

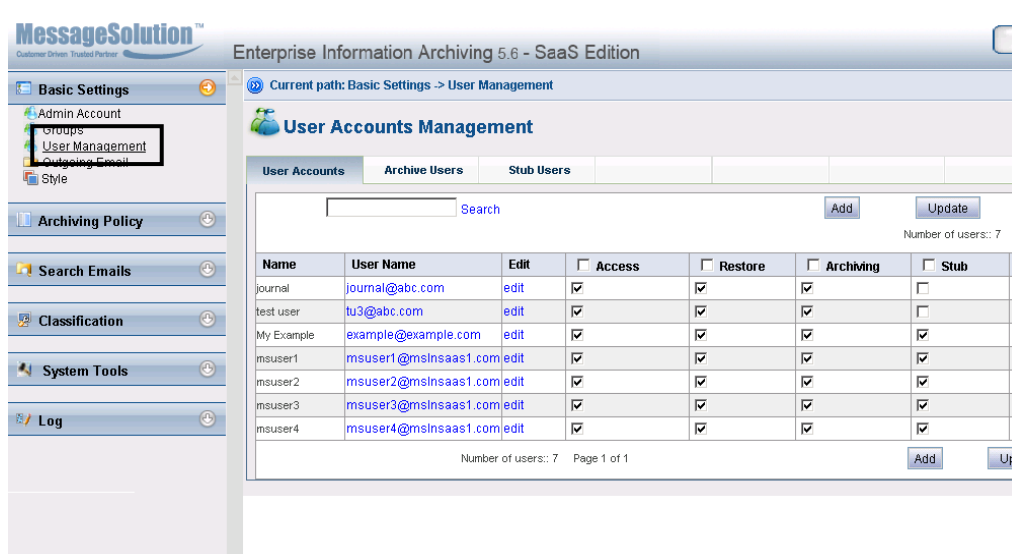
## Cloud Archiving Implementation Guide

### Pre-Implementation

1. Open Ports: the implementation process requires an open port for the implementation. Multiple ports are typically opened at once for ease of implementation.
2. Create a virtual administrator account on the Exchange Server for functional archiving.
3. The Master System Administrator must authenticate the server and connect to the Email Server through Active Directory.

### Configuration & Archiving

4. Configure the archiving and access settings for all users (newly imported through Active Directory by the Master Administrator).

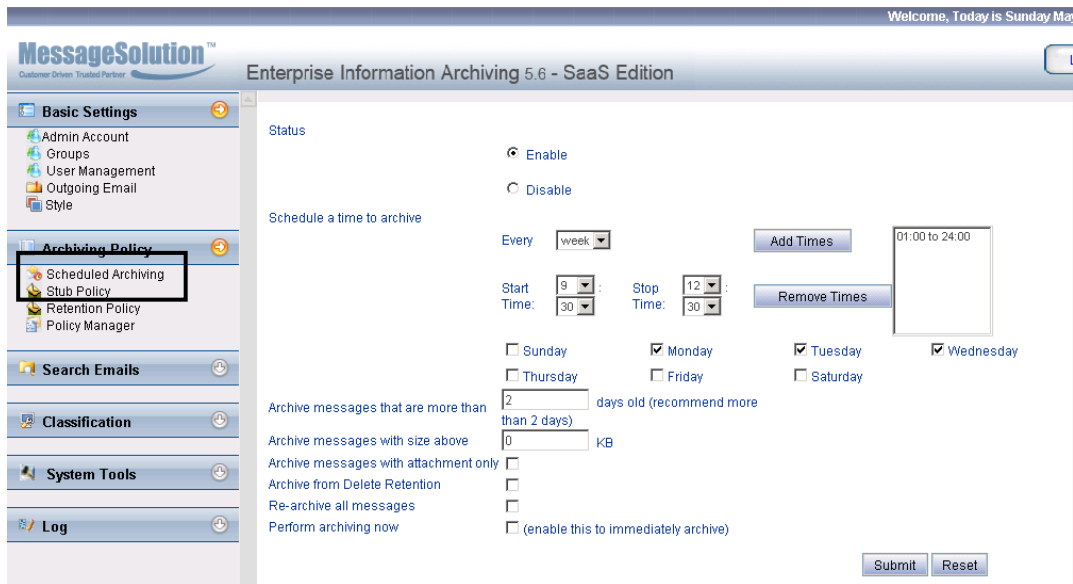


The screenshot displays the MessageSolution web interface for "Enterprise Information Archiving 5.6 - SaaS Edition". The current path is "Basic Settings > User Management". The "User Accounts Management" section is active, showing a table of user accounts. The table has columns for Name, User Name, Edit, Access, Restore, Archiving, and Stub. The "Access" column contains checkboxes, and the "Restore", "Archiving", and "Stub" columns contain checkboxes. The "Edit" column contains "edit" links. The "Number of users: 7" is displayed at the bottom of the table.

