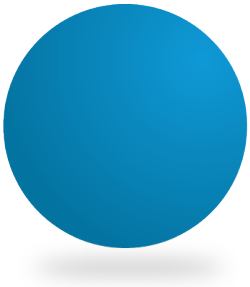

INTRADYN

Email Archiving & eDiscovery

Configuring the Intradyn Email Archiver For Use With Google Apps (G Suite)

V.1.3

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Introduction

This guide is intended to be utilized by the administrator who will be configuring the Google Apps environment, as well as the administrator who is responsible for the managing the Intradyn Email Archiver.

Please go over this manual thoroughly before proceeding, as knowledge of the administration of both the Google Apps and your Intradyn Email Archiver is required for proper functionality.

Requirements

- Intradyn Email Archiver

AND

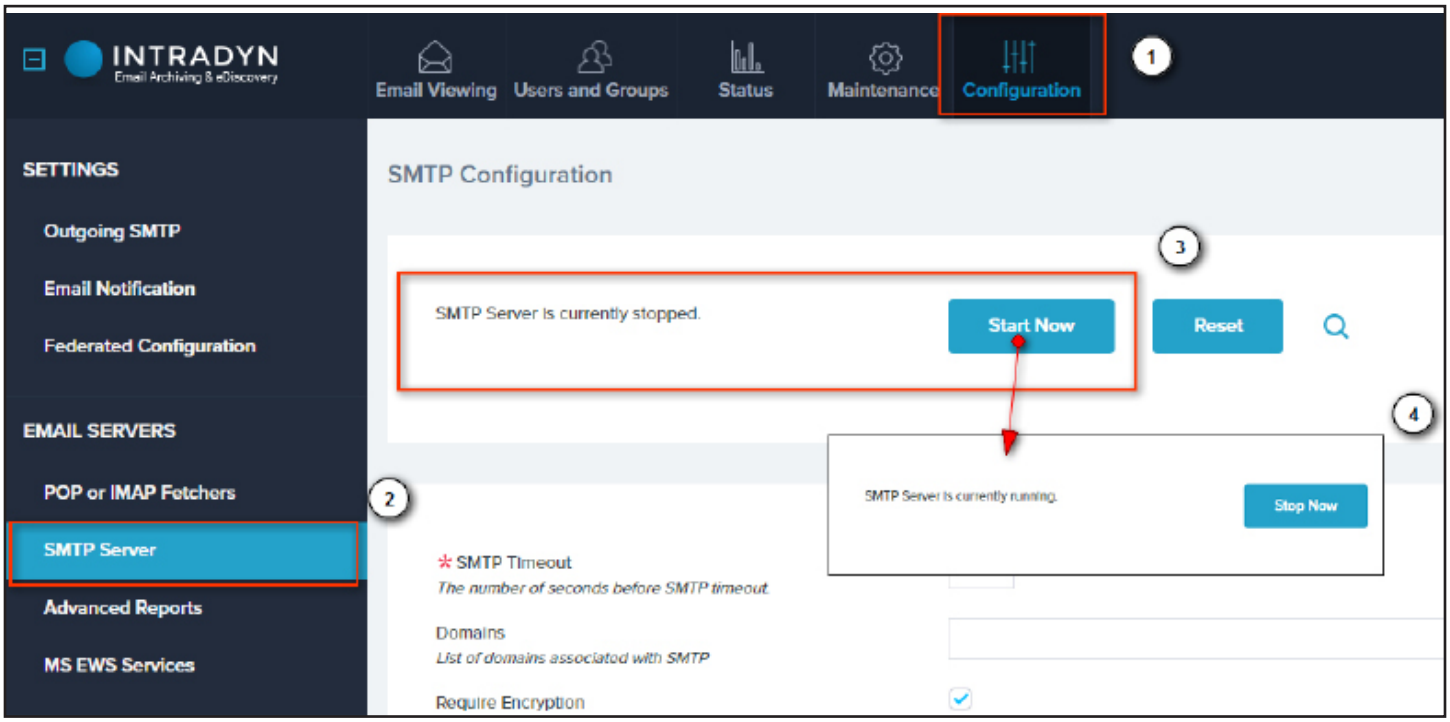
- Google Apps/ G Suite

SMTP Configuration on the Intradyn Email Archiver

This part of the guide will lay out how to enable the SMTP server on the Intradyn Archiver.

