



Product Documentation

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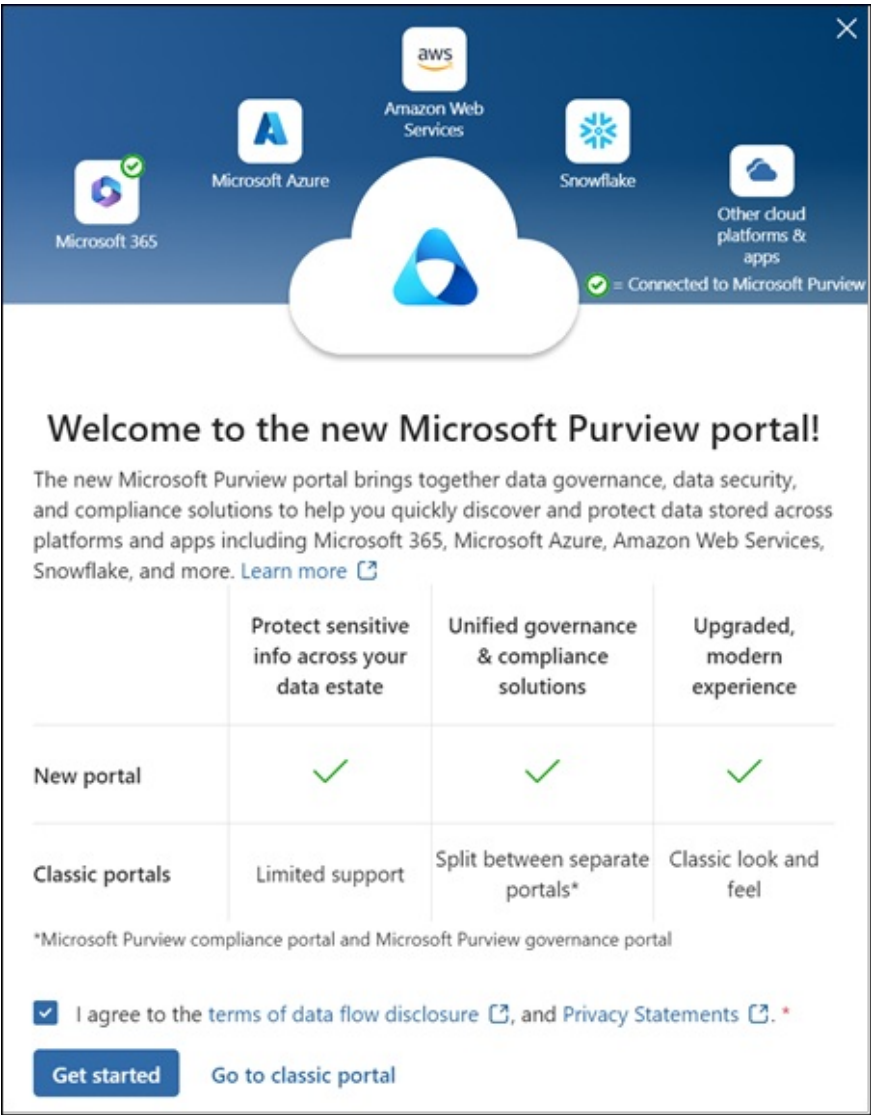
Journaling from Office 365

