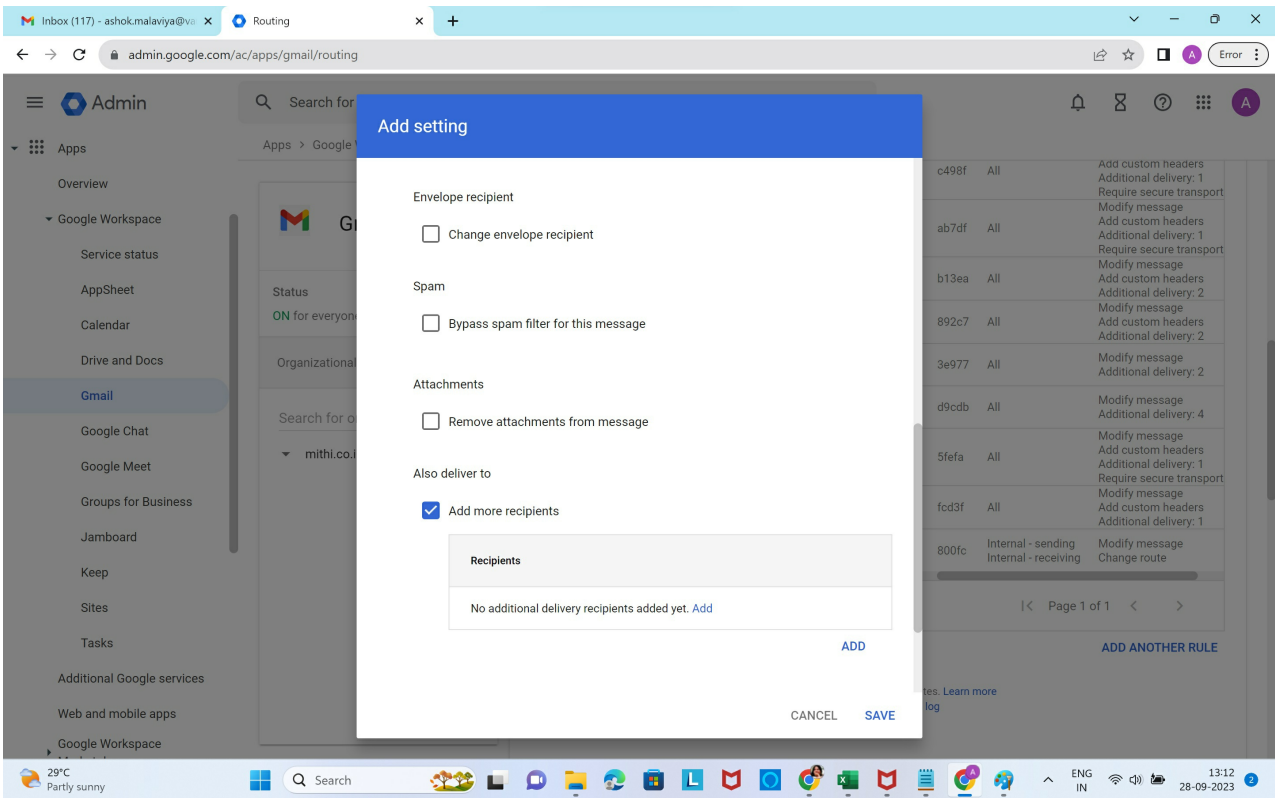


No changes to be made to Subject, Route, Envelope recipient or spam check

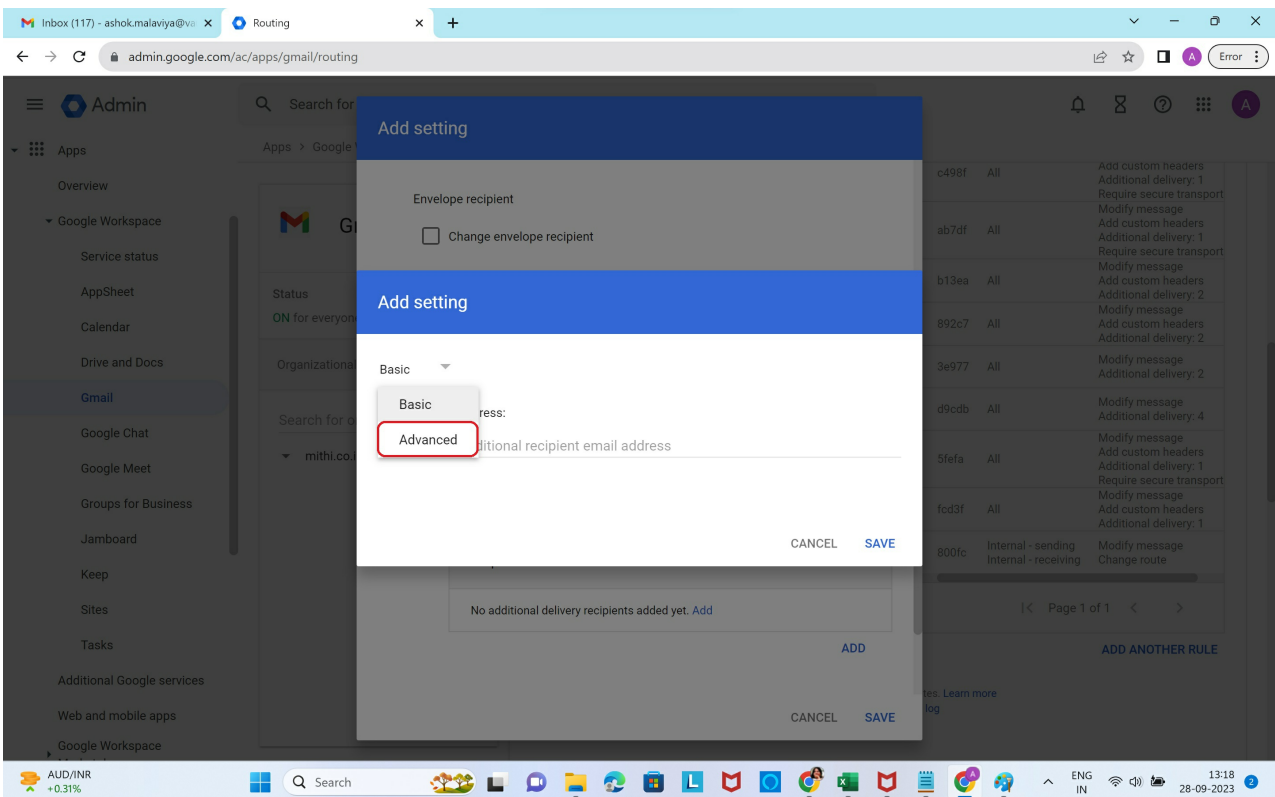


No changes to be made to the Attachments

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



