

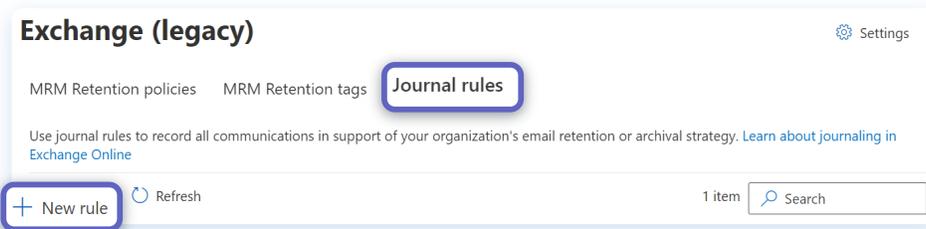
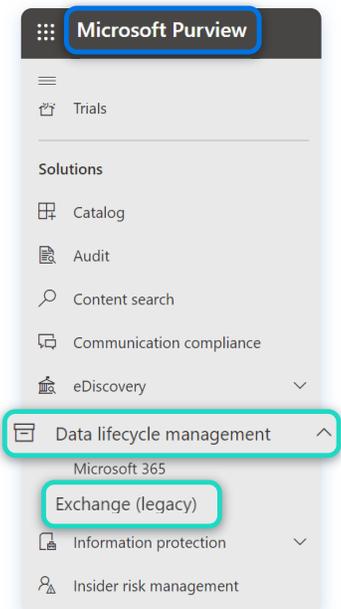


How to set up Aware for Office 365 emails?

To start scanning emails using Aware by Securly you would need to create a new journal rule in Exchange that would forward emails to the Aware engine. Before you begin the setup please ensure that you have an Exchange Online license with at least an E5 or A3 tenancy. It is not possible to set up journaling rules if you have a free tenancy.

How to set up Aware:

- 1 Login to <https://admin.microsoft.com> with your Admin credentials.
- 2 Navigate to Microsoft Purview view & then scroll down to Data lifecycle management > Exchange (legacy).
- 3 Select the Journal rules tab and then click New Rule.



- 4 Depending upon your regional cluster use one of the following email address in the 'Send journal reports to' field. The email address for your regional cluster will also be displayed to you on the setup screen.

US East: auditor@use-smtp.auditor.securly.com

US East2: auditor@use2-smtp.auditor.securly.com

US West: auditor@usw-smtp.auditor.securly.com

APSE: auditor@apse-smtp.auditor.securly.com

EU West: auditor@euw-smtp.auditor.securly.com

UK: auditor@uk-smtp.auditor.securly.com

Canada: auditor@ca-smtp.auditor.securly.com

Define journal rule settings

Messages matching the rule's conditions will be delivered to the journal. [Exchange Online](#)

Send journal reports to *

admin@rtqa-smtp.auditor.securly.com

Journal rule name *

rtqa-smtp

Journal messages sent or received from *

Everyone

A specific user or group

Type of message to journal *

All messages

Internal messages only

External messages only

- 5 Input a unique name for your new journal rule in the 'Journal rule name' field.
- 6 Select 'Everyone' for the 'Journal messages sent or received from' field.
- 7 Select 'All messages' for the 'Type of message to journal' field.
- 8 Click Save.

This completes the technical aspect of the Aware setup in Office 365.

The Securly setup process will then ask you to provide a 'Notification Email' where you would receive all the email alerts that Aware sends for flagged activities.

As a final step, a test email with disturbing content will be sent to a test email address you provide. This test email will be displayed on your Aware activities feed indicating that Aware has been installed successfully and monitoring for flagged activity has started.

Add Notification Email



We will send an alert to this address whenever we come across any disturbing email.

Hint: You can also change this later in account settings

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