

Exclaimer Cloud Signatures for Office 365

Getting started guide



www.exclaimer.com

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About This Guide

This aim of this guide is to provide information about installing and configuring **Exclaimer Cloud - Signatures** for Office 365.

Here, you will find out the following details:

- How to register for an Exclaimer Cloud account.
- Create a Signatures for Office 365 subscription.
- Data aggregation in Signatures for Office 365.
- Setting up connectors to work with Signatures for Office 365.
- Finding your way around Signatures for Office 365's user interface.

If you require further information, please refer to the **Further Help & Support** section on page 41.

What is Exclaimer Cloud -Signatures for Office 365?

The Exclaimer Cloud – Signatures for Office 365 is the premier cloud service for centrally managing and controlling Microsoft Office 365 email signatures.

With a wide choice of professionally designed email signature **templates** as your start point and an intuitive editor that lets you customize **key elements** and choose what information to include, you can create beautiful signatures with your own brand logo, images and color scheme.

From the intuitive web portal (portal.exclaimer.com) you can:

- Select a **design from the signature template library OR** let Exclaimer create a custom signature* if you can't find the right one for you.
- Use different signature templates for individual users or various groups/departments.
- Give users consistent signatures for all email with auto-completed details like names, departments and job titles pulled from your Office 365 Directory.
- Make massive cost savings by reducing the load on IT staff.
- Update any **signature element** and apply the changes instantly.
- Save hours of time by not having to use PowerShell commands or Office 365 Transport Rules.
- Manage additional email signature elements such as social media icons, promotional banners and legal disclaimers.
- Pay a simple monthly fee to maintain total control of all organizational email signatures.

*This is a chargeable service.

When messages are sent, all **enabled** signatures are processed and applied as appropriate (if more than one signature applies for a user, the **first one processed** will be used). Any contact information included in the signature is drawn from Office 365 and/or Active Directory data, as determined during the setup process for **Exclaimer Cloud - Signatures for Office 365**.

Register for an Exclaimer Cloud account

When you decide to start a free trial, you will be taken to the **Exclaimer Cloud** Login page. Here, you will need to register for a new account.

1. Click the **Sign up...** button on the or the **Sign up** tab in the top right of the screen:

loud exclaimer cloud			Help	Sign in	Sign up
Sign in		🛃 Sign up for an account			
Email Address Password Sign in Forgotten your password?		Sign up			
	Language:	English (US) 🖙 English (GB)			
		©2015 Exclaimer			

- 2. Only basic information is required to create an account. The password that you create must be longer than 6 characters and included the following:
 - An uppercase letter.
 - A lowercase letter.
 - A digit (number).

First name		Sign in		
Last name				
Full name				
Company				
Telephone number				
Email address				
Password				
Confirm password				
	Sign up			

- **3.** When this is done, click **Sign up**.
- **4.** You then need to fill in your company details. Fill in every field and click **Save Address**:

i exclaimer	cloud	Help Sign out
Please add you	r company address	
Address Line 1		
Address Line 2		
Town		
County		
Postcode		
Country	Afghanistan •	
	Save Address	
	Language: 📑 English (US) 🖼 English (GB)	
	©2015 Exclaimer	

Your **Exclaimer Cloud** account has now been created. From here, you will need to set up an **Active Subscription** for the Exclaimer solution you have purchased.

Create a Signatures for Office 365 subscription

Once your **Exclaimer Cloud** account is created, you are directed to setup a new **Signatures for Office 365** subscription:

exclaimer cloud				Help Sign ou
0	* rerview	Payment method	Account	
New Signatures for Office 365 subscr Your new Signatures for Office 365 subscription will begin when you complete the mandatory fields and accept the terms and conditions. By clicking Create subscription and the tickbox accepting the terms and conditions, you expressly consent to the immediate start of your Signatures for Office 365 trial. This will last for a total of 14 days, after which a valid payment method must be given in order to continue to use your subscription's. This can be done through your Exclaimer Sales. Once you upgrade your Signatures for Office 365 subscription to a paid plan, you acknowledge that you lose your right of withdrawal and authorize us to continue your	iption Subscription d Approximately ho Please select. Give your subscr Signatures for O Terms & Cond Exclaimer Cloud - S The following terms of secolated use of the BY USING THE SERV of ANT, YOU COND COMPANY OR OTHE SERVICE CASE THE T NOT AGREE WITH I 1. SUBSCRIPT	Payment method letails w many users will be using iption a memorable name office 365 – 5 litions View a <u>PDF version</u> litions View a <u>PDF version</u> litions View a <u>PDF version</u> litions View a <u>PDF version</u> litions version and the litik litions version and the litik litik of the litik of the litik of the litik litik of the litik of the litik of the litik litik of the litik of the litik of the litik litik of the litik of the litik litik of the litik of the litik of the litik of the litik litik of the litik of the litik of the litik of the litik of the litik litik of the litik of the lit	Account. Ing this subscription? to identify it d Conditions d Condit	Agniture services (The "Services") and any c"wi"). NING ON THE 1 AGREE: BUTTON BELOW O NITO THESE TERMS ON BENAUF OF A BUD SUCH BUTTY TO THESE TERMS, IN MAVE SUCH AUTHORITY, OR IP YOU DO THE SERVICES.
subscription/s automatically, charged monthly is the payment method provided, unbi you cancel. No refunds or credits for partial months if you make a cancellation request. This subscription will be charged in Pound Sterling.	E Yee	are prohibited from aboving access to d accept the terms and co ption <u>Cancel</u>	the Services to third parties. Hovever, you ond blons,	may choose to offer access to and use of the

You are asked to select how **many users** will be using this subscription from the first drop-down menu. You will not have to input an exact figure.

Once this has been selected, you need to give the **subscription a name**. We recommend that you make this something memorable, especially if you are going to be creating numerous subscriptions.

Finally, you need to read and accept the **Signatures for Office 365** Terms & Conditions:

0. GENE	RAL
i	. No forbearance or delay by us in enforcing our rights shall prejudice or restrict any rights, and no waiver of any such rights or of any breach of any contractual terms shall be deemed to be a waiver of any other right or of any later breach.
ii.	. If any provision of these terms is judged to be illegal or unenforceable, the continuation in full force and effect of the remainder of the provisions shall not be prejudiced.
	 All notices under these terms shall be in writing and shall be addressed to the most recent address notified to the other party. Notice shall be deemed to have been duly given: a. When delivered, if delivered by hand or registered mail; or
	b. On the fifth business day following mailing, if posted by first class mail.
iv	. These terms contain the whole agreement between you and us relating to the Services and supersede all prior agreements, arrangements and understandings between you and us relating to that subject matter.
v	. The parties hereby agree that these terms shall be construed in accordance with the laws of England and the courts of England sha have exclusive jurisdiction.

Once you have clicked the tickbox, click the **Create subscription** button to complete the setup process:

⊚exclaimer cloud				Help Sign out
0	A verview	Payment method	Account	
+ New Signatures for Office 365 subscr	iption			
Your new Signatures for Office 365 subscription will begin when you complete the mandatory fields and accept the terms and conditions	Subscript Approximat 50 - 100	ion details ely how many users will be usin	g this subscription?	
By clicking Create subscription and the tickbox accepting the terms and conditions, you expressly consent to the immediate start	Give your si Signatures	ubscription a memorable name s for Office 365 – 5	to identify it	
of your Signatures for Office 365 trial. This will last for a total of 14 days, after which a valid payment method must be given in order to continue to use your subscription/s. This can be done through your Exclaimer Cloud account or by contacting Exclaimer Sales.	Exclaimer Ci Exclaimer Ci The following associated us BY USING TH (IF ANY), YO	Conditions View a <u>PDF version</u> oved – Signatures For Office 365 Terms an terms of service (collectively, the "Terms") go is of the Exclaimer technology offered by Excl 45 SERVICES OR SOFTWARE, OR EXECUT U CONSENT TO BE LEGALLY BOUND BY A	() I Conditions wern the use of the Exclaimer hosted email is amer LM (below referred to as "we," "ow" or ING THROUGH ECHOODIGNL OR BY CLICS LL THESE TERMS. IF YOU ARE ENTERNIN	aprature services (the "Services") and any "'us"). CING ON THE " AGREE" BUTTON BELOW 3 INTO THESE TERRIS ON BEHAUF OF A
Once you upgrade your Signatures for Office 365 subscription to a paid plan, you acknowledge that you lose your right of withdrawal and authorize us to continue your month-to-month Signatures for Office 365 subscriptions automatically, biograd most hit	VHICH CASE NOT AGREE	R OTHER LEDAL CHITT, YOU REMELSE THE TERMS, TOU' OR "YOU'R SHALL RE WITH THESE TERMS, YOU MUST NOT AC ICRIPTION TO AND USE OF THE SERVICE 1. By subscritting to the Services, you have a operations during your subscription period & You are prohibited from allowing access to	IT THAT YOU HAVE THE AUTHORITY TO THER TO SUCH BUTTY, IF YOU DO NOT T CEPT THESE TERMS AND MAY NOT USE 5 non-exclusive, non-transferable right to use the Services to that parties. However, you z	BND SUCH ENTITY TO THESE TERMS, IN ANYE SUCH ANYEORITY, OR IF YOU DO THE SERVICES. The Services solely fix your internal business may choose to offer access to and use of the v
to the payment method provided, until you cancel. No refunds or credits for partial months if you make a cancellation request. This subscription will be charged in Pound	Create su	ad and accept the terms and co	nditions.	