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

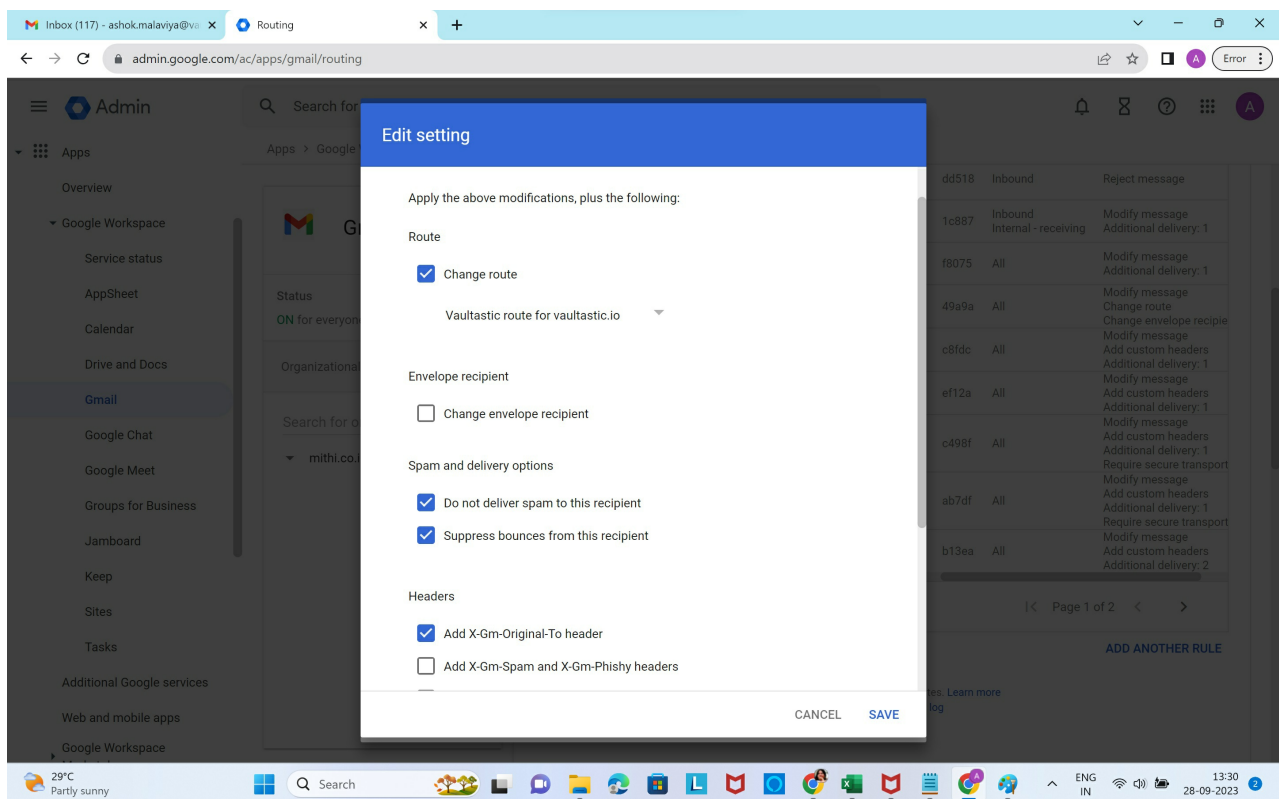


In the **Route** section, select **Change route**. In the drop down list of configured routes, **choose the route created in**