You will need to log into the Intradyn Email Archiver using Administrator level credentials. Once logged in, follow these steps:

1. Click on the **"Configuration"** tab
2. Click on **"SMTP Server"**
3. If it says "**SMTP Server is currently stopped**", hit **"Start Now"**
4. It should now show **"SMTP Server is currently running"**



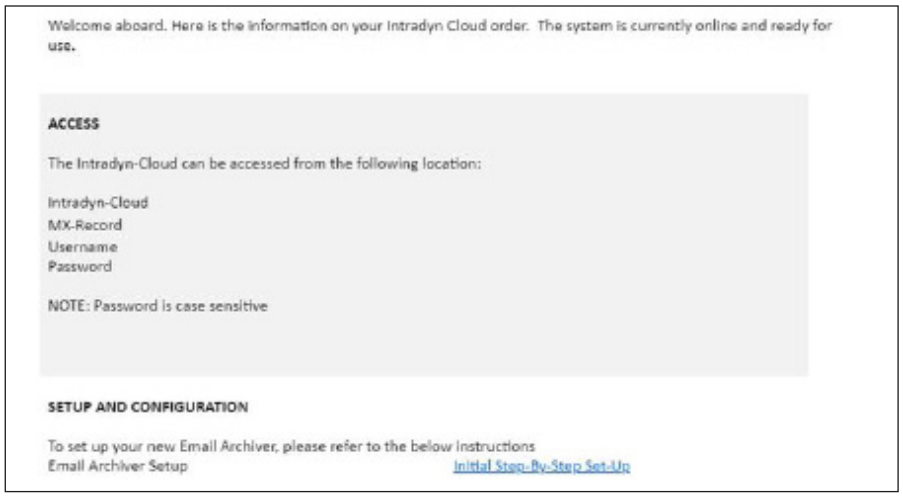
SMTP Relay

This part of the guide will lay out how to enable SMTP forwarding directly to the Intradyn Email Archiver.
If you need to use IMAP Protocol instead of SMTP Relay, please ask for the IMAP Protocol Configuration document.

If you are an Intradyn Cloud customer, your **"Welcome to Intradyn"** email contains the MX Record of your Intradyn cloud instance in the **"Access"** section. You will use this when you are configuring your Collection Filter in **"Configuring Google Apps for Email Filtering"**.

MX Record Example: archive@***yourcompany***mail.intradyn.com)

See image below for example of **"Welcome to Intradyn"** email and the **"Access"** section. After you retrieve your MX Record, please proceed to page 6, **"Configuring Google Apps for Email Filtering"**.



Welcome aboard. Here is the information on your Intradyn Cloud order. The system is currently online and ready for use.

ACCESS

The Intradyn-Cloud can be accessed from the following location:

Intradyn-Cloud
MX-Record
Username
Password

NOTE: Password is case sensitive

SETUP AND CONFIGURATION

To set up your new Email Archiver, please refer to the below instructions
Email Archiver Setup — Initial Step-By-Step Set-Up

To begin, make sure your company's firewall is configured to allow SMTP traffic (port 25) to the Intradyn Archiver's IP address.

Next, create/modify the MX record of a domain that you control to relay SMTP traffic to the Intradyn Archiver.

For example: *intradynarchive.yourdomain*.com

You can test by sending an email directly to the archive using the MX record created above or provided by Intradyn if Cloud customer. (archive@*intradyn*.*yourdomain*.com).

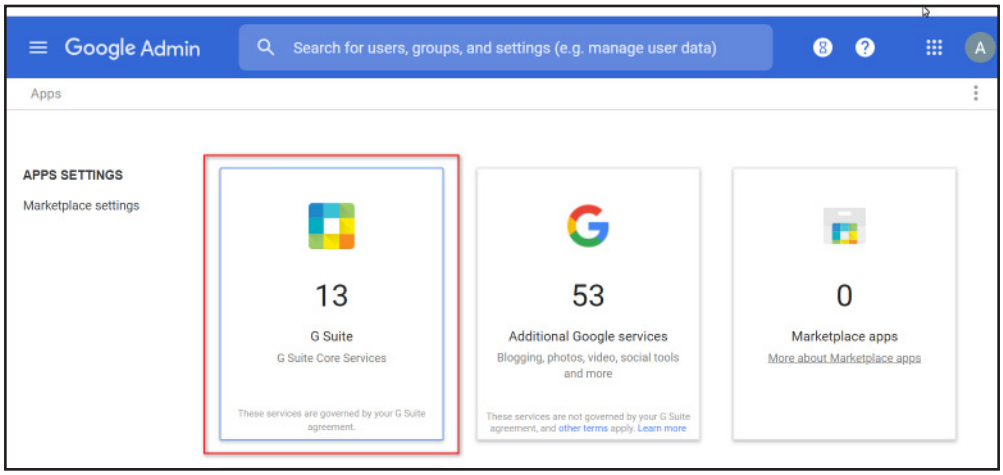
Configuring Google Apps Email Filtering

This part of the guide will lay out the step by step process for creating and configuring a Gmail user account and mailbox to copy messages to before setting up your Intradyn device.

