

Adding Global Relay Archive Members for Exchange 2013

Last Modified on 23/01/2020 12:04 pm GMT

It is possible to add users to the Global relay archiving service directly through the Control Panel. Emails sent to and from members who have been added will be added to the Global Relay journaling.

You will need to have the Global Relay service added to the customer's Subscription before the options will appear.

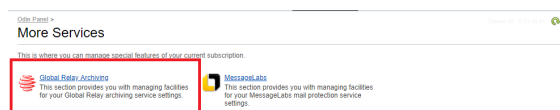
Adding Global Relay Archive Members

1. Log in to the Control Panel with your reseller account
(<https://controlpanel.hostedservices.com>)
and then log in as the relevant customer.

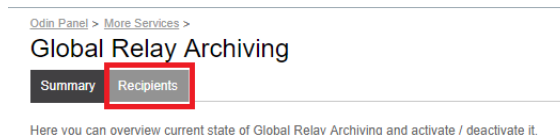


2. Once logged in navigate to **More Services** using the top ribbon menu.

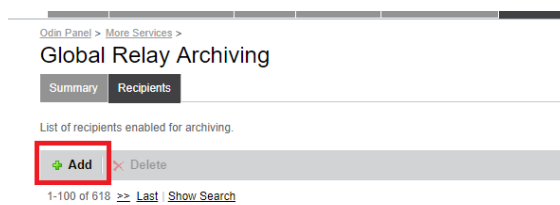
3. Under more services select **Global Relay Archiving**



4. Head to **Recipients** on the secondary ribbon.



5. Use the **Add** button to add users to this list. You can add multiple users at a time.



To add users on this screen you simply check the checkbox on the left-hand side to select the users you wish to add to the archiving service. Once you have selected all users required, hit the **Submit** button at the bottom of the page.

***Note:** Only new mail is archived for each user. Mail that currently exists in the mailbox will not be automatically archived. To archive historic data you will need to contact Global Relay directly for assistance. Their contact information can be found at <https://www.globalrelay.com/company-info/contact-us>*