[Email Journaling Configuration Steps](#) 4

Email Journaling Configuration Steps

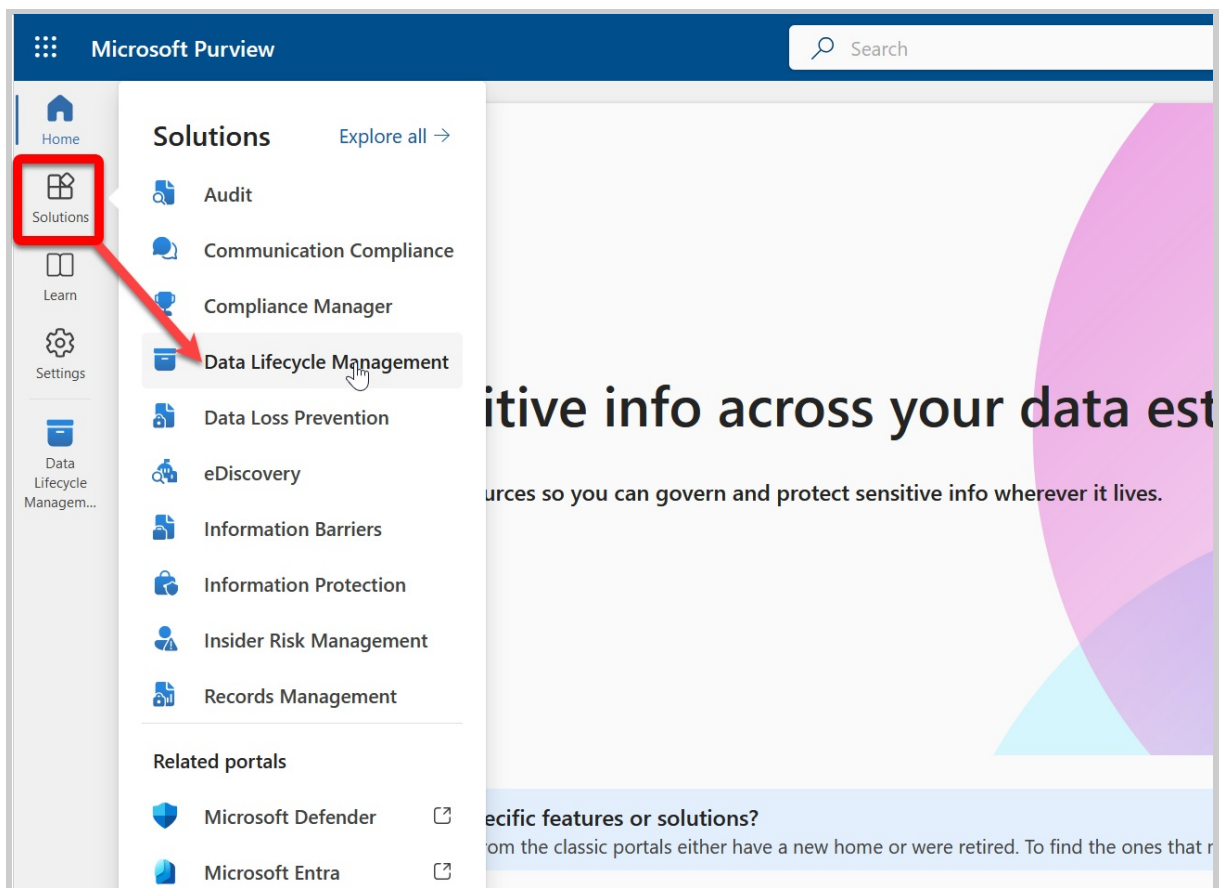
To enable Email Journaling, log in to the [Microsoft Purview Portal](#) as an administrator. The Purview Portal is the new interface replacing the classic compliance portal.

Upon logging in, a welcome dialog will appear, providing an overview of the new portal experience. Review and accept the terms and privacy conditions, then click **Get started** to proceed. For more details, visit [Microsoft Purview Portal](#).

