

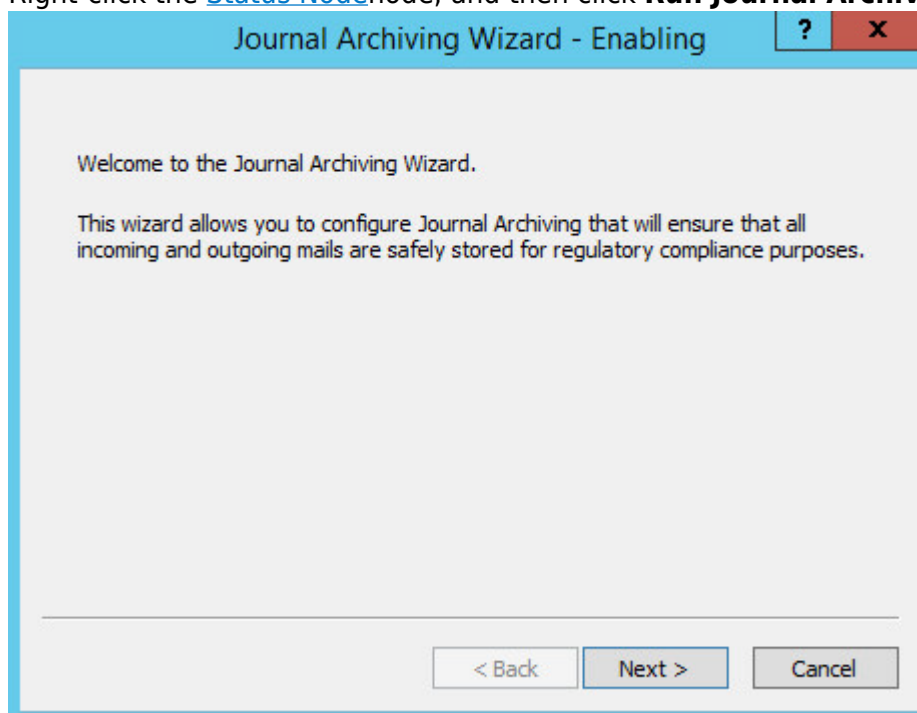
## How to Capture Compliance through Journaling

<https://campus.barracuda.com/doc/43223070/>

You can configure ArchiveOne to archive compliance data from the specified Exchange journal mailboxes by configuring [journal archiving policies](#). When ArchiveOne is first installed, run the Journal Archiving Wizard to configure journal archiving:

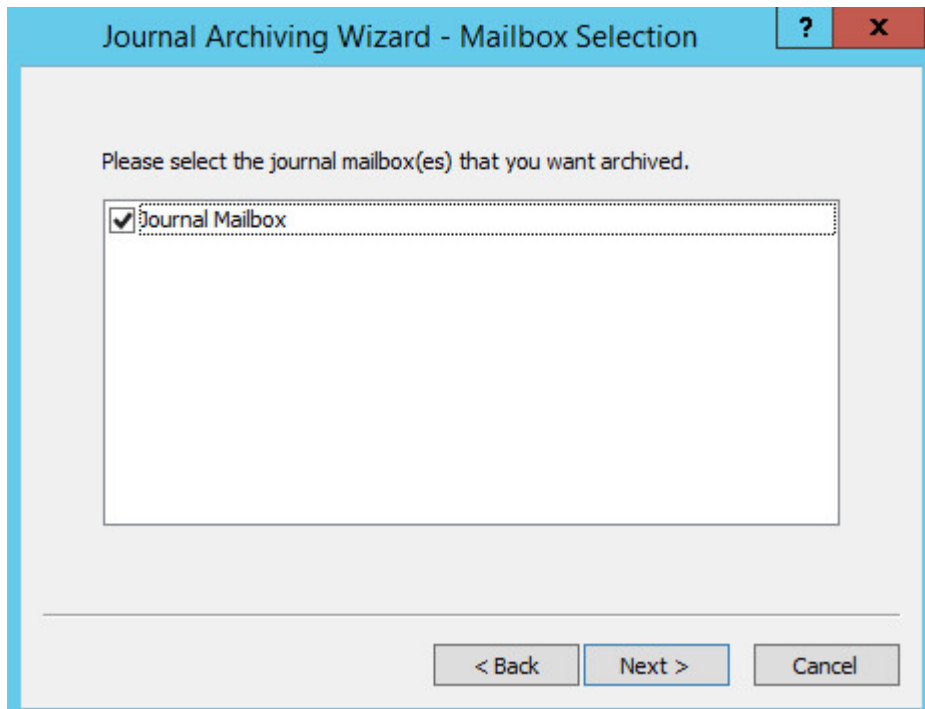
Note that the Journal mailbox must be unhidden from the Global Address List (GAL) when running the system configuration wizard. Once the wizard is completed, the journal mailbox can be hidden from the GAL again as ArchiveOne will have cached the mailbox details.

