



Erado Archiving & Setup Instruction

Microsoft Exchange 2003 Enterprise Journaling – Push Method

This document covers the following Microsoft Exchange Server Editions

- Microsoft Exchange Enterprise Edition

This document is for Exchange Administrators and assumes a working knowledge of account setup and maintenance

The following document illustrates the internal setup procedure needed to create and configure PUSH Journaling.

Your estimated time to complete this configuration is approximately 30 minutes,

PLEASE FOLLOW THESE DIRECTIONS STEP BY STEP. BY NOT FOLLOWING THESE DIRECTIONS YOU WILL ENCOUNTER PROBLEMS AND SIGNIFICANTLY INCREASE YOUR SETUP TIME.

If you do run into problems please contact technical support at 866-67ERADO ext 2. We will require you to use Citrix Go To Meeting service, so that you can share your screen and we can assist you through this setup process.



I. Create a custom SMTP recipient.

1. Open Active Directory Users and Computers Microsoft Management Console (MMC) snap-in, and then connect to the domain in which you want to create the custom SMTP recipient.
2. Right-click the organizational unit in which you want to create the custom SMTP recipient, point to New, and then click Contact.
3. In the first New Object - Contact dialog box, enter a name of Erado Journal Recipient for the custom SMTP recipient, and then click Next.
4. In the second New Object - Contact dialog box, verify that the Create an Exchange e-mail address check box is selected, enter an e-mail alias in the Alias box, and then click Modify.
5. In the New E-mail Address dialog box, select SMTP Address, and then click OK.
6. In the Internet Address Properties dialog box, on the General tab, enter the email address provided in the email that this document was attached to. If you have lost the email address please contact Erado Tech Support.

Click Advanced, check Override Internet Mail Service settings for this recipient, select MIME, select Plain Text, click OK, and then click Next.
7. On the last New Object - Contact dialog box, click Finish.

II. Create the journal recipient mailbox in a separate mailbox store with name of eradojournalmailbox.

You need to make sure that you create this account on a mailbox store that you do not have journaling turned on.



III. Set a server-side forwarding rule for the journal recipient mailbox.

You will need to create a profile in outlook for the journal recipient mailbox.

1. In Outlook 2003, click Tools, and then click Rules and Alerts.
2. In the Rules and Alerts dialog box, on the E-mail Rules tab, click New Rule.
3. On the first page of the Rules Wizard, select Start from a blank rule, and then click Next.
4. On the second page of the Rules Wizard, do not select any conditions in the Select condition(s) section. Instead, click Next. A message will prompt you to verify that the rule you are creating is **for all messages that are received in this mailbox**. Click Yes.
5. On the third page of the Rules Wizard, in the Select action(s) section, select **“forward it to people or distribution list”**. In the Edit section, click people or distribution list.
6. In the Rule Address dialog box, select the custom SMTP recipient you created earlier, click To, and then click OK.
7. On the third page of the Rules Wizard, in the Select actions(s) section, select move it to the specified folder. In the Edit section, select specified folder, locate the Deleted Items folder, and then click OK.
8. On the third page of the Rules Wizard, click Finish.
9. Make sure Auto forwarding is turned on.
 - a. Start Exchange System Manager, and then click Global Settings in the left pane.
 - b. In the right pane, double-click Internet Message Formats to populate the right pane with the defined domains. By default, there is a single domain that is the wildcard domain.
 - c. Right-click the object that represents the domain, click Properties, and then click the Advanced tab in the Properties dialog box.
 - d. To enable the AutoForward feature, click to select the Automatic forwarding check box in the Allowed Types area. To turn off the AutoForward feature, click to clear the Automatic forwarding check box.



IV. Configure Exchange Mailbox Manager to clean out the journal recipient mailboxes.

1. Open Exchange System Manager in the Exchange organization where the journaling mailboxes reside.
2. Expand the Recipients folder, right-click the Recipient Policies folder, point to New, and then click Recipient Policy.
3. In the New Policy dialog box, select Mailbox Manager Settings, and then click OK.
4. In the Properties dialog box, on the General tab, enter a Name for the policy. Under Filter rules, click Modify.
5. In the Find Exchange Recipients dialog box, construct a search query that will return the journal mailboxes that you have created. When you finish building the query, click OK.
6. In the Properties dialog box, on the Mailbox Manager Settings (Policy) tab, select Delete Immediately from the When processing a mailbox drop-down menu.
7. On Mailbox Manager Settings (Policy) tab, in the Folder list, clear all folders except the Deleted Items folder. Select Deleted Items, and then click Edit.
8. In the Folder Retention Settings dialog box, clear the Message Size (KB) check box, enter an appropriate age limit in the Age Limit (Days) box, and then click OK. Click OK again to close the dialog box.
9. In the Recipient Policies details pane, right-click the policy that you have just created, and then click Apply this policy now. A message prompts you to confirm the update; click Yes.
10. After you create a policy, you must schedule when the policy will run on the journaling mailbox server.

V. Configure an SMTP connector to transmit messages to the compliance storage solution destination.

1. Open Exchange System Manager in the Exchange organization.
2. Right click on Connectors to add a new SMTP connector.
3. Name it Erado Journal and add Bridgehead, then select your smtp virtual server.



4. Click the Address Space tab and click Add. Select SMTP, then put .journal.erado.com to the right of the * in E-mail domain.
5. Click the Advanced tab, then Outbound Security. For secure transmission check TLS encryption.

VI. Enable journaling in your organization.

1. In Exchange System Manager, expand Servers, expand , expand , and then right-click the mailbox store.
2. On the General tab, select Archive all messages sent or received by mailboxes on this store, and then click Browse to specify a mailbox as the journaling mailbox. All journalized messages for senders on this mailbox store are sent to the mailbox you specify.
3. Enable Envelope journaling
 - a. Download and unzip the E-Mail Journaling Advanced Configuration tool to a directory of your choice.
<http://www.microsoft.com/downloads/details.aspx?FamilyId=E7F73F10-7933-40F3-B07E-EBF38DF3400D&displaylang=en>
 - b. Open a command prompt.
 - c. Go to the directory where you installed exejcfg.
 - d. Type the following command to enable envelope journaling: exejcfg -e

Next please call Erado tech support at 425-336-0485 and let us know that you have completed this configuration.

We can then complete your installation.