The Exclaimer Cloud Portal

With the **Signatures for Office 365** subscription setup process complete, you will now have full access to the **Exclaimer Cloud** portal:

exclaimer cloud			Help	Sign out
Overview	Payment method	Account		
∃≣ Setting up My new subscription	Subsc	ription details		
We are currently preparing Signatures for Office 365 with the detail provided. This will take just a minute or two. If you experience any l delays, please contact <u>Exclaimer Support</u> .	Is you Product Sign long Status In tria Next payment Location Exc ID 01001-6	ew subscription atures for Office 365 il 6 days, 23 hours remaining date 06/07/2015 laimer UK 26		
Terms & Conditions		issingatori		
Download a copy of the Terms and Conditions that apply to this subset Standard Terms - 22/06/2015	cription.			
	e: 📑 English (US) 🖼 Eng	lish (CB)		
Languag	©2015 Exclaimer	1997 - 1998 J		

On the left of the screen, you will see a message informing you that your new **Signatures for Office 365** subscription is being prepared. This usually does not take long. Click **Refresh** periodically if you so wish:

We are currently preparing Signatures for Office 365 with the details you provided. This will take just a minute or two. If you experience any long delays, please contact Exclaimer Support.

Refresh

When complete, you will be able to access your new subscription by clicking **Access online**. This starts the data aggregation process:



Alternatively, you can explore the **Exclaimer Cloud** portal:

⊚ exclaimer cloud					Help	Sign out
	N Overview	Paymen	t method	Account		
Access My new subscription Access online			Subsci Name My ne Product Signa Status In tria Next payment of Location Excl ID 01001-62 Cancel this sub	ription details w subscription a atures for Office 365 I 6 days, 23 hours remaining date 06/07/2015 laimer UK 26 sscription		
Terms & Conditions Download a copy of the Terms and Conditions the Standard Terms - 22/06/2015	nat apply to this subs	cription.				
	Languag	e: English ©2015 E	(US) 🗰 Engli Exclaimer	<u>ish (GB)</u>		

The details of your subscription can be seen on the right of the screen:

Name N	ly new subscription 🖉
Product	Signatures for Office 365
Status I	n trial 6 days, 23 hours remaining
Next pay	ment date 06/07/2015
Location	Exclaimer UK
ID 0100	01-626
Cancel th	nis subscription

It shows:

- Name the unique name you gave your subscription. You can rename it by clicking on the pencil icon.
- **Product** the **Exclaimer Cloud** product you are using, which is **Signatures for Office 365** in this case.
- **Status** whether it is a trial or paid subscription. If it is in trial, you will be shown how long you have left before the trial expires.
- **Next payment date** this will appear even if you are currently in trial. It states the date that a payment must be made in order for the subscription to remain active.
- **Location** the Azure server you have chosen.
- **ID** the unique ID set for your subscription.