1. Open the ArchiveOne Administration Console.
2. Right-click the [Status Node](#) node, and then click **Run Journal Archiving Wizard**:

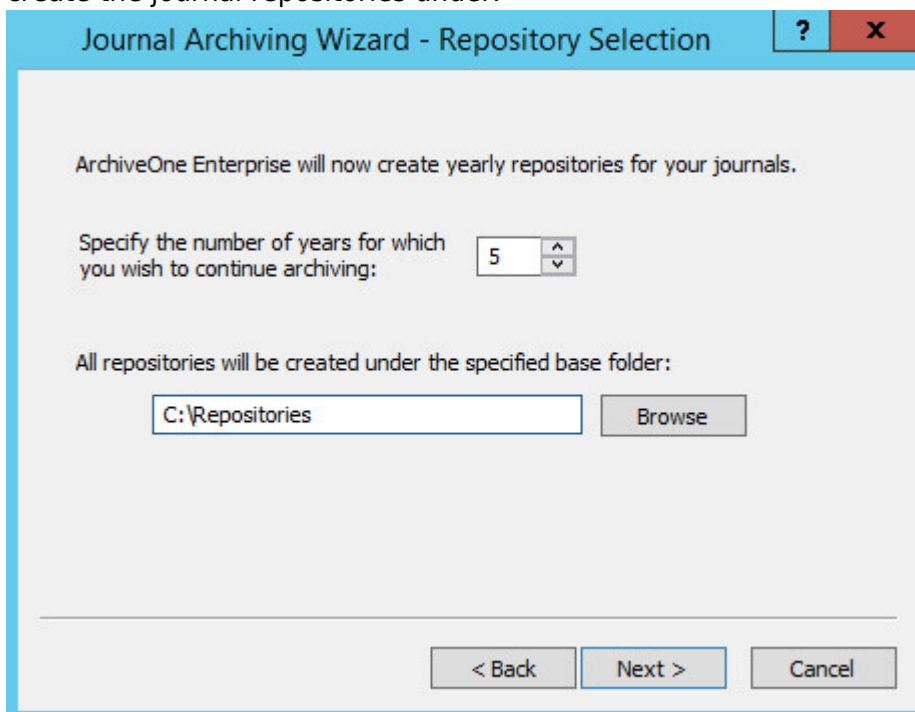


3. Click **Next** to enable and begin configuring journal archiving. Select the Exchange journal mailboxes that you want to archive from.
  1. ArchiveOne queries Exchange for Journal rules and gathers the list of mailboxes targeted by the journal rules. If you want to archive a journal mailbox that is no longer active and currently does not have a journal rule in Exchange, create a new disabled rule using that mailbox as a target. Once the rule is created and replicated, the ArchiveOne system recognizes the mailbox as a valid journal mailbox for archiving:

