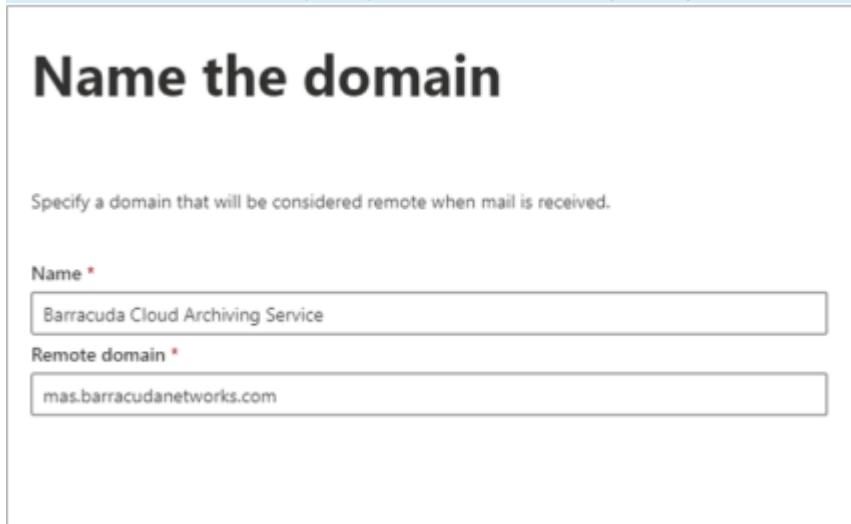


## Manually Configure Journaling

<https://campus.barracuda.com/doc/93201006/>

### Step 1. Add a Remote Domain and Connector

1. Log into Microsoft 365 Exchange admin center.
2. Navigate to **mail flow > remote domains**.
3. Select **Add a remote domain**.
4. Complete the following:
  1. **Name** - Type **Barracuda Cloud Archiving Service**
  2. **Remote domain** - Type your region-specific MAS hostname, for example: `mas.barracudanetworks.com`  
See [Data Centers by Region](#) for a list of region-specific MAS hostnames.



**Name the domain**

Specify a domain that will be considered remote when mail is received.

Name \*

Barracuda Cloud Archiving Service

Remote domain \*

mas.barracudanetworks.com

5. Click **Next**.
6. Define the following settings:
  1. In the **Out of Office automatic reply types** section, click **None**.
  2. In the **Automatic replies** section, select **Allow automatic forwarding** and uncheck **Allow automatic replies**. Click **Next**.

## Email reply types

The following options allow you to limit the type of client automatic replies (Out of Office) to internal or external domains. Selecting none stops all out of office messages from being delivered to the remote domain.

### Out of Office automatic reply types

- ☒ None
- ☐ Allow only external out of office replies
- ☐ Allow internal out of office replies

### Automatic replies

- ☐ Allow automatic replies
- ☒ Allow automatic forwarding

7. In the **Message reporting** section, uncheck **Allow delivery reports** and **Allow non-delivery reports**. Click **Next**.

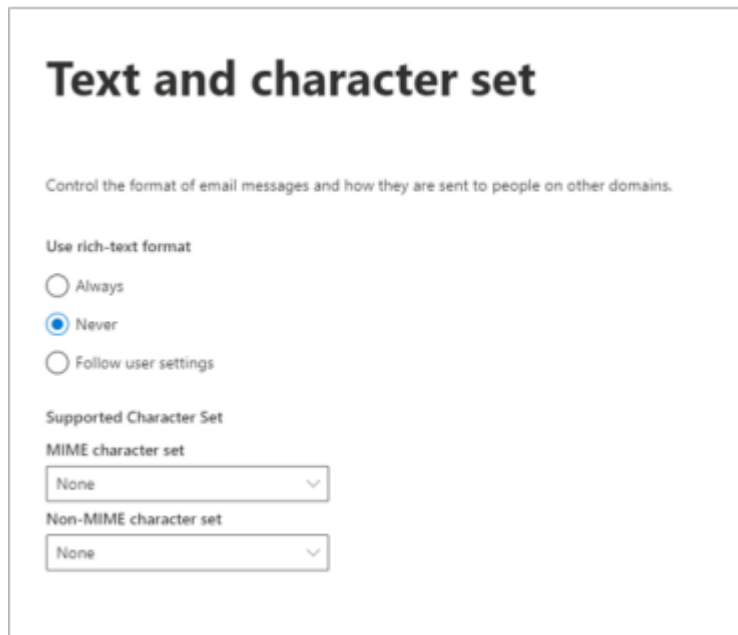
## Message reporting

Select the following options to allow the sending of message reports and meeting forward notifications to the remote domain.