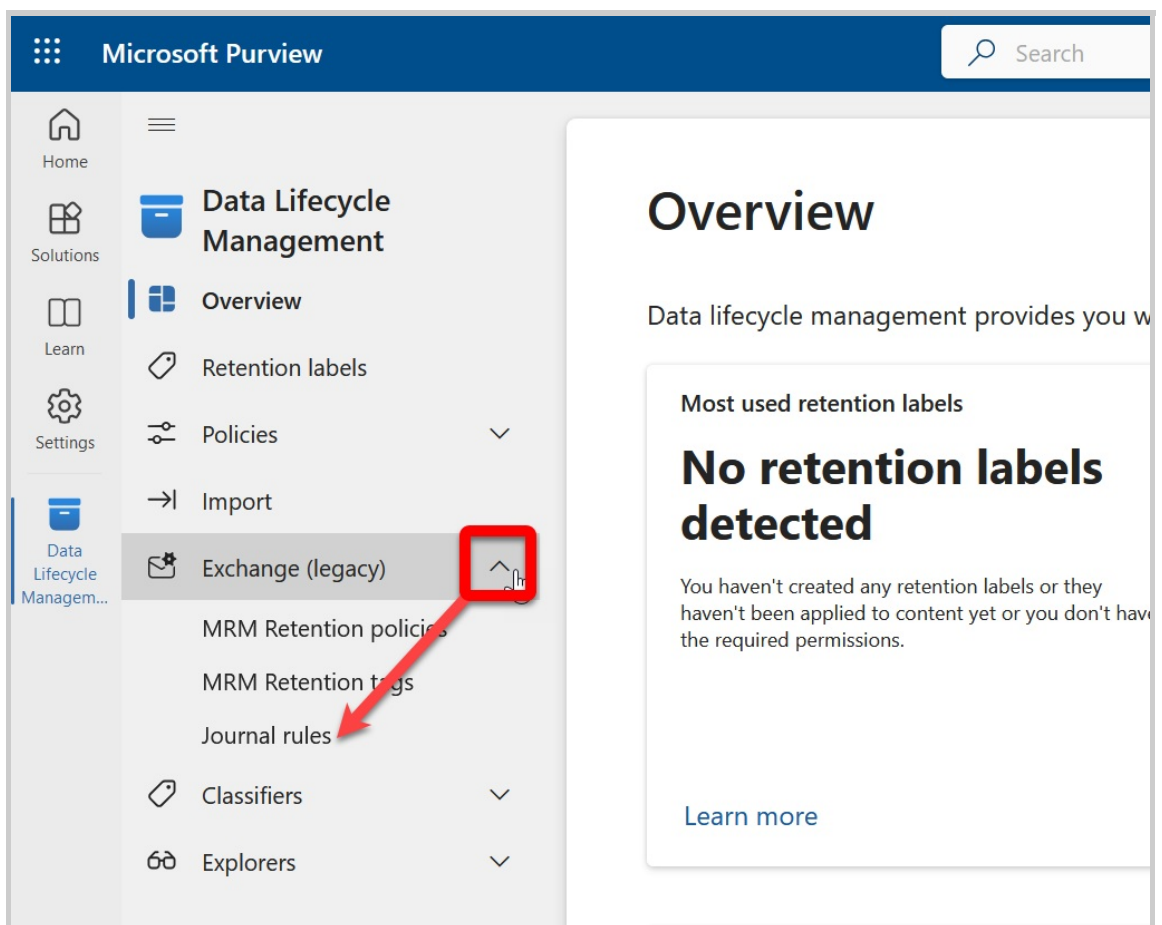


To create a journal rule using the new Purview portal:

1. Under **Solutions**, expand **Data lifecycle management** from the sidebar.



2. Under **Data lifecycle management**, click **Exchange (legacy)** > **Journal rules**.



3. If you see a red banner, you must first perform the following steps to specify an Undeliverable Reports email address for undeliverable journal reports:

- a. Click the **Settings** link in the red banner or the gear icon  in the top-right corner of the page.