You will also see a link that allows you to <u>cancel your subscription</u>.

At the bottom left of the screen, you are able to access and read the Terms & Conditions if you need to.

Terms & Conditions

Download a copy of the Terms and Conditions that apply to this subscription.

B Standard Terms - 22/06/2015

Navigate the Exclaimer Cloud Portal

The three tabs on the top of the screen let you navigate around the **Exclaimer Cloud** portal.

© exclaimer cloud				Help	Logout
	A Overview	Payment method	Account		

The **Overview** tab brings you to the **Exclaimer Cloud** home screen. From here, you can access the following areas:

- Access and manage your new Signatures for Office 365 subscription.
- Access and manage your Exclaimer Cloud account details.
- Add and remove payment methods.

⊚ exclaimer cloud					Help	Sign out
	N Overview	Paymer	at method	Account		
Active subscriptions			Accour	nt		
My new subscription Exdainer UK Created 29/06/2015 New	Access	Manage	Account holder Account email / Account holder Edit Payme You do not h Add	name David Willis sign in david Willis@exclaimer.ru telephone +441252531422 Change password ent method ave any payment methods on your accoun	t.	
	Languag	ge: 🛄 Englist	<u>n (US)</u> ा ा Engli Exclaimer	sh (GB)		

The **Payment** method tab is where you add and remove credit/debit card information.

⊚ exclaimer° cloud				Help	Sign out
	Overview	Payment method	Account		
🚍 Payment method					
You do not have any payment methods sto	red on your account.				
Add					
	Language	e: 🛄 <u>English (US)</u> 🗰 <u>Engl</u>	ish (GB)		
		©2015 Exclaimer			

The **Account** tab lets you update and manage your account details. Be aware that if you update your email address, you will change the address that you login with.

i exclaimer	cloud			Help Sign out
	Overview	Payment method	Account	
Update details		Change	password	
Basic Information		Change pas	ssword	
First name	Karen			
Last name	Green			
Full name	Karen Green			
Email address Please be aware that	have seen @seen and			
change the address that you sign in with.	karen.green@greenorg.net			
Telephone number	+441252531422			
Company Information	on			
Company name	Greenorg			
Website				
VAT Number				
Company Address				
Address Line 1	9-11 Alexandra Rd			
Address Line 2				
Town	Farnborough			
County	Hampshire			
Postcode	GU14 6BU			
Country	United Kingdom			
	Update Cancel			
	Language	e: 💷 <u>English (US)</u> 🖬 <u>Englis</u>	<u>ih (GB)</u>	
		©2015 Exclaimer		

Signatures for Office 365 and data aggregation

When you set up a **Signatures for Office 365** subscription within the **Exclaimer Cloud**, you will be guided through a couple of simple steps to activate the connection between your Office 365 tenancy and your Signatures for Office 365 subscription. This is known as **data aggregation**.

During these steps, you will grant permission for **Signatures for Office 365** to read user data from your Azure/ Office 365 directory and maintain a replica in an **Exclaimer Cloud** database.

- 1. After you have set up your Signatures for Office 365 Active Subscription, you will be redirected to the Signatures for Office 365 User Interface (UI) setup.
- 2. Click Next.

i exclo	imer [.]				Help
Wel Offic	come to Exclain ce 365	ner Cloud Sig	natures for		
You will no tenancy ar	w be guided through a couple of simple d your Exclaimer Cloud Signatures for	e steps to activate the connection t Office 365 subscription.	between your Office 365		
During the Azure/Offic	se steps you will grant permission for E æ 365 directory and maintain a replica	xclaimer Cloud Signatures to read in an Exclaimer Cloud Signatures	user data from your database.	Next >	
After this, y ensure tha	rou will be given instructions on how to t your mail flows through the Exclaimer	create and configure a Send Conr Cloud to have the signatures app	nector in Office 365 to lied.		

3. Signatures for Office 365 synchronizes the user data from your Azure/Office 365 directory to an Exclaimer Cloud database so that it can use this data when applying email signatures. It will periodically re-synchronize this data to keep it up-to-date.