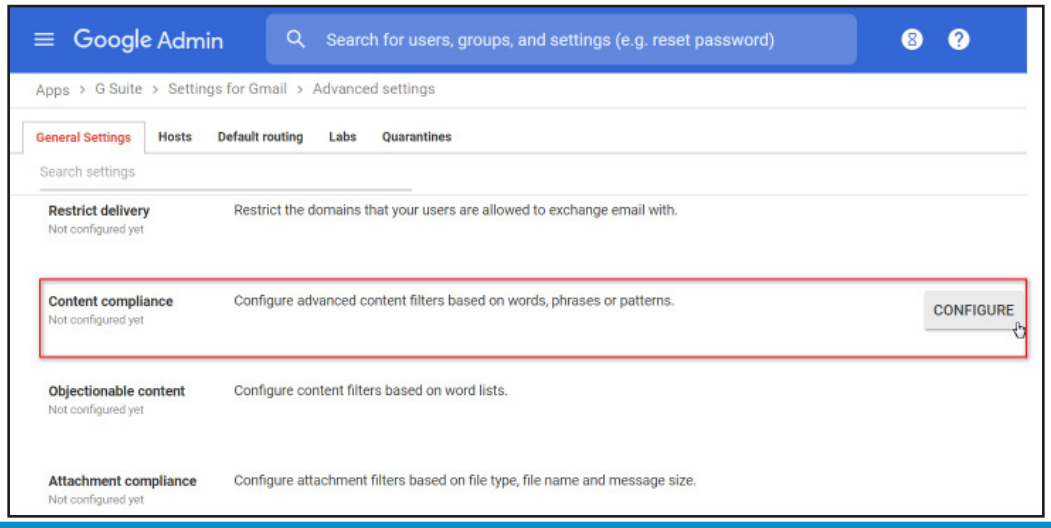
These steps will assist you in creating an email filter to create copy of all emails for retrieval by the Intradyn Email Archiver.

First you will need to log into the Google Apps Admin Console. Follow the following steps to create the filter that will copy the emails.

Select "**Apps**". Then select **"G Suite Core Services"**.

