



How to Run 'Immediate Archiving'

Applies to: ArchiveOne® Enterprise (Compliance); Topic Last Modified: 2 August 2010.

Note

This topic explains how to run Immediate Archiving in ArchiveOne Enterprise (Compliance).

Before You Begin

Before you perform the procedure in this topic, be aware of the following:

- Logon to the Compliance Console with a user that is assigned the Administrator role.

Procedure

1. Before running the 'Immediate Archiving' feature, it is necessary to have a journaling rule in place on your Exchange Server. Depending on your version of Exchange, this can be configured in a number of ways. If necessary, please consult your Exchange Administrator for more details. For the purpose of archiving data out of your Journal Mailbox, you will need to know the Journal Mailbox name and confirm that envelope journaling is enabled. This is the default in Exchange 2007 and 2010. The following diagram (Diagram 1) shows a typical Journaling rule and the type of information you will need to consider to set up your rule:

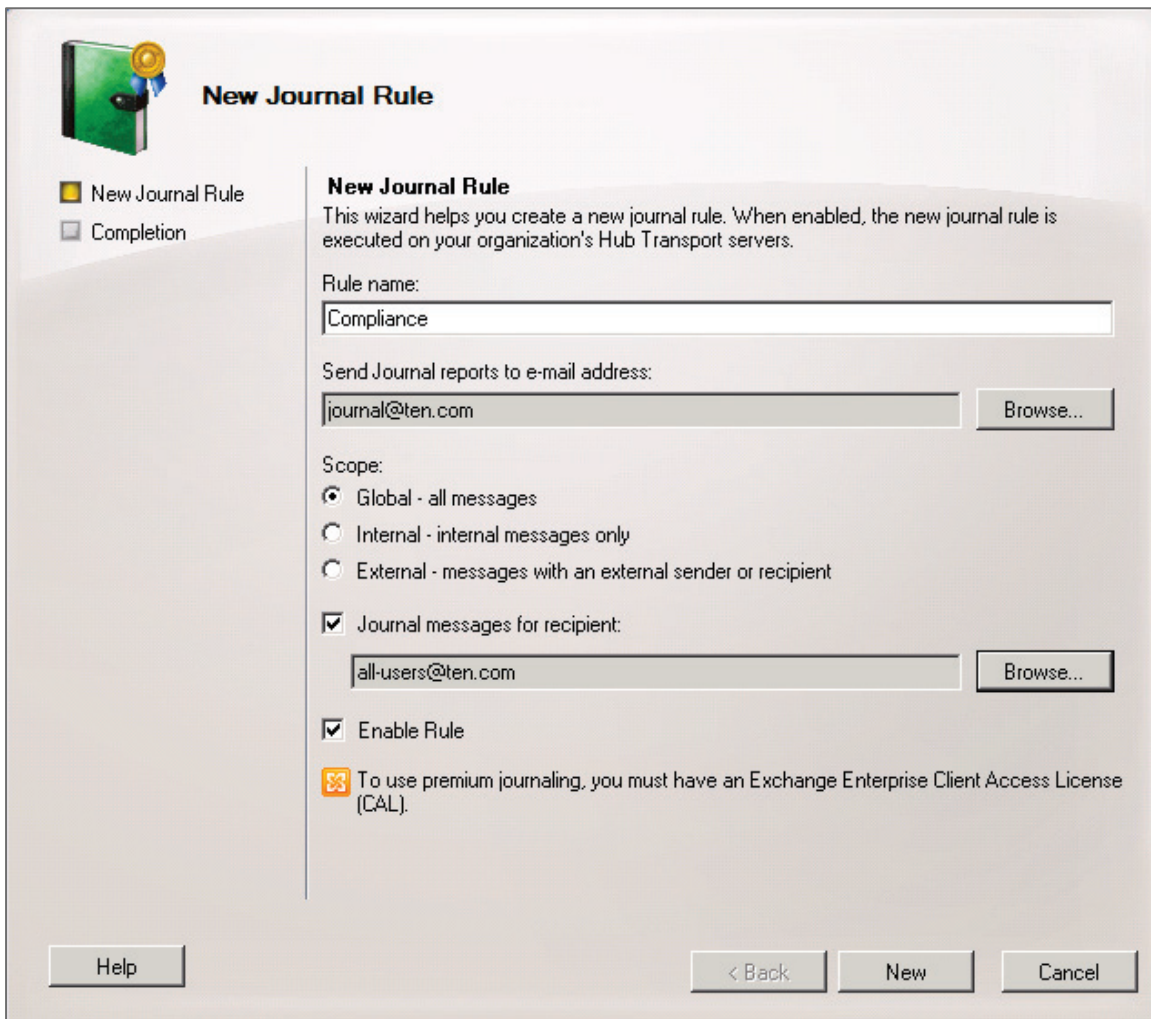


Diagram 1