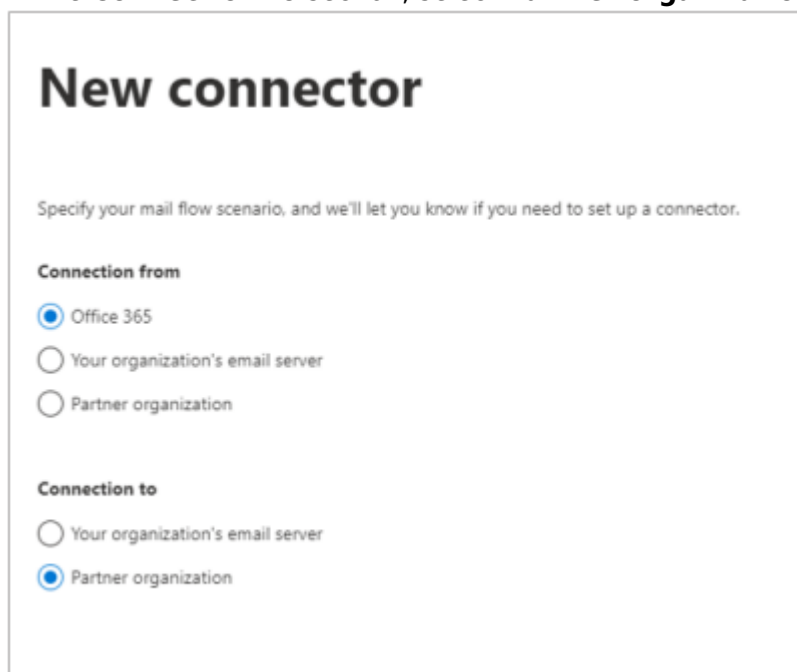
### Message reporting

- ☐ Allow delivery reports
- ☐ Allow non-delivery reports
- ☐ Allow meeting forward notifications

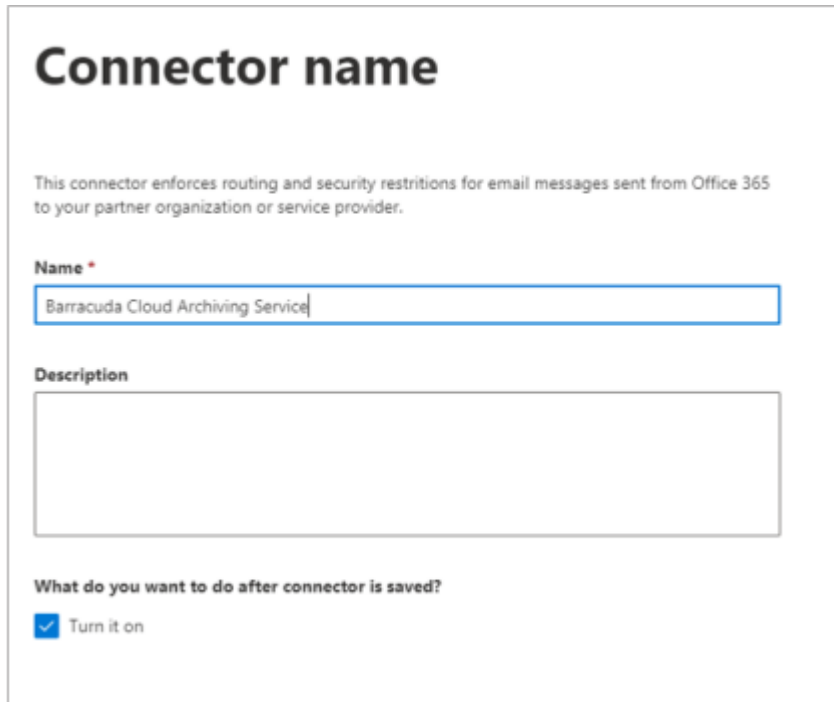
8. In the **Use rich-text format** section, select **Never**. Click **Next**.



9. Review your settings, and then click **Save**.
10. Navigate to **Mail flow > Connectors**.
11. Click **Add a connector**.
12. Define the following settings:
  1. In the **Connection from** section, select **Office 365**.
  2. In the **Connection to** section, select **Partner organization**. Click **Next**.

