



## Setting up MessageBunker with Office 365 Journaling

### Prerequisites:

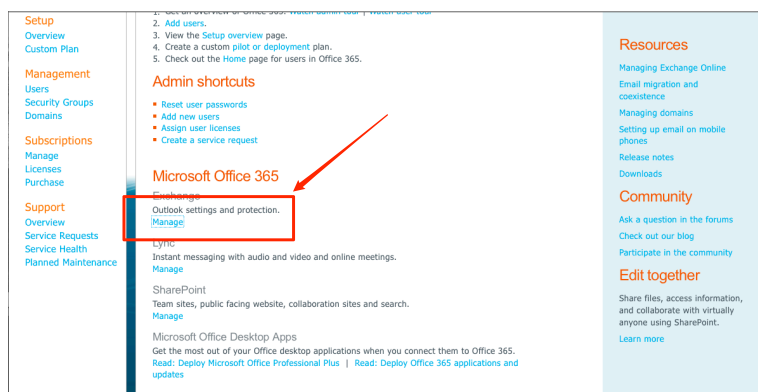
MessageBunker Journaling Account configured. Please refer to document APM0168 “Using MessageBunker with Exchange Journaling”.

An Office 365 (Enterprise) account.

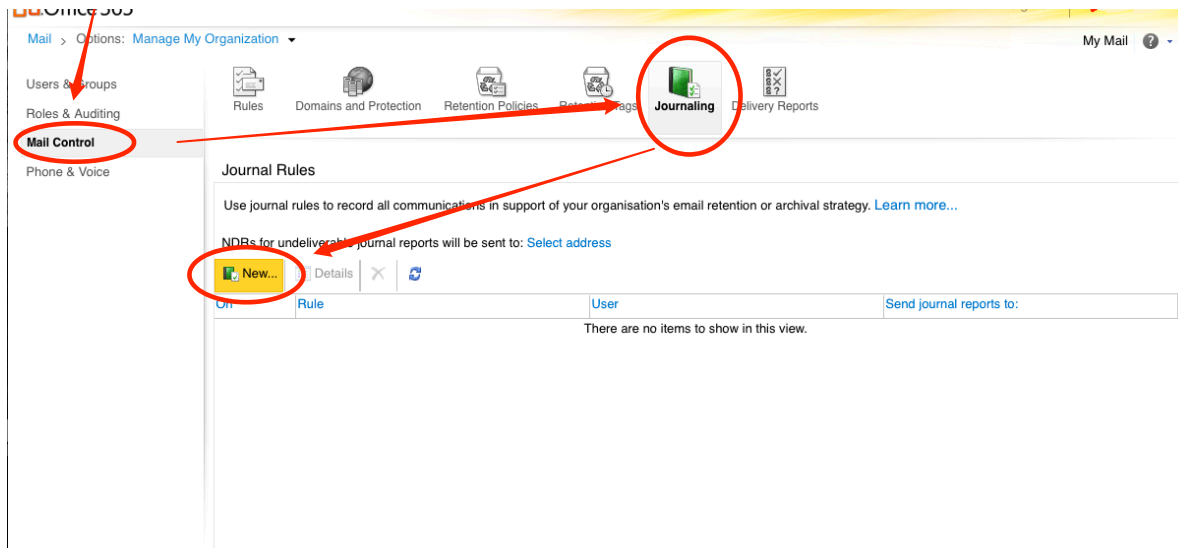
### Setup:

Login to your online Office 365 (Enterprise) account.

Select “Manage” under “Microsoft Office 365” - “Exchange” (screenshot below).



This will take you to your Organisation Mail settings:



On the next page (Above) select “Mail Control” - “Journaling” - New.

**Note:** “Non-Delivery Reports (NDRs) for undeliverable journal reports will be sent to:” This Office 365 function will send an email to a specified email/user if there is an issue with the journaling. This setting is not specifically required with MessageBunker, but is recommended as it may detect potential issues.

The following window should appear:

A screenshot of the 'New Journal Rule' form. The form has a title bar with a question mark icon. Below the title, there are three required fields: 1. 'Apply this rule...' with a dropdown menu set to '[Apply to all messages]'. 2. '\* Journal the following messages...' with a dropdown menu set to 'All messages'. 3. '\* Send journal reports to:' with a text input field containing 'eed.messagebunker.com'. Below these fields is a 'Name of rule:' label and a text input field containing 'My Rule'. At the bottom right of the form, there are two buttons: 'Save' with a green checkmark icon and 'Cancel' with a red X icon.

## MessageBunker with Office 365 Journaling

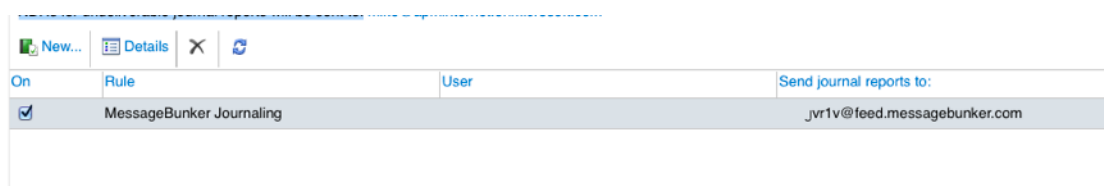
To configure Journaling for all your accounts please choose the following options:

- If the message is sent to, or from = [Apply to all messages]
- Journal the following messages... = All messages
- Send journal reports to: = [12345abcd@feed.messagebunker.com](mailto:12345abcd@feed.messagebunker.com) (example email).

Name of rule (Example): = MessageBunker Journaling

At this stage you can select “Save”.

That’s it. You will be taken to the previous page and your newly setup MessageBunker Journaling entry should appear as shown below:



The screenshot shows a table with the following structure:

On	Rule	User	Send journal reports to:
<input checked="" type="checkbox"/>	MessageBunker Journaling		_jvr1v@feed.messagebunker.com

To test whether everything is configured correctly simply send an email one of your Office 365 email addresses. The email address should shortly appear in list of Mailboxes in the MessageBunker account you created earlier.