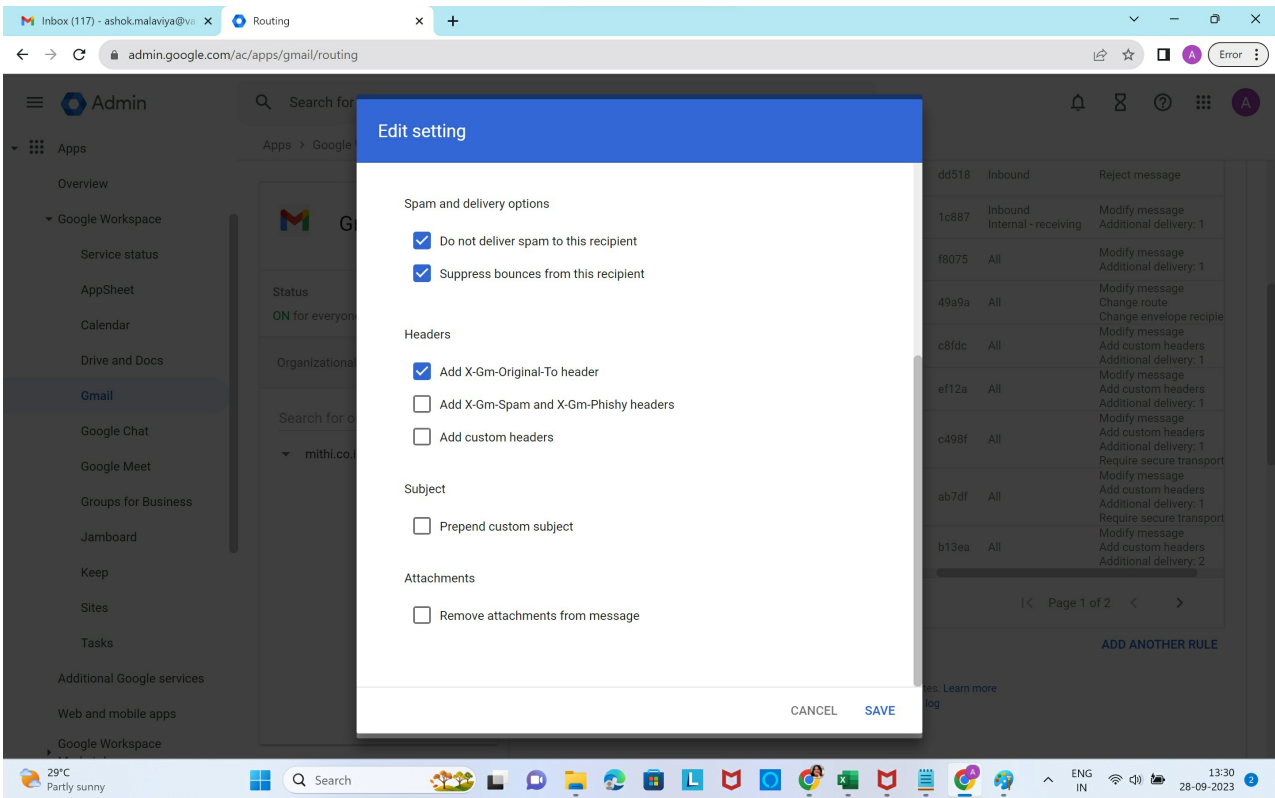
step 1

Customize the Spam and delivery options as shown

