

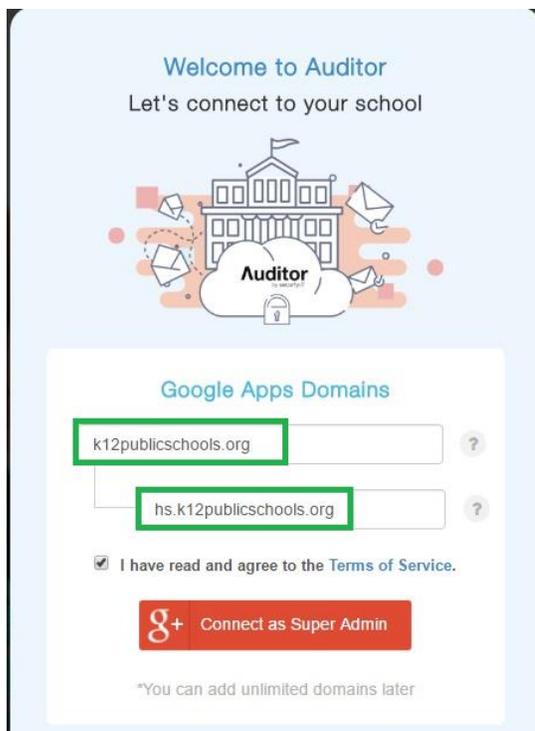
Title: Best Practices for Auditor setup

For Auditor to begin scanning and flagging emails effectively, it is necessary that all the primary setups required for its working are in place. To avoid encountering any problems using Auditor, please refer to the setup best practices provided here.

1. When registering for Auditor, always use the domain that student email addresses belong to. For example, if your school has two domains 'domain.com' and 'domain.org' and the student email IDs are 'student@domain.com' then you should use 'domain.com' to register. This ensures that all student emails are scanned by Auditor.

Note: All types of domain names such as '.com', '.org', '.edu', '.net' etc. can be used when registering for Auditor without impacting its efficiency.

2. Remember to remove any special characters such as '@' when providing the domain name during Auditor sign up.



The screenshot shows the Auditor setup interface for Google Apps Domains. At the top, it says "Welcome to Auditor" and "Let's connect to your school". Below this is an illustration of a school building with the Auditor logo. The main section is titled "Google Apps Domains" and contains two input fields for domain names: "k12publicschools.org" and "hs.k12publicschools.org". Both fields are highlighted with a green border. Below the input fields is a checkbox labeled "I have read and agree to the Terms of Service." which is checked. At the bottom, there is a red button with the Google+ logo and the text "Connect as Super Admin". A small note at the bottom of the form says "*You can add unlimited domains later".

Note: If your school district uses multiple domains, you would need to register for Auditor using each of the domains separately to scan emails on all domains.

3. Configure Auditor routing for the OU for which Auditor is set up. (The routing setup process is explained in the Auditor Setup Guide.)

Note: OU settings associated with a Parent OU are inherited by the Child OU.

4. Always uncheck the 'Bypass spam filter for this message' under the OU's Routing settings to ensure that even spam messages are filtered by Auditor. Unchecking this option would not flood student or staff inboxes with spam as the setting only ensures that a copy of the spam message is sent to the Auditor server. Student spam settings remain unchanged.

Add setting

×

Route

Change route

Envelope recipient

Change envelope recipient

Spam

Bypass spam filter for this message

Attachments

Remove attachments from message

Append this text to notify recipients that attachments have been removed:

<<< Attachments were removed because of an administrator policy. >>>

Also deliver to

Add more recipients

CANCEL ADD SETTING

5. Always check the 'Remove attachment from message' option under the OU's Routing settings. Auditor does not scan email attachments. However, students and staff would continue to receive attachments with their emails.

Add setting

×

Route

Change route

Envelope recipient

Change envelope recipient

Spam

Bypass spam filter for this message

Attachments

Remove attachments from message

Append this text to notify recipients that attachments have been removed:

<<< Attachments were removed because of an administrator policy. >>>

Also deliver to

Add more recipients

CANCEL ADD SETTING

By following these best practices, you can ensure that your Auditor is set up correctly and monitors student emails for cyberbullying and self-harm effectively.