

External Journaling Configuration Guide

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NOTE: Before you begin to enable journaling, you must first purchase the appropriate resource through your Control Panel: Discovery Journaling or Selective Journaling.

- Discovery Journaling – journal all users within the selected company.
- Selective Journaling – journal only selected users within the selected company.

Enable Discovery Journaling

Discovery Journaling allows you to journal all users within the selected company.

1. From the Control Panel main screen, select **Email Journaling > Create**.

OR

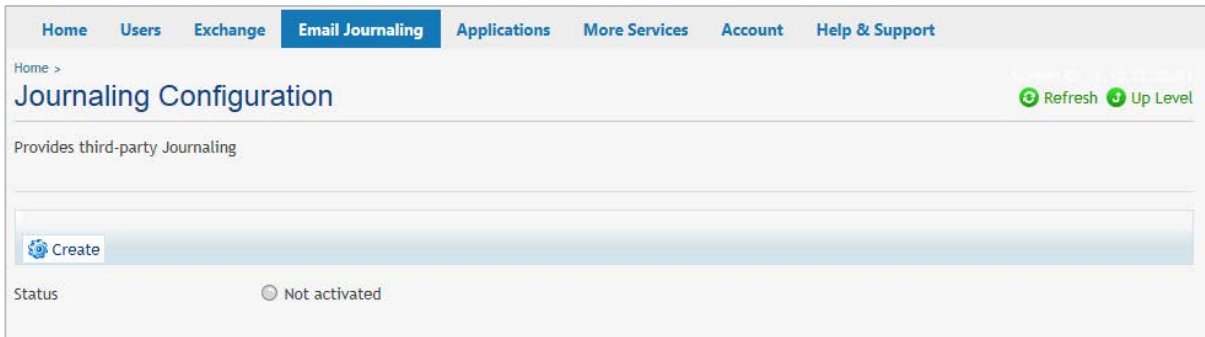
Select the **Email Journaling** tab.

Both are highlighted in the screen shot below:

The screenshot shows the Control Panel main screen with the following sections:

- Home** | **Users** | **Exchange** | **Email Journaling** (highlighted in red) | **Applications** | **More Services** | **Account** | **Help & Support**
- Service Information**: Subscription: Exchange 2013 a la Carte (apptixstest052814.com) (ID:1082012). Includes links for **All Resource Usage** and **Subscription Resources**.
- Exchange**: This section provides you with managing facilities for your mailboxes, public folders, distribution lists, contacts and mail service general settings. Includes links for **Add New Mailbox** and **Mailboxes**.
- Email Journaling** (highlighted with a red box): This package enables journaling in your cloud-based Exchange to the provider of your choice. You must first establish a relationship with a third-party journaling / archiving service. You'll need to obtain an email address from the journaling / archiving provider to which mail will be journaled. Includes a **Create** button.
- Applications**: Administrative interface to installed applications. Includes link for **Manage and Install Applications**.
- More Services**: This is where you can manage special features of your current subscription.
- Account**: Outstanding Invoices: \$ 0.00. Need Attention: 1 service(s). Includes links for **Financial Documents**, **Admins**, **Subscriptions**, **Payment Methods**, and **Change Password**.
- Users**: Create and manage users. Assign services to created users. Includes links for **Users** and **Create User**.
- Store**: Here you can buy additional services, domains and more. Includes links for **Buy More Services**, **Buy Additional Resources**, **Register New Domain**, and **Change Service Plan**.
- Domains**: Manage your domains and domain names. Includes links for **Registered Domains** and **Hosted Domains**.