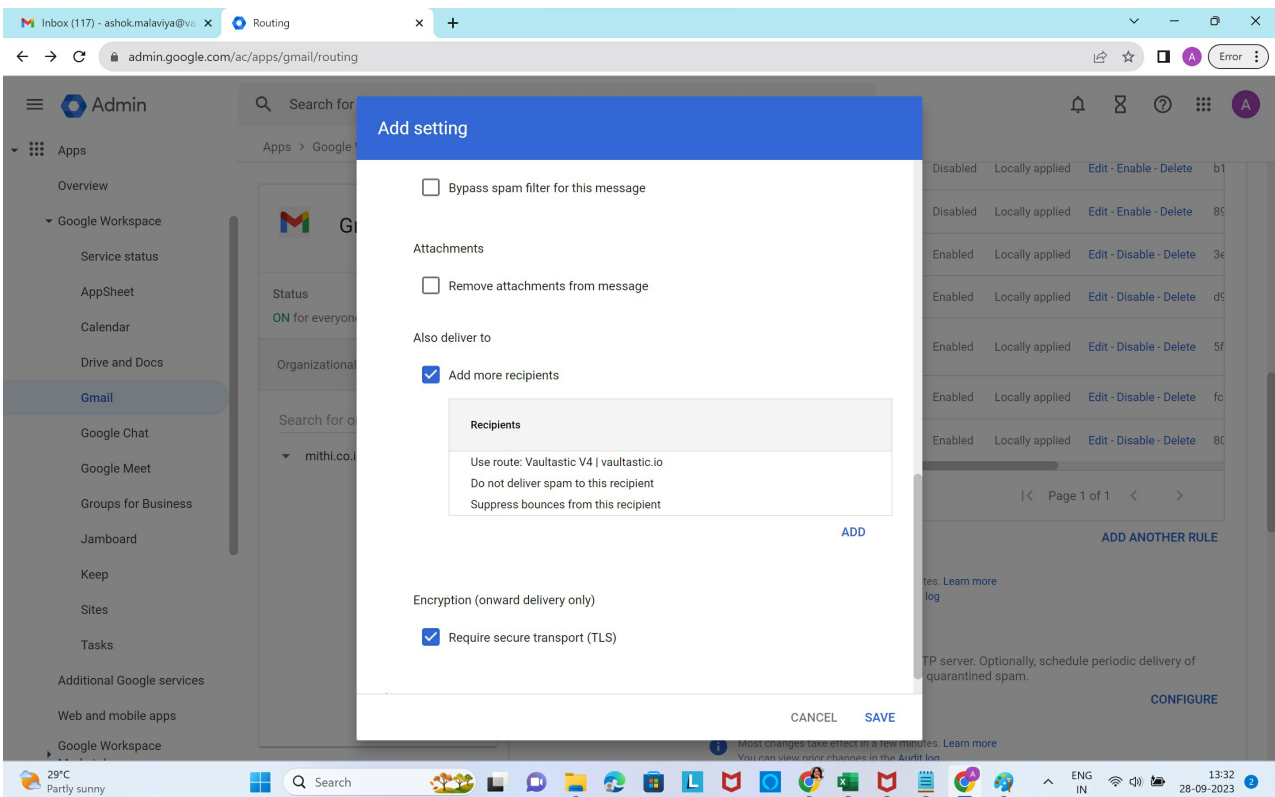
In the **Headers** section, select **Add-X-Gm-Original-To** header



