

# Websense Email Archive Quick Start Steps

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<b>Applies To:</b>	Websense Email Archive
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Websense Email Archive receives, classifies, and archives emails that originate from our customers' Exchange Servers. The archives are stored at Websense data centers.

Email Archive can be used by customers who use Websense Email Security on premises, and also by customers that use Websense Hosted Email Security.

Websense Email Archive gives you an unlimited mailbox and allows you to quickly and easily access your archived email directly from Microsoft Outlook.

You can grant your end users access to their personal email archives. With our cached sign-on technology, you don't have to worry about forgotten usernames and passwords.

## Step One: Configure Exchange Server

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You adjust the settings of your Microsoft Exchange Server 2007 to enable Message Journaling. This feature sends a copy of every email that is sent to and from your Exchange Server to the Websense servers.

Websense Email Archive then reviews, classifies (based on content and sender's address), and archives these emails.

To begin the process, log on to your Exchange Server with your administrator account and follow the steps outlined below.

You must activate Microsoft Exchange Journaling, and then direct your mail to Websense secure servers. The instructions depend on your version of Exchange. See:

- ◆ [Exchange 2003 Standard Journaling Guide](#)
- ◆ [Exchange 2003 Envelope Journaling Guide](#)
- ◆ [Exchange 2007 Journaling Guide](#)
- ◆ [Exchange 2010 Journaling Guide](#)

When prompted, point your email to the Websense address shown below:

## EMEA servers only

<your-domain>@Websense-Journal.archivesuite.com

## U.S. and all other locales

<your-domain>@Websense-Journal.archivecloud.net

## Step Two: Enable Administrator View of archive

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As a security measure, the default settings on your archive disallow administrator view of end-user email. To view all user messages in your archive, log on with the credentials provided by Websense, and then:

1. Click the **Administration** bar at bottom left of the page.
2. Click the “admin@...” address
3. Under the **Privilege** option, check **View All Accounts**.

## Step Three: Verify setup

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After you complete the setup process, test your archive by logging in, clicking **Accounts** on the left-hand side of the screen, and selecting the email address of your choice.

To explore the features of your new archive, please click the **Help** tab on the left side of the page.

## Step Four: Set up access for end users

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Your end users can use Personal Archive Access (PAA) to access their individual archives directly from Microsoft Outlook. Provide these setup instructions to your end users:

1. Create a new folder in Outlook (**File > New > Folder**).
2. Highlight the new folder, and select **File > Folder > Properties**.
3. Select the **Home Page** tab.

Enter the URL for Personal Archive Access:

EMEA: <https://websense.archivesuite.com>

U.S. and all other locales: <https://websense.archivecloud.net>

1. Check this box: “Show home page by default for this folder.”
2. Click **OK**, and then click your newly created folder

After the Personal Archive is configured, end users are prompted only once for their user name and password. Additional details for your end users are contained [here](#).

**Note**

Websense offers Websense CloudLink, an application to help you deploy Outlook Web folders to all of your end users. CloudLink is included with the Websense service..

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