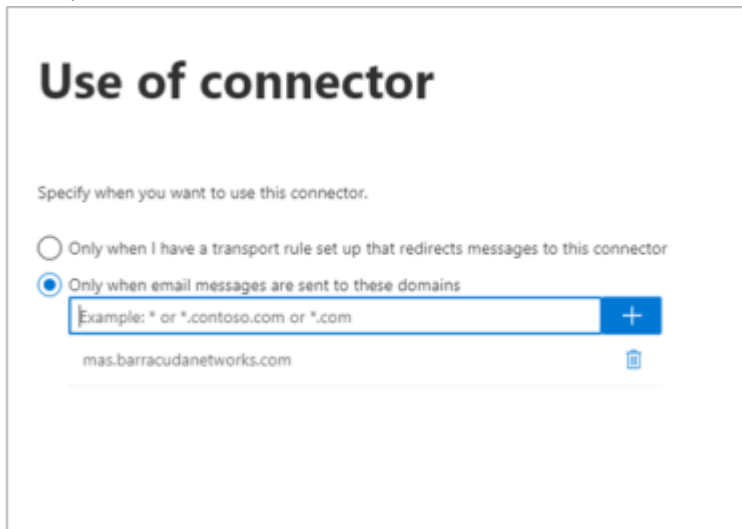


13. Enter a **Name** for the connector. Click **Next**.



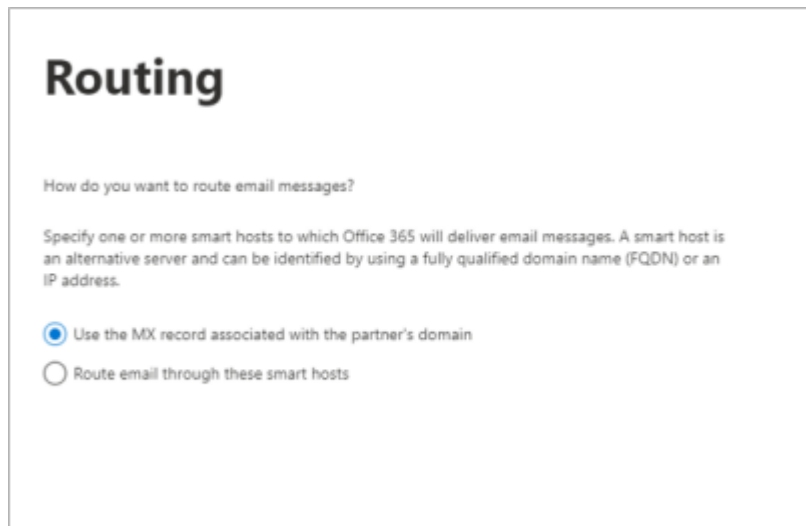
14. Define the following settings:

1. Select **Only when email messages are sent to these domains**.
2. Type your region-specific MAS hostname, for example: `mas.barracudanetworks.com`. Then, click the blue +. Click **Next**.

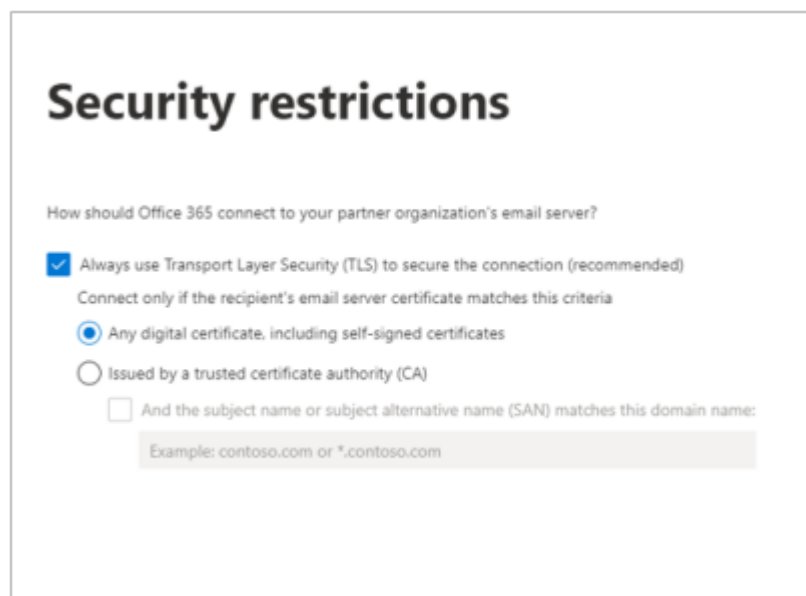


15. Select **Use the MX record associated with the partner's domain**. (Recommended)  
Click **Next**.

If you need to route mail through a smart host, contact [Barracuda Networks Technical Support](#).



16. Select **Always use Transport Layer Security (TLS) to secure the connection (recommended)** > **Any digital certificate, including self-signed certificates** . Click **Next** .



- 17.
18. Go to the **Mail Sources > SMTP Journaling** page in the Barracuda Cloud Archiving Service, and copy the email address from the **SMTP Journaling Info** section, for example: `bma_mycompany@mas.barracudanetworks.com`.
19. In Microsoft 365, paste this email address into the provided field in the Verification page. Click the blue +, and then click **Validate**. The connector validation process starts.