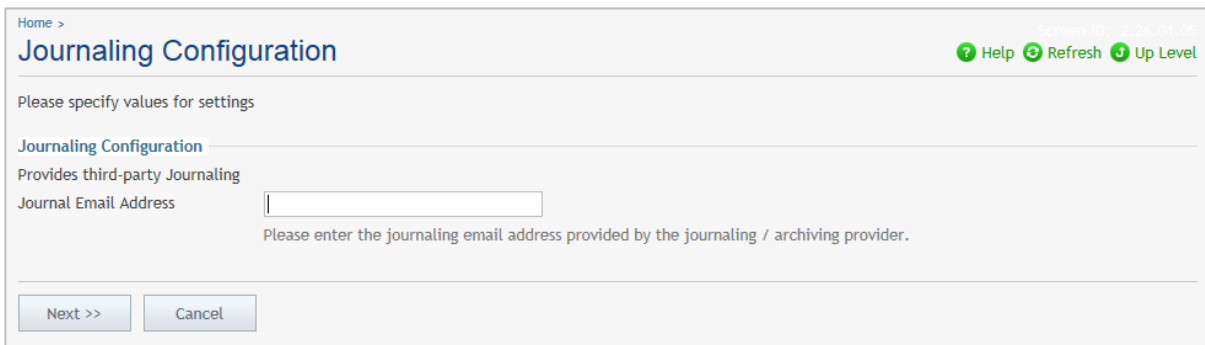
The **Journaling Configuration** screen displays:



- Click the **[Create]** button.

NOTE: When you click **[Create]**, please be patient. The creation takes a minute to process. Do not click your **[Back]** button or the **[Create]** button again.

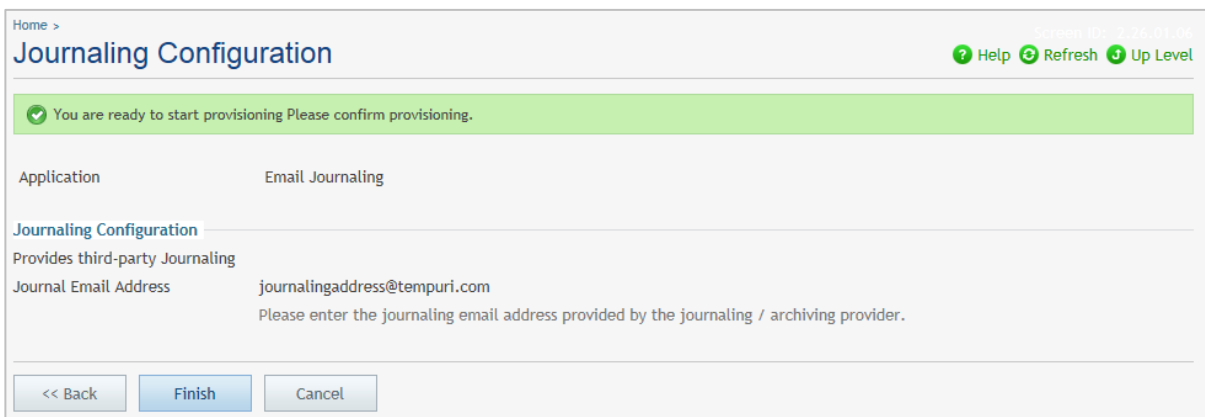
The first page of the creation wizard displays:



- Enter the journaling address in the **Journal Email Address** field.

- Click **[Next]**.

A confirmation page displays:



- Click **[Finish]**.

The system creates a new **Discovery Journaling** tab:

Home > **Journaling Configuration** Screen ID: 2_12_12_05_01
Refresh Up Level

Discovery Journaling **Journaling Configuration**

✔ Operation result Installation of application Email Journaling successfully scheduled

Provides third-party Journaling to all mailboxes

Activate

Status Not activated

6. Click **[Activate]**.

A confirmation page displays:

Home > **Journaling Configuration** Screen ID: 2_12_12_07
Refresh Up Level

Discovery Journaling **Journaling Configuration**

✔ You are ready to create new Discovery Journaling Please confirm creation of Discovery Journaling

Options

Type Discovery Journaling

Finish **Cancel**

7. Click **[Finish]**.

The new journaling feature is provisioned:

Home > **Journaling Configuration** Screen ID: 2_12_12_06_01
Refresh Up Level

Discovery Journaling **Journaling Configuration**

Provides third-party Journaling to all mailboxes

Deactivate

Active Yes

Options

Type Discovery Journaling

IMPORTANT NOTE: Be sure the value in the **Active** line reads “Yes.” It will read “Provisioning” until provisioned. You can click **Refresh** in the upper right corner to refresh your screen.

