

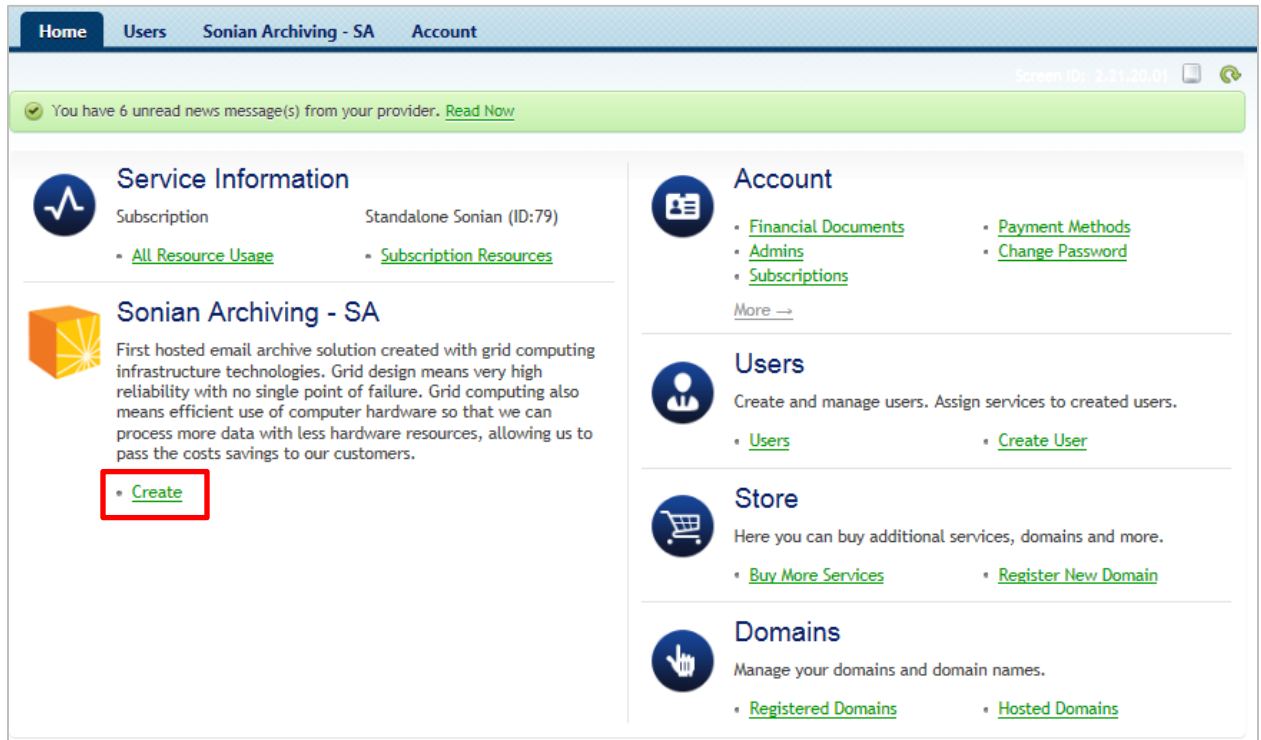


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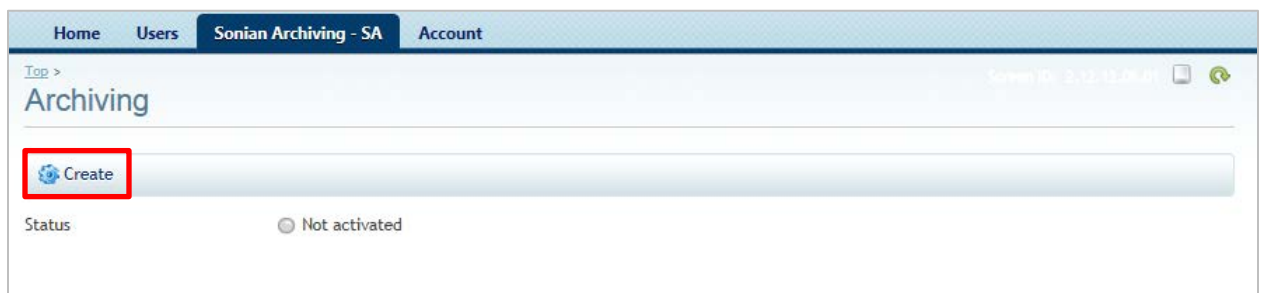
Activating Standalone Archiving in the Hosting Control Panel..... 1

Activating Standalone Archiving in the Hosting Control Panel

1. Log into the Hosting Control Panel (depending on the services you have purchased, your view of the Control Panel may be slightly different).



2. Under **Sonian Archiving – SA**, click **Create**.
The **Archiving** dashboard displays:



3. Click the **[Create]** button.
The first screen of the creation wizard displays:

Top > Screen ID: 2.28.01.05

Archiving

Please specify values for settings

Archiving

JOURNAL ADDRESS

Sonian Journaling Address When provisioning has completed, this will be populated with the SMTP address to which you should journal all email to be archived.

ACCOUNT SETUP

Org Type Commercial
Please select the description that best fits your company.

Number of Users 5

Domain Name
Please enter the name of the primary domain used for email. If you have more than one domain, pick the most common.

Email System Office 365
Please select the mail system in use by your organization.

ADDRESS AND PHONE

Address Line 1

Address Line 2

City

State

Zip

Contact Phone

4. Enter the primary **Domain Name** in the field provided.
5. Select an **Email System** from the drop-down list:

Email System Office 365

Exchange
Hosted Exchange
Notes
Zimbra
Gmail
GroupWise
IMail
Scalix
Sun ONE
Other

ADDRESS AND PHONE

Address Line 1

Address Line 2

City

6. Be sure to populate all the **Address and Phone** and **Administrator** fields.

ADMINISTRATOR

Admin username

Admin Password
Admin Password for the archive portal.

Administrator first name

Administrator last name


Administrator primary email


NOTE: The password you supply here must be between 8 and 15 alphanumeric characters and must contain at least 3 numbers.

- Click **[Next]**.
A confirmation screen displays.
- Review the information and click **[Back]** to make any corrections or **[Finish]** to accept.
The **Archiving** tab displays again.

[Top >](#)

Archiving

 **General**
First hosted email archive solution created with grid computing infrastructure technologies. Grid design means very high reliability with no single point of failure. Grid computing also means efficient use of computer hardware so that we can process more data with less hardware resources, allowing us to pass the costs savings to our customers.

 **Settings**
Here you can view and edit settings of Sonian Archiving - SA

- Click **Settings**.
The **Settings** screen displays:

Top > Archiving > Screen ID: 2.12.01.06

Settings

Here you can view and edit settings of Sonian Archiving - SA

Archiving

JOURNAL ADDRESS

Sonian Journaling Address	7b724fe2-5ed7-11e4-bd7e-12313926e552@mail.parallels.sa2s.us
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When provisioning has completed, this will be populated with the SMTP address to which you should journal all email to be archived.

ACCOUNT SETUP

Org Type	Commercial Please select the description that best fits your company.
Number of Users	5
Domain Name	standalonetest.org Please enter the name of the primary domain used for email. If you have more than one domain, pick the most common.
Email System	Office 365 Please select the mail system in use by your organization.

ADDRESS AND PHONE

Address Line 1	18 somewhere ln.
Address Line 2	
City	swansea
State	IL
Zip	62226
Contact Phone	5551212

NOTE: The **Sonian Journaling Address** field may appear blank when you first access this screen. If so, just click **Refresh** () in the upper right corner of the screen.

10. To setup journaling in your system, continue on to the next section.