



Product Documentation

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Configure Journaling for All Users

You may also refer to Google Workspace documentation for additional details -

<https://support.google.com/a/answer/6297084>

To set up journaling for all users:

1. Sign in to admin.google.com.
2. Click **Apps > Google Workspace > Gmail > Routing**.
3. To apply the setting to all users, leave the top organizational unit selected.
4. Under **Routing**, click **Configure** or **Add Another Rule**.
5. Under **Add Setting**, perform the following:

Field	Description
Setting name	Enter a descriptive name such as Smarsh Archiving .
Email messages to affect	Check all the options, Inbound , Outbound , Internal - sending , and Internal - receiving .
Modify message	Click Add more recipients and mention your unique journaling address provided by Smarsh.

6. At the bottom of **Add Settings**, click **Save**.

Note

If you require selective journaling, refer Google's directions to create and move the users into an organization and then perform the above steps at the organization level.