Fill in the field that says 'Please specify your Office 365 Domain name':



- 4. Click Next.
- **5.** You will be taken to a page within the Microsoft Online environment where you must grant the aforementioned permission.

Click **Sign in** with your Office 365 Username (this will be an email address that uses the same Office 365 Domain name that you input in Step 3) and password :

Exclaimer Cloud Signatures for Office 365
Sign in with your work or school account admin@exclaimerDW.onmicrosoft.com
Sign in
Vior work or school action to an te used anywhere you are this symbol. © 2015 Microsoft Tems of use Philagy & Cooles

6. On the right of the page, you will be asked if you accept letting **Signatures for Office 365** read your Office 365/Azure directory data. Click **Accept**:



7. You will then be returned to the Signatures for Office 365 UI setup page. It will inform you that you have successfully granted permission for the Signatures for Office 365 application to read your Azure/Office 365 directory data. Click Next:



8. Once you click **Next**, the setup process is completed and all of your directory data is synchronized with **Signatures for Office 365**.



9. Once the data synchronization is complete, you simply have to click **Next** and then you can start creating your first email signature in **Signatures for Office 365**.

	Help
Synchronizing Data Data synchronization is complete. Press 'Next' to start creating your first Signature!	
Next >	

After this, you just need to create and configure connectors in Office 365 to ensure that your mail flows through the **Exclaimer Cloud** correctly.

Signatures for Office 365 and connectors in Office 365

To enable **Signatures for Office 365** to interact with Office 365 and our Azure servers, you must configure the mail flow using connectors in Office 365.

A standard Microsoft Office 365 protocol, connectors allow for emails to be rerouted to Exclaimer's Azure servers, authenticated with Office 365 and sent back into Office 365 once a signature has been added.

Note: You will need to add the following line to your email domain's Sender Policy Framework (SPF):

• include:spf.exclaimer.net

If you run into any difficulties, simply raise a Support Ticket at <u>www.exclaimer.com/support/raise-ticket</u> and an Exclaimer Support Engineer will contact you directly.

- 1. Open a web browser and enter the URL https://portal.microsoftonline.com
- **2.** Enter the username and password for your organization's Office 365 tenancy ID. An example would be exclaimer.onmicrosoft.com:

Office 365	
Sign in with your work or school account	
someone@example.com	
someone@example.com Password	
someone@example.com Password Keep me signed in	
someone@example.com Password Keep me signed in	
someone@example.com Password Keep me signed in Sign in	
someone@example.com Password Keep me signed in Sign in Cant access your account?	

3. From the Home screen menu, you need to choose the 'admin center' you want. To display the 'Office 365 admin center', click the icon on the top left of the screen and then Admin from the menu that appears:



4. You'll be presented with the 'Office 365 admin center' home screen. In the bottom left of the screen, scroll down to **ADMIN** and click on the **Exchange** option:



5. Once you are in the 'Exchange admin center', the left-hand pane lists the main admin options. Click on **mail flow** from the left-hand pane:

	Office 365	Admin
Exc	hange admin o	center
dash	board	Welcome
recip	ients	
perm	hissions	recipients mailboxes
com	pliance management	groups resources
orga	nization	contacts
prote	ection	shared migration
mail	flow	
mob	ile	organization sharing
publi	ic folders	apps
unifie	ed messaging	

6. This will display the appropriate information and controls for your selection. In this case, tabs across the center pane give access to further pages within the **mail flow** option:

Exchange admin cent	er				
dashboard	rules	message trace accepted domains remote domains connectors			
recipients					
permissions	+- /				
compliance management	ON	RULE		PRIORITY	
organization		There are no items to show in this vie	Ν.		

7. From the tab list, click on **Connectors**:

rules message trace accepted do	mains remote domains	connectors	
---------------------------------	----------------------	------------	--



You are now going to be setting up a connector. Click the Add (+) icon. Office 365 will ask you to specify the start and end points you want to use for a mail flow connector. We will begin with what we will refer to as the '**Send connector**'.