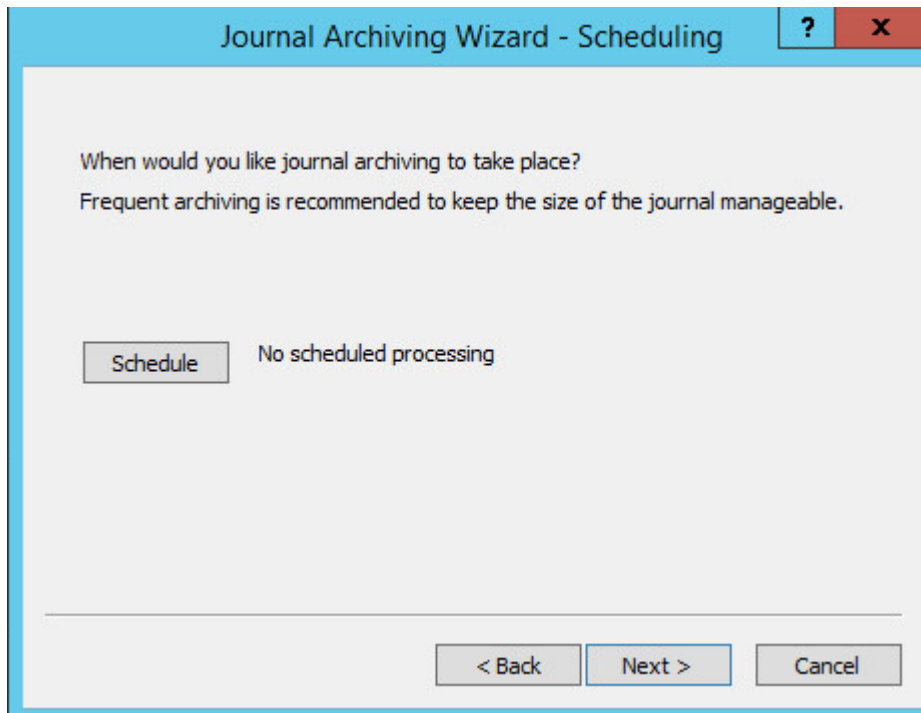
For more information on enabling/disabling journal rules, see the Microsoft TechNet article [Enable or Disable a Journal Rule](#).



4. Click **Next**. The wizard can now automatically configure a number of journal archiving policies. It creates one policy per year with a corresponding repository to archive the data to. Enter the number of years in the future you want to continue archiving and a suitable base directory to create the journal repositories under:



5. Click **Next**. To run the Journal policies on a scheduled basis, click **Schedule**:



Journal Archiving Wizard - Scheduling

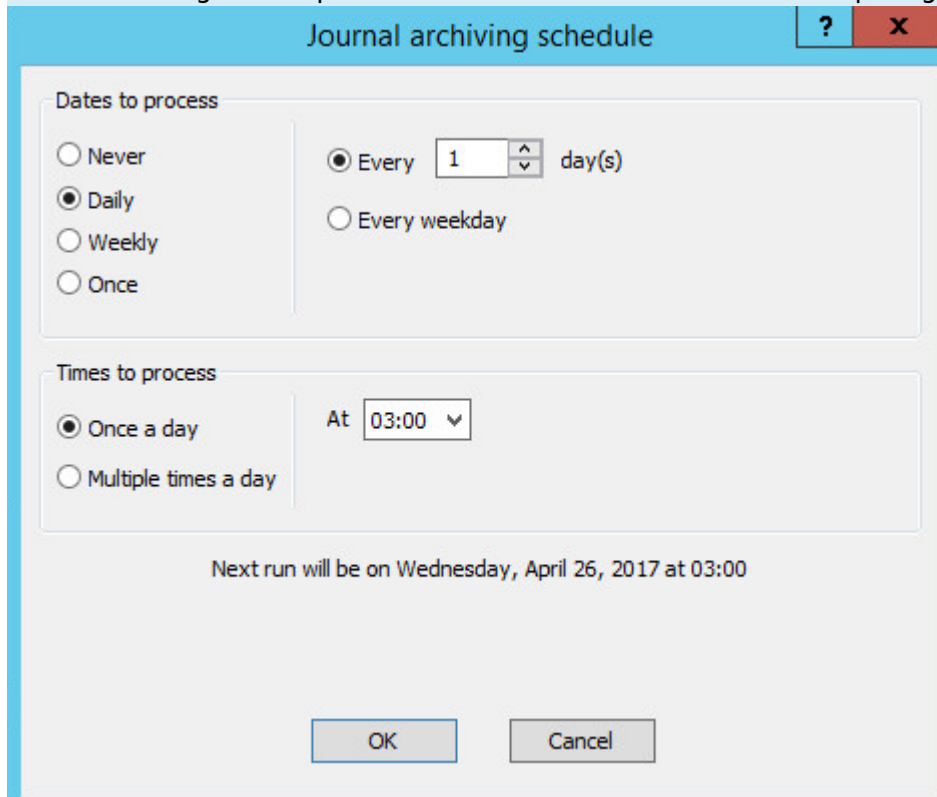
When would you like journal archiving to take place?  
Frequent archiving is recommended to keep the size of the journal manageable.