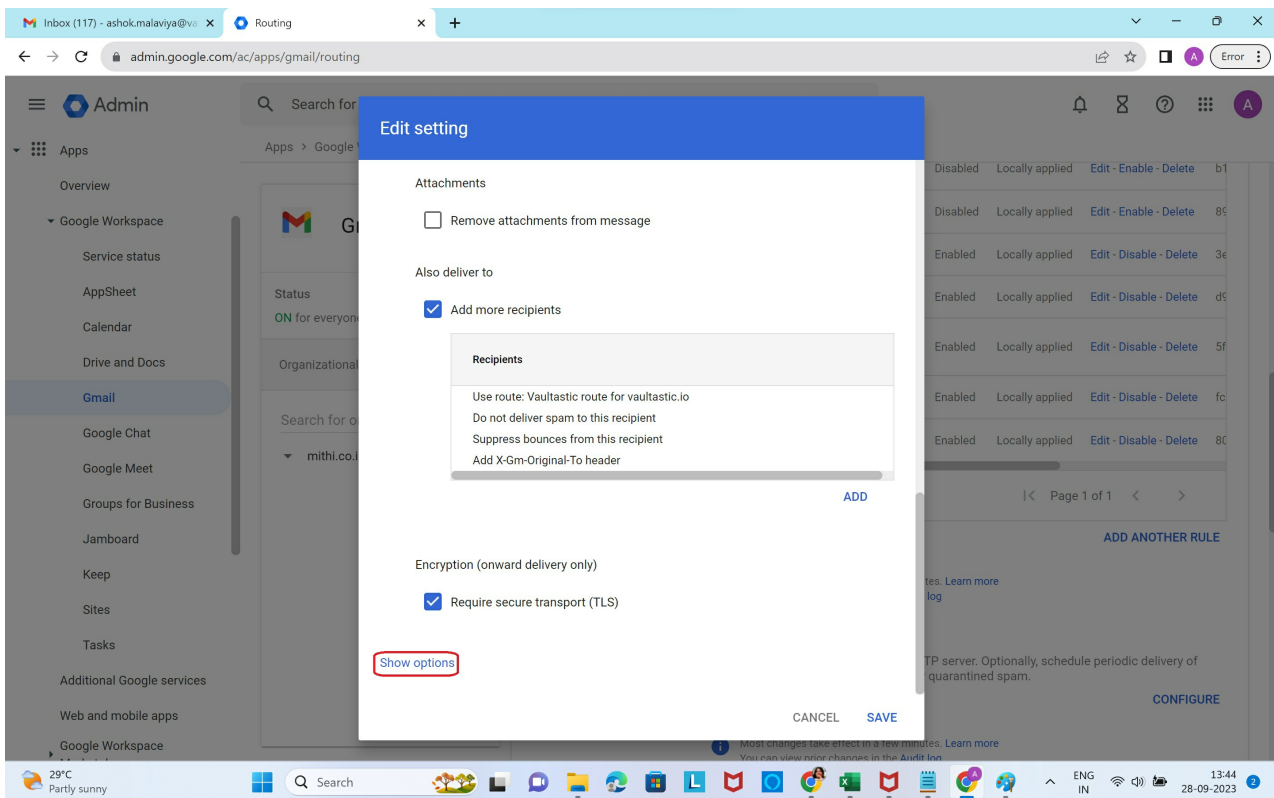
Scroll down and click on **Save**.