Enable Selective Journaling

Selective Journaling allows you to select individuals within the selected company for journaling.

1. From the Control Panel main screen, select **Email Journaling > Create**.

OR

Select the **Email Journaling** tab.

Both are highlighted in the screen shot below:

The screenshot shows the Control Panel main screen with the following sections:

- Home** (selected)
- Users**
- Exchange**
- Email Journaling** (highlighted in red)
- Applications**
- More Services**
- Account**
- Help & Support**

The **Email Journaling** section is highlighted with a red box and contains the following text:

Email Journaling
 This package enables journaling in your cloud-based Exchange to the provider of your choice. You must first establish a relationship with a third-party journaling / archiving service. You'll need to obtain an email address from the journaling / archiving provider to which mail will be journaled.

[Create](#)

The **Journaling Configuration** screen displays:

The **Journaling Configuration** screen displays the following information:

- Home >**
- Journaling Configuration**
- Provides third-party Journaling**
- Create** button
- Status:** Not activated

2. Click the **[Create]** button.

The first page of the creation wizard displays:

Home > **Journaling Configuration** Screen ID: 2_26_01_05
Help Refresh Up Level

Please specify values for settings

Journaling Configuration

Provides third-party Journaling

Journal Email Address

Please enter the journaling email address provided by the journaling / archiving provider.

Next >> Cancel

3. Enter the journaling address in the **Journal Email Address** field.

4. Click **[Next]**.

A confirmation page displays:

Home > **Journaling Configuration** Screen ID: 2_12_12_05_01
Refresh Up Level

Journaling-Enabled Users **Journaling Configuration**

✔ Operation result Installation of application Email Journaling successfully scheduled

Provides third-party Journaling to selected mailboxes

+ Add New ✗ Remove

No item(s) found

5. Click **[Add New]** to select from a list of users.

The first step of the enabling users wizard displays:

Home > **Journaling Configuration** Screen ID: 2_12_12_07_05
Refresh Up Level

Journaling-Enabled Users **Journaling Configuration**

Please select if you want to create Journaling-Enabled User under new service user or based on existing one

Service User New Service User
 Existing Service User

Next >> Cancel

6. Select **Existing Service User** (users must already have a provisioned mailbox).

7. Click **[Next]**.

A list of users for whom you can add Selective Journaling displays:

The screenshot shows the 'Journaling Configuration' page. At the top, there are tabs for 'Journaling-Enabled Users' and 'Journaling Configuration'. Below the tabs, it says 'Please select service user'. There are 2 total users listed. The first user is 'Test 1' with login 'test1@apptixsstest052814.com'. The second user is 'test2' with login 'test2@apptixsstest052814.com'. The 'Test 1' user is selected. At the bottom, there are buttons for '<< Back', 'Next >>', and 'Cancel'.

8. Select the appropriate user from the list and click **[Next]**.

A confirmation page displays:

The screenshot shows the 'Journaling Configuration' page with a confirmation message: 'You are ready to create new Journaling-Enabled User Please confirm creation of Journaling-Enabled User'. Below the message, the selected user details are shown: Service User: Test 1, Login: test1@apptixsstest052814.com. Under the 'Options' section, the Type is set to 'Selective Journaling'. At the bottom, there are buttons for '<< Back', 'Finish', and 'Cancel'.

9. Click **[Finish]**.

The selected user is added to the list of journaling enabled users:

Home > **Journaling Configuration** Screen ID: 3-17-12-05-01
[Refresh](#) [Up Level](#)

Journaling-Enabled Users [Journaling Configuration](#)

Provides third-party Journaling to selected mailboxes

[+ Add New](#) [- Remove](#)

1 total | [Show Search](#) On page: 25 50 100

<input type="checkbox"/>	Service User ^	Login	Type	Status
<input type="checkbox"/>	Test 1	test1@apptixstest052814.com	Selective Journaling	✔ Ready

1 total On page: 25 50 100

Repeat this process for each user for which you wish to enable selective journaling.

IMPORTANT NOTE: Be sure the value in the **Status** column reads “Ready.” It will read “Provisioning” until provisioned. You can click **Refresh** in the upper right corner to refresh your screen.