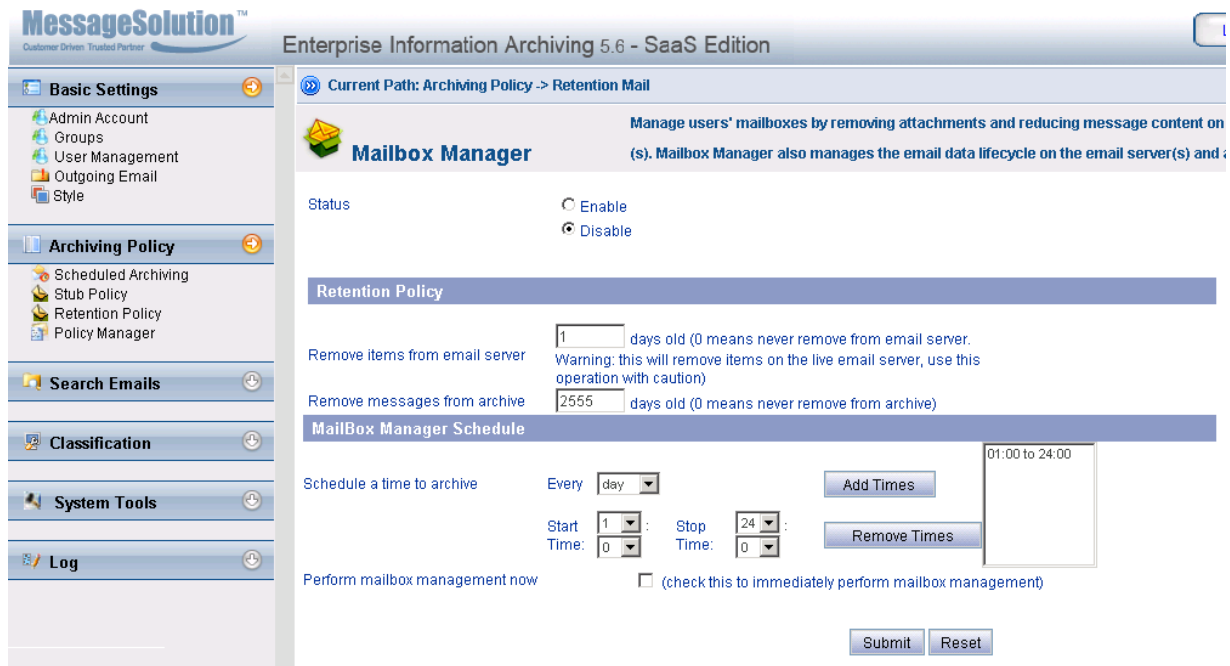
Name	User Name	Edit	<input type="checkbox"/> Access	<input type="checkbox"/> Restore	<input type="checkbox"/> Archiving	<input type="checkbox"/> Stub
journal	journal@abc.com	edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
test user	tu3@abc.com	edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
My Example	example@example.com	edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
msuser1	msuser1@mslnsaas1.com	edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
msuser2	msuser2@mslnsaas1.com	edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
msuser3	msuser3@mslnsaas1.com	edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
msuser4	msuser4@mslnsaas1.com	edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

5. Configure scheduled archiving for historical data ingestion (Optional)\*.

- As per the "MessageSolution Critical Best Practices", it is recommended that administrators successfully import all historical data to the archive before implementing real-time archiving.



6. Configure company retention policies under “Archiving Policy”



7. Activate the Journal Mailbox for Compliance Archiving (Optional)  
Contact the MessageSolution Technical Support Team for assistance.

## 8. Configure company archiving policies

The screenshot displays the MessageSolution Enterprise Information Archiving 5.6 - SaaS Edition interface. The top navigation bar includes the MessageSolution logo, the text "Enterprise Information Archiving 5.6 - SaaS Edition", and a user greeting "Welcome, Today is Sunday Ma". The left sidebar contains a menu with categories: Basic Settings, Archiving Policy, Search Emails, Classification, System Tools, and Log. The "Archiving Policy" section is expanded, showing "Scheduled Archiving", "Stub Policy", "Retention Policy", and "Policy Manager", with "Policy Manager" highlighted by a red box. The main content area shows the "Policy Manager" configuration page. The current path is "Archiving Rules -> Policy Manager". The page title is "Policy Manager" with the subtitle "You can create policies here.". The "policy type" is set to "all policy". The "Policy name" field contains "test group policy". Below the name field are "Add" and "Delete" buttons. The "Add user or group" section shows a list with "user" and "journal" entries, each with "Add" and "Remove" buttons. The "Stub user's mailbox more than" and "Stop stubbing user's mailbox less than" fields are both set to "0 %". The "Folder Policy" dropdown is set to a default value, with "Add" and "Remove" buttons. At the bottom, there is a checkbox for "edit archiving policy and stub policy" and a field for "Archive messages that are more" with a value of "n" and a note "days old (recommend more than 2 days)".