8. You have to select the mail flow scenario using 'From:' and 'To:' drop-down menus. Set 'From:' to 'Office 365' and set 'To:' to 'Your organization's email server' as below and click **Next**:

Specify your mail flow scenario, and we'll let you know if you need to set up a connector. Learn more

From:	
Office 365	۲
To:	
Your organization's email server	۲

You need to create a connector for this mail flow scenario. Because your domain's MX record points to Office 365, you must set up an alternative server (called a smart host) so that Office 365 can send email to your organization's email server (also called on-premises server). To complete the scenario, you might need to configure your email server to accept messages delivered by Office 365. Learn more about configuring your email server

9. You now need to give the connector a descriptive name. For example, type *Send to Exclaimer Cloud*. It is also recommended that you fill in the Description section, but this is optional:

New connector	
his connector lets Office 365 deliver messages to your organization's email server.	
Name:	
end to Exclaimer Cloud	
Description:	
Ay Signatures for Office 365 connector	

- **10.** You then need to specify what you want to do after the connector is saved. Two options are automatically ticked under the Description field:
 - 'Turn it on'
 - 'Retain internal Exchange email headers (recommended)'

What do you want to do after connector is saved? Turn it on

Retain internal Exchange email headers (recommended)

Uncheck 'Retain internal Exchange email headers (recommended)' and click Next:

New conne	ctor
This connector let	s Office 365 deliver messages to your organization's email server.
Name:	
Send to Exclaime	Cloud
Description:	
My Signatures for	Office 365 connector
What do you wan	t to do after connector is saved?
Turn it on	
	Evchange email headers (recommended)

11. The next screen asks you when you want to use this connector. Select the 'Only when I have a transport rule...' option. You will set up the Transport Rule later:



- **12.** Click **Next**. You will be asked how you want to route email messages. Click the Add (+) icon.
- **13.** When you choose this option, you need to add a Smart Host. Add the SaaS smart host FQDN dependent on your region:
 - smtp.eu1.exclaimer.net Europe.
 - **smtp.us1.exclaimer.net** North America.

add smart host Specify the smart host's fully qualified domain name (FQDN) or IPv4 address. Example: myhost.contoso.com or 192.168.3.2 smtp.eu1.exclaimer.net

Click Save.

You should now see the Smart Host you added in the SmartHost box. **Click Next**:

smtp.eu1.exclaimer.net		

14. On the next screen, you will be asked how you want Office 365 to connect to your email server. Select 'Any digital certificate, including self-signed certificates' from the two radio buttons.

The TLS checkbox will automatically be checked, so leave this as it is:

New connector
low should Office 365 connect to your email server?
 Always use Transport Layer Security (TLS) to secure the connection (recommended)
Connect only if the recipient's email server certificate matches this criteria
 Any digital certificate, including self-signed certificates
 Issued by a trusted certificate authority (CA)
And the subject name or subject alternative name (SAN) matches this domain name:
Example: contoso.com or *.contoso.com

15. Once you have clicked **Next**, make sure that you carefully review all of the Send connector information is correct. Once you are happy, click **Next**:

New connector
Confirm your settings Before we validate this connector for you, make sure these are the settings you want to configure.
Mail flow scenario
From: Office 365
To: Your organization's email server
Name
Send to Exclaimer Cloud
Description
My Signatures for Office 365 connector
Status
Turn it on after saving
When to use the connector
Use only when I have a transport rule set up that redirects messages to this connector.
Routing method
Route email messages through these smart hosts: smtp.eu1.exclaimer.net
Security restrictions
Always use Transport Layer Security (TLS) and connect only if the recipient's email server has a digital certificate.

- **16.** Click the Add (+) icon.
- **17.** At the end, you need to make sure your connector validates. To do this, add an email address that is not an Office 365 address to send a validation mail to:

add email	
Send the test email to this address:	
karen@greenorg.net	

Click **OK** and then **Validate**:

back	validate	cancel

You'll then see this screen showing that the connector is being checked to see if it works correctly:

e	Edit Connector - Windows Internet Explo	orer - [InPrivate]		_ 🗆 ×
Edit Connector				Help
Validate this connector				
We'll validate this connector for you to make addresses so we can send a test message.	e sure it works as expected, but first you'll need to prov	vide one or more er	mail	
Specify an email address for an active mailb has more than one domain.	Step 1 of 3: Validating smart host		ation	
+ / -	Click 'Stop' to cancel the operation. Stopping th won't undo the changes already applied.	e operation		
caliuex@caliu.exhybrid.com				
		stop		
		back	validate	cancel
				🔍 125% 🔻 🔐