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



Click **Show options**



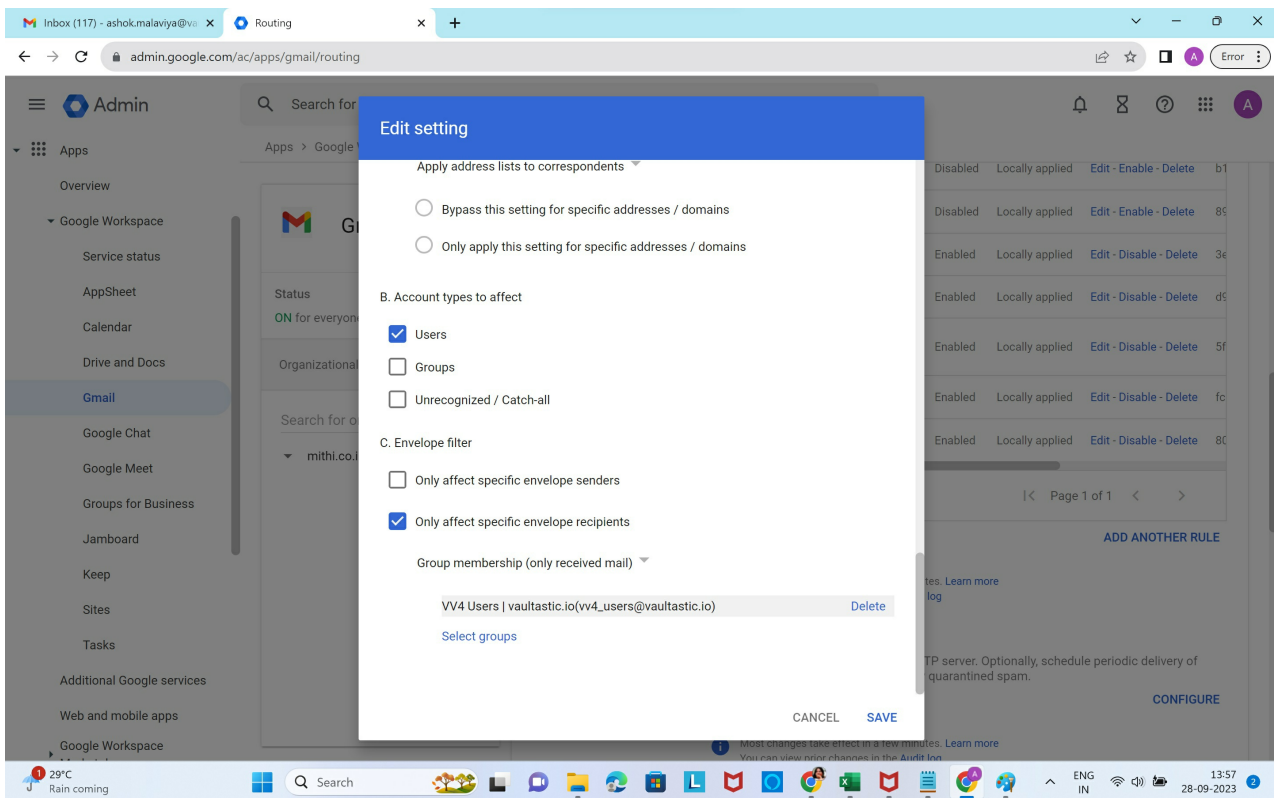
No changes to be made in the Address lists section

In **Account types to affect**, select **Users**

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

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>)