

## How to Journal to the Cloud Archiving Service from Microsoft 365 Mail Service

<https://campus.barracuda.com/doc/46892505/>

This article applies to the Barracuda Cloud Archiving Service and Microsoft 365 Exchange Online.

See also:

- [How to Set Up LDAP Authentication](#)
- [Microsoft 365 Message Encryption](#) to enable journal report decryption
- [Journaling to the Cloud Archiving Service from Microsoft 365 Mail Service - Video](#)

**Note:** If you have not completed the initial setup and user configuration, see the [Getting Started](#) section to activate the service and add users:

- [Step 1 - Activate Subscription](#)
- [Step 2 - Configure Directory Services](#)
- [Step 3 - Launch the Initial Setup Wizard](#)

Use the steps in this article to ensure that a copy of all mail sent from and received by users in Microsoft 365 is sent to the Barracuda Cloud Archiving Service.

### Hybrid Deployment

In a Hybrid deployment, where some mailboxes are on-premise Exchange Server and some Microsoft 365 Exchange Online, you must set up a journaling rule on both the on-premise Exchange Server and Microsoft 365 to capture inbound, outbound, and internal mail.

**Warning!** Hybrid deployment can cause duplicate mails in some environments. This is an issue with Hybrid deployment and not with your Barracuda Cloud Archiving Service. Contact your Barracuda Networks Sales or Support representative for more information.

Use the following articles to set up journaling based on the version of Exchange Server running in your environment:

- [How to Journal to the Cloud Archiving Service from Microsoft Exchange Server 2013 and Newer - Standard Journaling](#)
- [How to Journal to the Cloud Archiving Service from Microsoft Exchange Server 2013 and Newer - Premium Journaling](#)
- [How to Journal to the Cloud Archiving Service from Microsoft Exchange Server 2007 and](#)

[2010](#)

**See also:** Microsoft article [Journaling](#)

To configure journaling via Script:

1. Go to the **Mail Sources > SMTP Journaling** page.
2. In the **Journaling Setup Scripts > Office 365 Setup Script** section, click **Download** to save the PowerShell script to your local system, or click **Show Script** to copy the script to your clipboard.
3. Open Windows PowerShell, and run the script to configure Microsoft 365 to journal mail to the Barracuda Cloud Archiving Service.

If you are unable to run the journaling script and need to manually configure journaling, see [Manually Configure Journaling](#).

Continue with [Step 5 - Create Service Account](#).

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