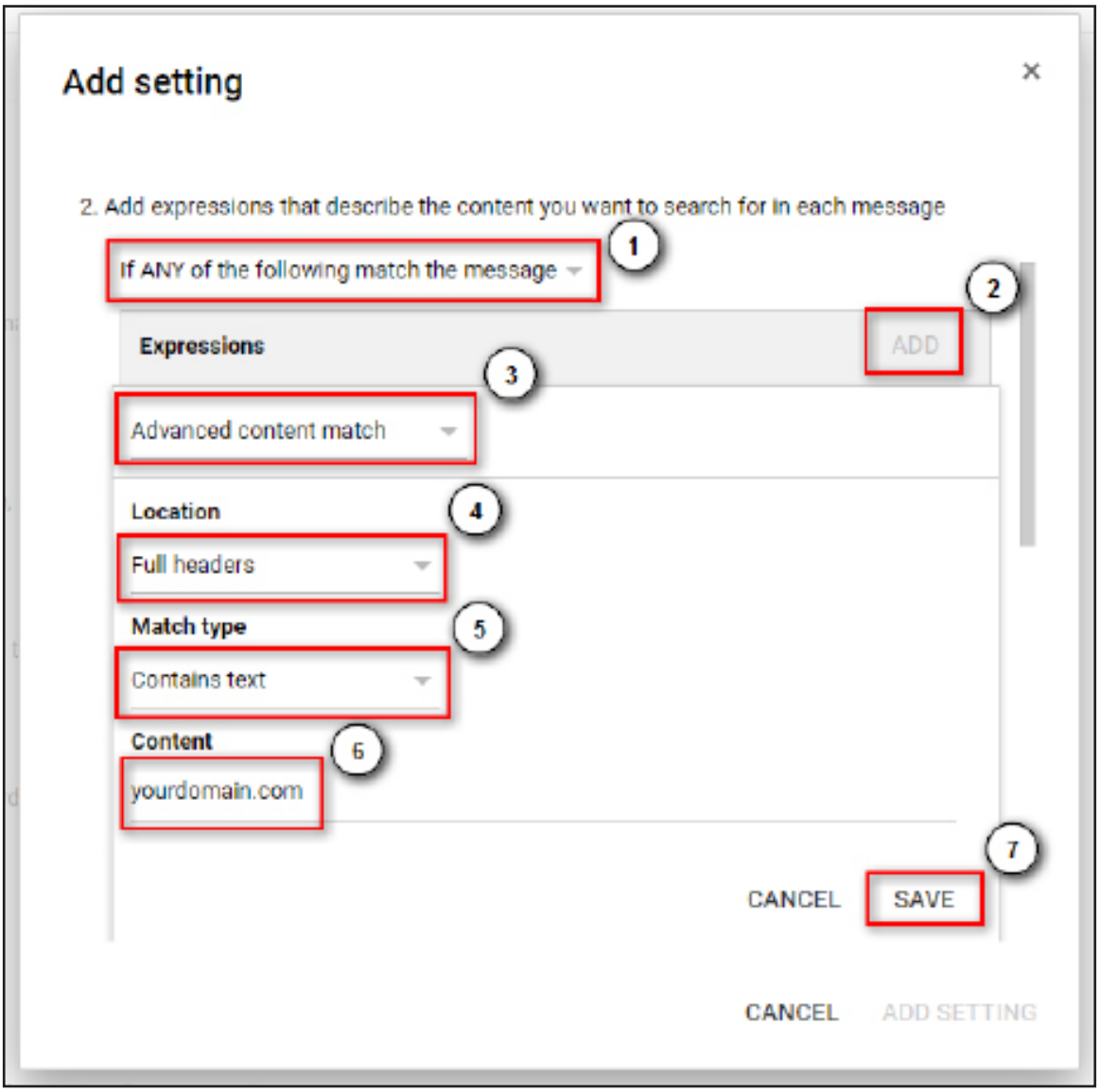


Select **"Gmail"** from the Apps list. Then select **"Advanced settings"**at the bottom of the following page.
Locate **"Content Compliance"**, run your cursor over the text, and select **"CONFIGURE"**.



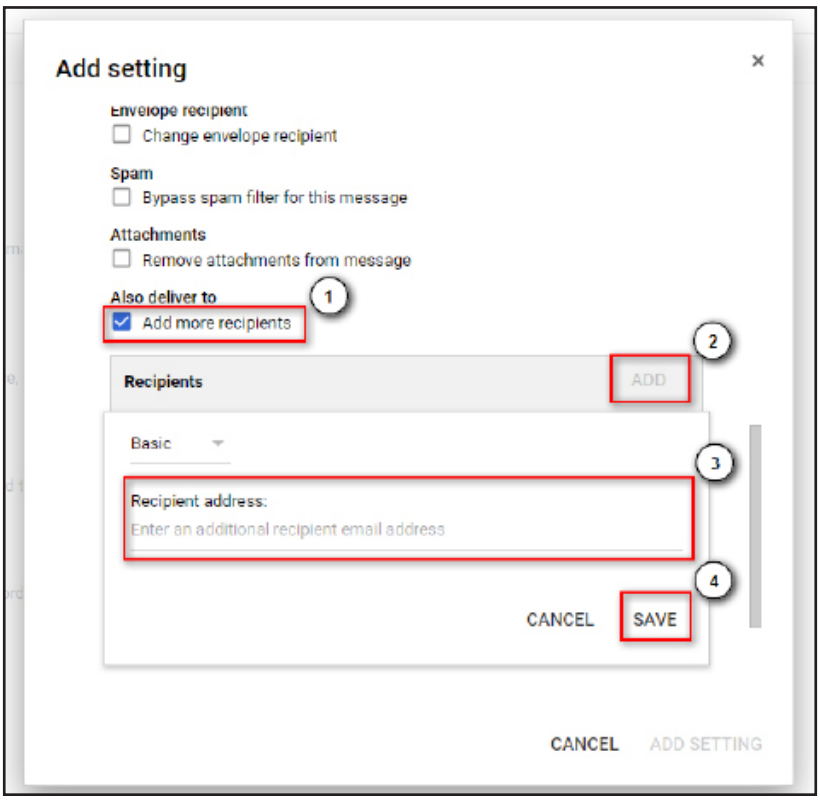
Add a title to your filter.
Verify that all the check boxes are checked in Section 1.
In the next section of the window, you will define specifically what emails should be copied for the archive. In Section 2 of the window, follow these steps to create the filter expression.

1. Select **"If ANY of the following match the message"**.
2. Click **"ADD"**.
3. Select **"Advanced content match"**.
4. Select **"Full headers"**.
5. Select **"Contains text"**.
6. In the content field enter the domain name of the email you wish to archive.
7. Click **"SAVE"**.



In Section 3, follow these steps to define where the email copies are going to be sent:

1. Check the box next to **"Add more recipients"**
2. Click **"ADD"**
3. Enter an email address associated with the MX record that you created at the beginning of this guide.
   Example: "archive@*intradyn.yourdomain*.com"
4. Click **"SAVE"**



To finish the creation of this filter, you will need to click on the **"ADD SETTING"** button at the bottom of the window.

After the window closes, click on **"SAVE"** at the bottom of the screen to save your filter's settings to Gmail.

This completes the setup in Google Apps. It may take up to a day for the filter to start making copies of the email.