2. Check that all the users that you wish to have email archived out of the Journal Mailbox are entered in Mailbox Manager. This is a key point: email will be left in the Journal Mailbox for any exchange email address not owned by a user listed in Mailbox Manager.
3. Ensure you have a repository in place for the archived mail. At the final stage of software installation you will be prompted to create one.
4. To prepare for Immediate Archiving, you should now run the System Configuration Wizard. This can be started by right clicking on '**Status**' in the Compliance console and selecting '**System Configuration Wizard**'. I shall detail the entries required for Immediate Archiving. Please keep the defaults for other elements of Compliance configuration covered in this wizard unless otherwise instructed.
5. In the **wizard** ensure the Journal Mailbox is selected.
6. Select the appropriate option for how Compliance will treat the Journal Mailbox. The default of '**Delete ONLY messages that get archived**' is usually sufficient (Diagram 2).

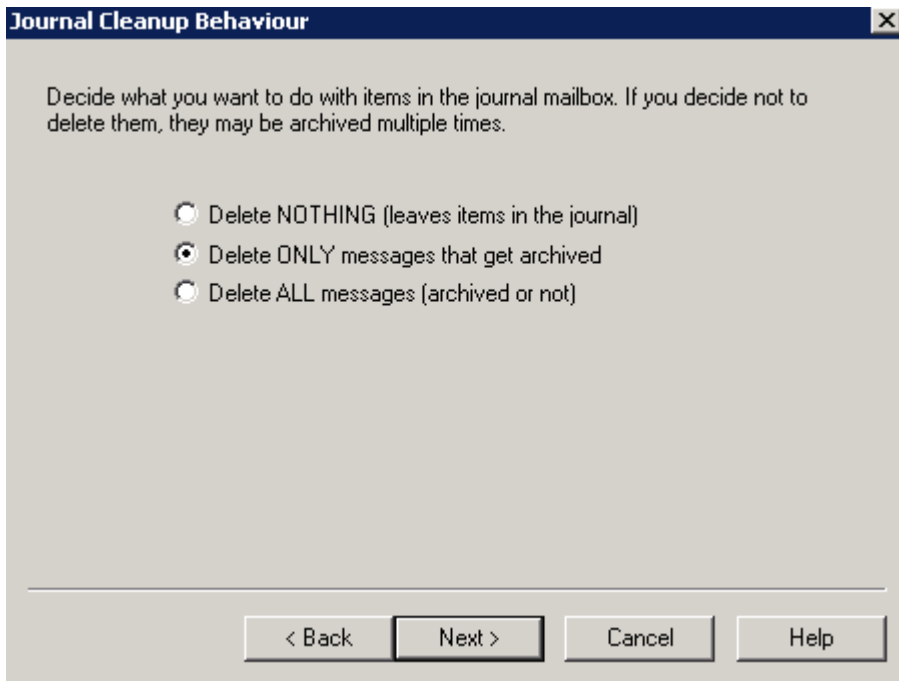


Diagram 2

7. Next, you should set the archiving schedule. This is how often you would like Compliance to archive email out of the Journal Mailbox. In the diagram below, the archiving schedule has been set to daily at 03:00am.