18. When the test completes, click **Close** and then **Save**:

New connector	
Validation Result	
This connector works as expected. Connectivity is good, and a specified.	test email was sent to the email address you
1	
TASK	STATUS
TASK Check connectivity to 'smtp.eu1.exclaimer.net'	STATUS Succeeded
TASK Check connectivity to 'smtp.eu1.exclaimer.net' Send test email	STATUS Succeeded Succeeded
TASK Check connectivity to 'smtp.eu1.exclaimer.net' Send test email	STATUS Succeeded Succeeded

If the connector does not validate, double-click the message displayed to get more information. You can also visit **Fixing connector validation errors** <u>here</u>.

You now need to set up a 'Receive connector'.

- 1. Follow the first seven steps from setting up the 'Send connector' until you reach the 'Select your mail flow scenario'.
- 2. This time, set 'From:' to 'Your organization's email server' and 'To:' to 'Office 365'. Click **Next** when you're done:



3. Give the connector a descriptive name. For example, type *Receive to Exclaimer Cloud*. Again, it is recommended that you fill in the Description section, but it is not mandatory. Leave both tickboxes checked and click **Next**:

New conne	ector
This connector le (also called an or	ts Office 365 accept email messages from your organization's email server n-premises server).
*Name:	
Receive from Exe	laimer Cloud
Description:	
What do you wa	nt to do after connector is saved?
Turn it on	
Retain interna	al Exchange email headers (recommended)

- **4.** As this connector will be going in the opposite direction, the next screen will ask how Office 365 should identify email from your email server. You will be presented with two options to choose from:
 - 'By verifying that the subject name on the certificate that the sending server uses to authenticate with Office 365 matches this domain name (recommended)'
 - 'By verifying that the IP address of the sending server matched one of these IP address that belong to your organization'

Select the 'By verifying that the IP address....' radio button:

N	ew connector
lov	/ should Office 365 identify email from your email server?
0	By verifying that the subject name on the certificate that the sending server uses to authenticate with Office 365 matches this domain name (recommended)
Exa	imple: contoso.com or *.contoso.com
۲	By verifying that the IP address of the sending server matches one of these IP addresses that belong to your organization
Ŧ	/ -
-	
1	Office 365 will only accept messages through this connector if the sender domain is configured as an accepted domain for your Office 365 organization. Learn more
	configured as an accepted domain for your office bos organization confinite

5. Click the Add (+) icon under the option that you have just selected in order to enter the IP address.

- 6. Enter the IP for the SaaS SMTP dependent on your region and click **OK**:
 - **104.40.229.156** Europe.
 - **191.237.4.149** North America.

104.40.229.156	
pecify a single IP address or multiple IP addresses in CIDR notation. xample: 10.5.3.2 or 10.3.1.5/24	
add ip address	

- 7. You should now see the IP address in the box below. Click Next:
 - By verifying that the IP address of the sending server matches one of these IP addresses that belong to your organization

+ 🖉 –

104.40.229.156

8. Review all of the setting information is correct and then click **Save**:

New connector
Confirm your settings Before saving, make sure these are the settings you want to configure.
Mail flow scenario
From: Your organization's email server
To: Office 365
Name
Receive from Exclaimer Cloud
Description
None
Status
Turn it on after saving
How to identify email sent from your email server
Identify email coming from your email server by verifying that the sending server's IP address is within these IP address ranges: 104.40.229.156, and the sender domain is ar accepted domain for your organization.

