



## SYNAQ User Guide

## SYNAQ Archive Set-up on O365

Date: 20<sup>th</sup> September 2019





## 1. Purpose

The purpose of this document is to detail how to set-up SYNAQ Archive on Microsoft Office 365.

## 2. Process

### 2.1. Adding the Remote Domain Rule

- Log into the admin console and navigate to “Mailflow”.
- Select “Remote Domains”.
- Add the rule as per the below screenshot.

new remote domain

Specify a domain that will be considered remote when mail is received.

\*Name:

\*Remote Domain:

Out of Office automatic reply types:

None  
 Allow only external Out of Office replies  
 Allow internal Out of Office replies

Automatic replies:

Allow automatic replies  
 Allow automatic forwarding

Message reporting:

Allow delivery reports  
 Allow non-delivery reports  
 Allow meeting forward notifications

Use rich-text format:

Always  
 Never  
 Follow user settings

Supported Character Set  
MIME character set:

Non-MIME character set:

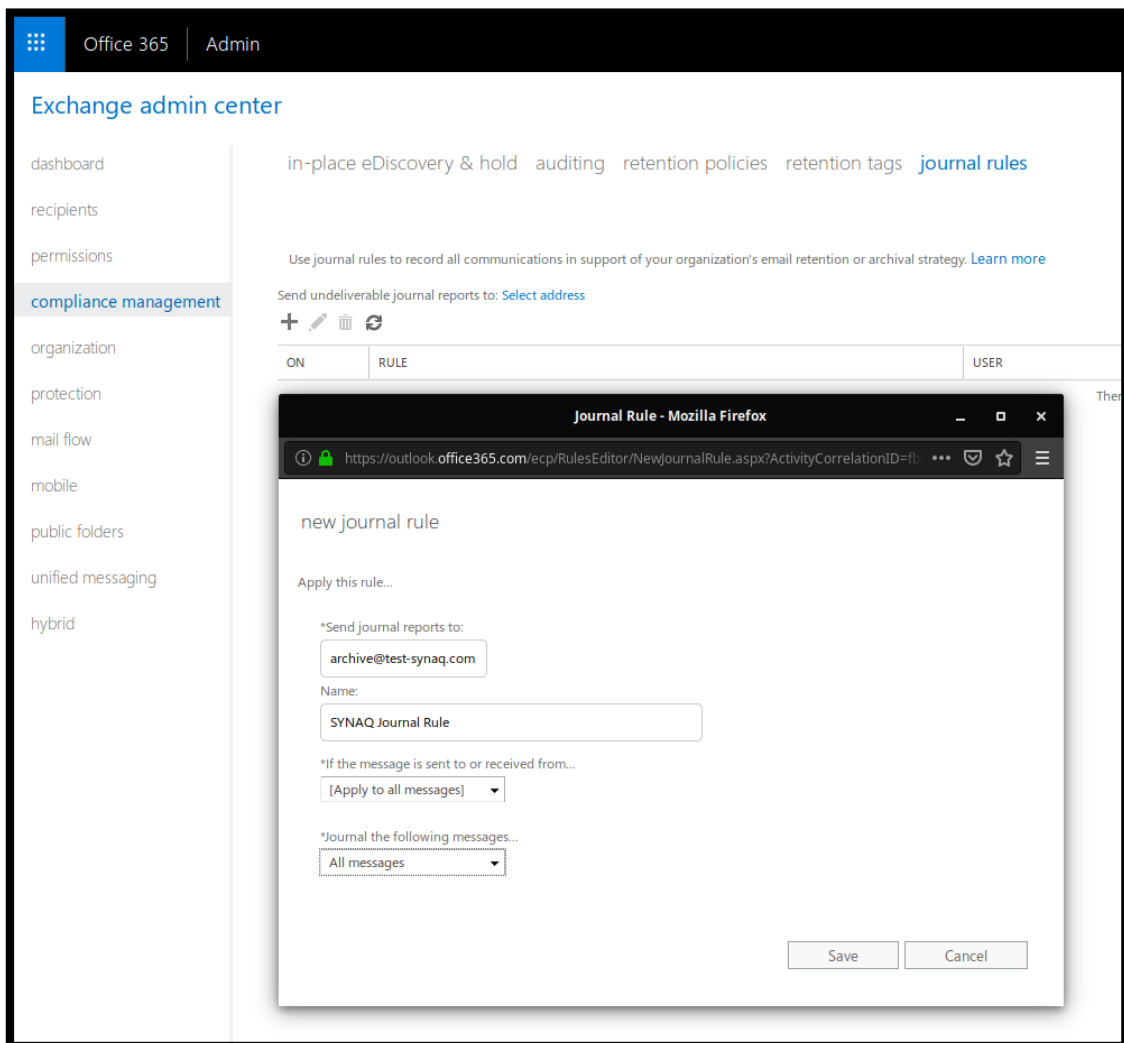




- Once this has been completed, click on the **“Save”** button.

## 2.2. Adding the Journal Rule Email Address

- Navigate to **“Compliance Manager”**.
- Select **“Journal Rules”** and add the rule for the journal reports as per below.



The screenshot displays the Exchange Admin Center interface. The left sidebar shows navigation options like 'dashboard', 'recipients', 'permissions', 'compliance management', 'organization', 'protection', 'mail flow', 'mobile', 'public folders', 'unified messaging', and 'hybrid'. The main content area is titled 'Exchange admin center' and includes links for 'in-place eDiscovery & hold', 'auditing', 'retention policies', 'retention tags', and 'journal rules'. Below these links, there is a section for 'Send undeliverable journal reports to: Select address' with a '+', a trash icon, and a refresh icon. A table with columns 'ON', 'RULE', and 'USER' is partially visible. Overlaid on this is a 'Journal Rule - Mozilla Firefox' browser window showing the 'new journal rule' configuration form. The form includes the following fields and options:

- \*Send journal reports to:
- Name:
- \*If the message is sent to or received from...:
- \*Journal the following messages...:

At the bottom of the modal, there are 'Save' and 'Cancel' buttons.

- Once this has been completed, click on **“Save”** to complete the journal rule configuration.