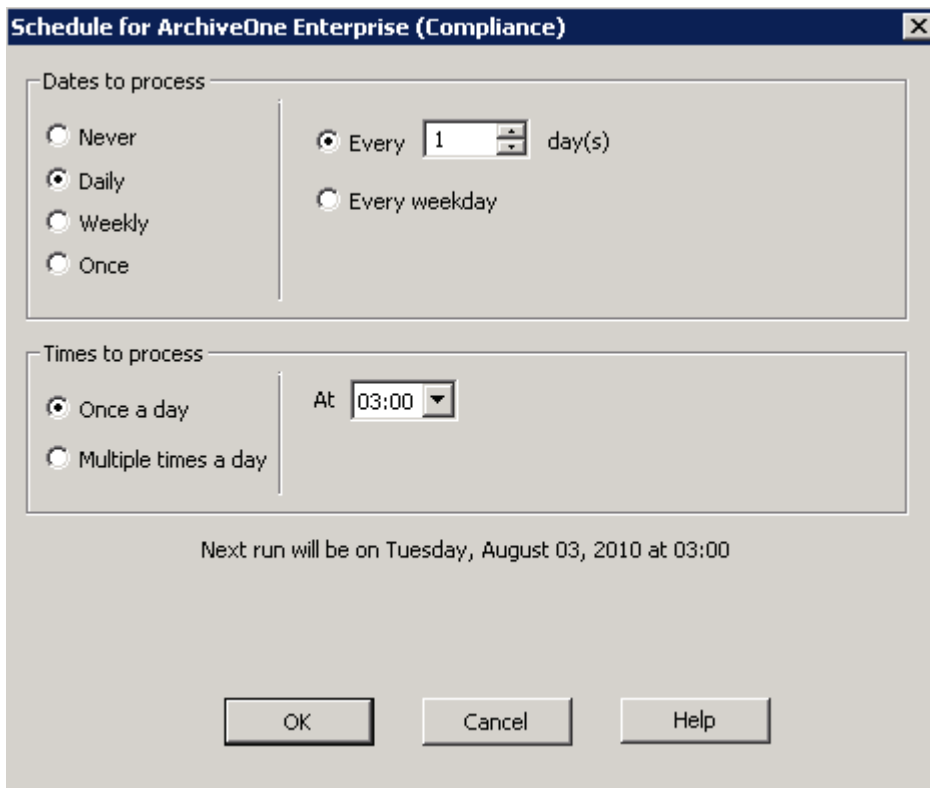


Diagram 3

8. You should now choose the minimum amount of data that archiving should start at. 10MB is the default and for most purposes is fine. Below this level, no email is archived out of your Journal Mailbox.
9. The System Configuration Wizard has now gathered all the necessary data we require. Click **Finish**.
10. Right click on status and click '**Immediate Archiving**', select start. On completion, the results will be shown as below (Diagram 4).

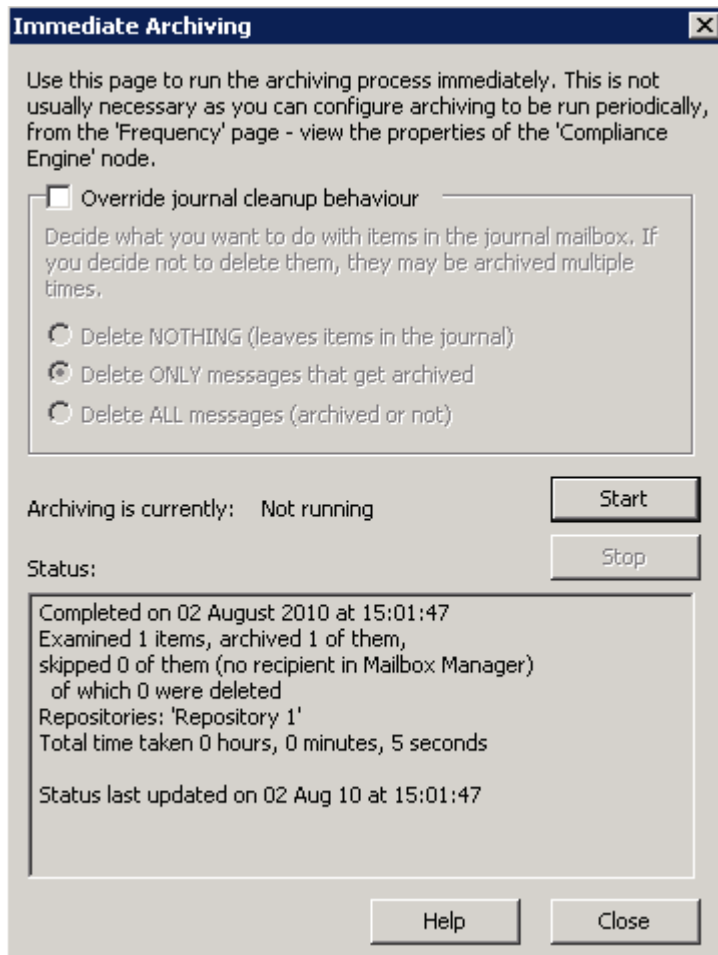


Diagram 4

For more information

For assistance with other features of ArchiveOne Enterprise (Compliance), see more ArchiveOne Enterprise (Compliance) documentation available from C2C:

- [C2C website](#)
- [C2C Support Portal](#)