The Settings page opens the Undeliverable Reports Settings at

<https://compliance.microsoft.com/exchangeinformationgovernance/globalsettings>

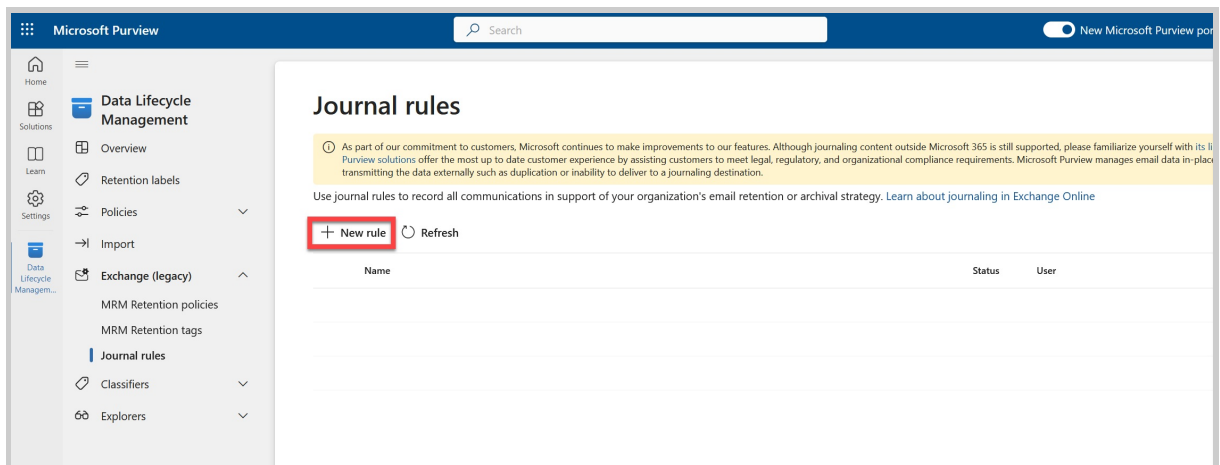
- b. Specify an email address to receive undeliverable journal reports in the **Send undeliverable journal reports to:** box.

Learn more about undeliverable reports'. Below this is a label 'Send undeliverable journal reports to: *' followed by a text input field with the placeholder 'Enter an email address'. At the bottom right is a 'Save' button." data-bbox="227 151 923 309"/>

Note

The recipient address for Non-Delivery Reports (NDRs) cannot be captured. Ensure to use an address that does not require archiving.

- c. Click **Save**.
- d. Navigate back to the Exchange (legacy) journal rules page <https://compliance.microsoft.com/exchangeinformationgovernance?viewid=exoJournalRule>.
4. Click the plus icon + **New rule** located above the table in the main content panel.



5. In the **Define journal rule settings** page, enter the following details:

6.

- a. **Send journal reports to:** Enter your unique journaling address for email archiving.
- b. **Journal rule name:** Enter a suitable rule name into this field.
- c. **Journal messages sent or received from:** Choose a suitable radio button to indicate the users whose messages should be archived.
- **Everyone:** Select this radio button if you want all users on the domain to be archived.
 - **A specific user or group:** Select this radio button if you only need to archive select users from your organization to Smarsh.

To Setup Selective Journaling

To configure selective journaling, you will need to create a distribution list containing the users who need to be archived. For more information on creating a distribution group, see [Manage distribution groups](#).

- d. Type of message to journal: Choose **All messages** radio button to archive all the messages.
- e. Click **Next**.

Microsoft Purview

Exchange (legacy) > Create journal rule

Journal rule settings

Finish

Define journal rule settings

Messages matching the rule's conditions will be delivered to the journaling address specified in the rule. [Learn more to manage journaling in Exchange Online](#)

Send journal reports to * a

Specify an email address for an on-premises archiving system or third-party archiving service

Journal rule name * b

Enter a journal rule name

Journal messages sent or received from * c

☐ Everyone

☐ A specific user or group

Type of message to journal * d

☐ All messages

☐ Internal messages only

☐ External messages only

Next e

Cancel

- f. In the **Review journal rule and finish** page, verify your changes and click **Submit** to finish creating the journal rule.

Microsoft Purview

Exchange (legacy) > Create journal rule

Journal rule settings

Finish

Review journal rule and finish

Send journal reports to
nowhere@something.com
[Edit](#)

Name
[Apply to all messages]
[Edit](#)

Journal messages sent or received from
[Edit](#)

Back

Submit

Cancel

You have now completed Email Journaling configuration in Office 365.

Note

These changes are not always instantaneous. It may take a few minutes for the changes to propagate within your Office 365 hosting environment. Once propagation is complete, emails will begin journaling to your Smarsh archive. Smarsh recommends sending test emails to and from your archived domain so that it can be verified that emails are being archived.

