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

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Configuring the Sending Routing Rule

The Google Workspace (formerly G Suite) Sending routing setting enables you to deliver outbound and internalsending 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

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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

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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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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)

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Gmail		Add more recipients	En	abled Locally applied Edit - Disable - Delete fc
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Google Meet Groups for Business		Do not deliver spam to this recipient Suppress bounces from this recipient		< Page1 of 1 < >
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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)

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

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Tasks		ADD ANOTHER RULE
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Web and mobile apps		You can view prior changes in the Audit log
Google Workspace		

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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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)

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AppSheet	Status ON for everyone	Remove attachments from message	En	abled Locally applied Edit - Disable - Delete ds
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Gmail		Add more recipients	En	abled Locally applied Edit - Disable - Delete fc
Google Chat	search for o	Recipients	En	abled Locally applied Edit - Disable - Delete 80
Google Meet Groups for Business		Do not deliver spam to this recipient Suppress bounces from this recipient		< Page1 of 1 < >
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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



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