## Validation email

Specify an email address for an active mailbox that's on your partner domain. You can add multiple addresses if your partner organization has more than one domain.








Note that the validation might fail. If the validation fails, click **Next**. You will see a yellow banner to confirm that you want to continue without successful validation. Click **Yes**.

## Validation email

Specify an email address for an active mailbox that's on your partner domain. You can add multiple addresses if your partner organization has more than one domain.

 Do you really want to go without successful validation?





 Validation failed	
> Task	Status
> Send test email	Failed

20. Click **Next**. Review your settings and click **Create Connector**.

## Review connector

**Mail flow scenario**  
From: Office 365  
To: Partner organization

**Name**  
Barracuda Cloud Archiving Service

**Status**  
Turn it on after saving  
[Edit name](#)

**Use of connector**  
Use only for email sent to these domains: mas.barracudanetworks.com  
[Edit use](#)

**Routing**  
Use the MX record associated with the partner's domain.  
[Edit routing](#)

**Security restrictions**  
Always use Transport Layer Security (TLS) and connect only if the recipient's email server has a digital certificate.  
[Edit restrictions](#)

[Back](#) [Create connector](#)

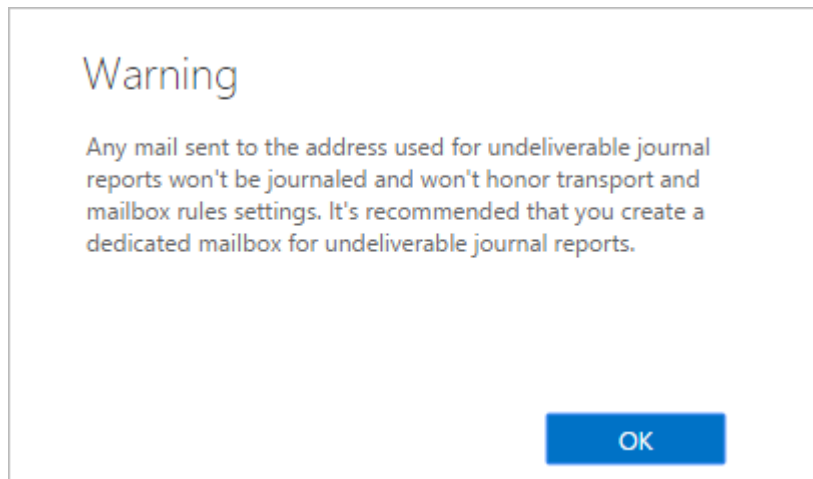
The connector is created.

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## Step 2. Create a Non-Delivery Report Recipient

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Before creating journal rules, specify a journal recipient for non-delivery reports (NDRs) to reduce the risk of losing journal reports:



To create an NDR recipient:

1. Log into the [Microsoft compliance portal](#), navigate to **Solutions > Data lifecycle management > Exchange (legacy)**.
2. Click the **Settings** icon.
3. In **Send undeliverable journal reports to**, enter the email address of a valid user account. **Note** that the mailbox must be a mail user, mail contact, or external user, *not* an Exchange Online Mailbox.
4. Click **Save**.

## Step 3. Configure Microsoft 365 to Send Journal Mail

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1. Log into the [Microsoft compliance portal](#), navigate to **Solutions > Data lifecycle management > Exchange (legacy) > Journal rules**, and then select **+ New rule**.
2. On the **Define journal rule settings** page, provide a name for the journal rule and then configure the following options:
  1. **Send journal reports to** – Enter the journaling address from the **Mail Sources > SMTP Journaling** page in the Barracuda Cloud Archiving web interface. This is called the journaling mailbox.
  2. **Journal rule name** – Type **Barracuda Cloud Archiving Service**.
  3. **Journal messages sent or received from** – Select **Apply to all Messages**.
  4. **Type of message to journal** – Select **All Messages**.



3. Select **Next**, review the settings, and then click **Submit** to create the journal rule.

Once you complete your deployment configuration, mail begins forwarding to the Barracuda Cloud Archiving Service. Log into the web interface as the administrator, and go to the **Basic > Dashboard** page. Processed mail displays in the **Message Statistics** table. Statistics are cached and may take up to 30 minutes to appear.

For additional configuration options and features, log into the web interface and click **Help**.

## Figures

1. bcasDomainName.png
2. bcasReplyTypes.png
3. bcasMessageReport.png
4. bcasTextSet.png
5. BCASNewConnector.png
6. bcasConnectorName.png
7. bcasConnectorUse.png
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12. bcasReviewConnector.png
13. ndr\_warning.png

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