No scheduled processing

< Back   Next >   Cancel

6. Configure an appropriate time:

To keep the Journal mailbox size small, Barracuda Networks recommends running the journal archiving overnight on a daily basis. Ideally the archiving should complete before the Exchange backup is run to reduce the volume of data requiring backup.



Journal archiving schedule

Dates to process

☐ Never   ☒ Every  day(s)   ☐ Every weekday

☒ Daily   ☐ Weekly   ☐ Once

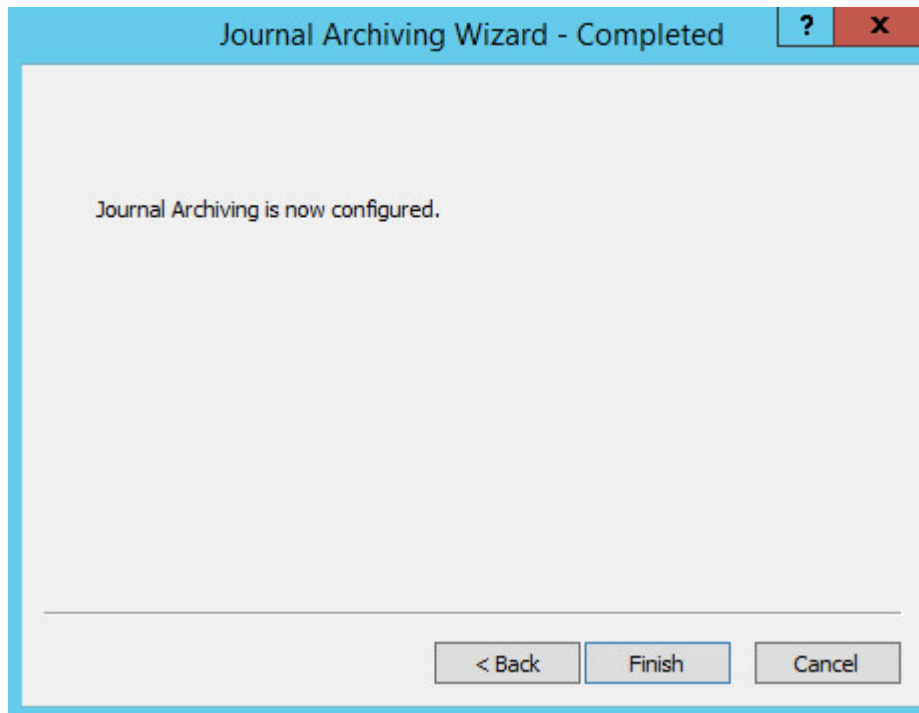
Times to process

☒ Once a day   At    ☐ Multiple times a day

Next run will be on Wednesday, April 26, 2017 at 03:00

OK   Cancel

7. Click **OK** to save the scheduling. Click **Next** to create the journal archiving policies and repositories as specified:



8. Click **Finish** to close the wizard.

You can run journal archiving manually, or leave the policies to run as scheduled, and review results using menu options on the [Policies](#) node. When running a journal archiving policy, ArchiveOne only considers data in the Inbox folder of the specified Journal mailbox. All data is considered against the policy criteria and then archived to the configured repository. Once archived, the journal mailbox is then actioned according to the defined [journal cleanup behavior setting](#).

In versions of ArchiveOne prior to version 7, for each mail that passes through the Journal, ArchiveOne compares the names in the To, CC, and Bcc fields to those present in the [Mailbox Manager](#). If a match is found, ArchiveOne places a copy of the mail into the archive and deletes the mail from the journal mailbox. The journal only contains copies of mails, so the original is not deleted. If no match is found, the mail is left in the journal mailbox. However, as the mail is not deleted from the Journal in these cases, it may become necessary to manually delete old mails from the journal mailbox or manage them in another way.

## Figures

1. JournalWizard1.PNG
2. JournalWizard2.PNG
3. JournalWizard3.PNG
4. JournalWizard4.PNG
5. JournalWizard5.PNG
6. JournalWizard6.PNG

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