Your 'Exchange admin center screen' should currently look like this:

Exchange admin center								
dashboard	rules message trace accepted domains remote domains connectors							
recipients								
permissions	Connectors help control the flow of email messages to and from your Office 365 organization. However, because most organizations don't need to use connectors, we recommend that you first check to see if you should create a connector.							
compliance management	Want to help us improve connectors? Just send us feedback and let us know what you liked, didn't like, or what we can do to make your experience better.							
organization	anization + / in 2							
protection	STATUS A NAME FR	OM	TO	_				
mail flow	On Receive from Exclaimer Cloud Yo On Send to Exclaimer Cloud Of	our organization's email server	Office 365 Your organization's email server	Send to Ex	claimer Cloud			
mobile				Mail flow sce From: Office 36	nario 15			
public folders				To: Your organi	ization's email server			
unified messaging				Description	(m. 045 m. 265 m.			
				My signatures	or onice sos connector			
+ 🖍 🖻 🕄								
STATUS 🔺 N	IAME	FROM			то			
On R	eceive from Exclaimer Cloud	Your organi	zation's email server		Office 365			
On S	end to Exclaimer Cloud	Office 365			Your organization's email server			

You will see the two connectors that you have set up.

Finally, you need to set up a Transport Rule so that the 'Send connector' works when messages are redirected.

1. In the 'Exchange admin center', click the rules tab from the center menu:

Exchange admin cen	ter				
dashboard	rules message trace accepted domains remote domains connectors				
recipients					
permissions	+ - √ 凾 亩 ↑ ↓ 圖 - 2 ♂				
compliance management	ON RULE	PRIORITY			
organization	There are no items to show in this view.				

2. Click the Add (+) icon and select 'Create a new rule...' from the drop-down menu:

+- 🖍 🖻 🖮 ↑ ↓ 🖾 - 🕄
Create a new rule
Apply rights protection to messages
Apply disclaimers
Bypass spam filtering
Filter messages by size
Generate an incident report when sensitive information is detected
Modify messages
Restrict managers and their direct reports
Restrict messages by sender or recipient
Send messages to a moderator
Send messages and save a copy for review

3. The new transport rule window will be displayed. Ignore all the information you are presented with and click on the 'More options...' hyperlink at the bottom of the window:

*Apply this rule if			
Select one	Ŧ		
*Do the following			
Select one	•		
Not specified -			
Not specified 🔻			
Not specified Choose a mode for this rule: Enforce			
Not specified Choose a mode for this rule: Enforce Test with Policy Tips			
Not specified Choose a mode for this rule: Enforce Test with Policy Tips Test without Policy Tips			
Not specified Choose a mode for this rule: Enforce Test with Policy Tips Test without Policy Tips re options			

4. Give the rule an appropriate name. For example, type *Send to Exclaimer Cloud*.

5. Under the 'Apply this rule if...' option, select 'The sender...' then 'is external/internal':

w rule	
Name:	
Send to Exclaimer Cloud	
*Apply this rule if	
Select one	•
Select one	
The sender	is this person
The recipient	is external/internal
The subject or body	is a member of this group
Any attachment	 address includes any of these words
Any recipient	 address matches any of these text patterns
The message	is on a recipient's supervision list
The sender and the recipient	 has specific properties including any of these words
The message properties	has specific properties matching these text patterns
A message header	has overridden the Policy Tip
[Apply to all messages]	IP address is in any of these ranges or exactly matches
Properties of this fule:	domain is

6. You then need to select the sender location, which is done through a separate lightbox that will appear on screen. In the 'select sender location' lightbox, it will automatically be set to 'Inside the organization'. Leave this as it is and simply click OK:

select	sender locatic	n	
Inside t	he organization		•
	OK	Cancol	

7. You now want to make sure that email messages are redirected to the 'Send connector' you set up earlier. Go to the 'Do the following...' dropdown menu and select 'Redirect the message to...', then 'the following connector':

*Do the following	
Select one	•
Select one	
Forward the message for approval	•
Redirect the message to	these recipients
Block the message	hosted quarantine
Add recipients	the following connector
Apply a disclaimer to the message	•
Modify the message properties	•
Modify the message security	•
Prepend the subject of the message with	
Notify the sender with a Policy Tip	
Generate incident report and send it to	
Notify the recipient with a message	

8. A lightbox will appear asking you to select the connector. Select the 'Send connector' (named in this guide as Send to Exclaimer Cloud) and click OK:

Connector:	select connector	
	Connector	
Send to Exclaimer Lloud	Send to Exclaimer Cloud	

9. Under the 'Except if...' option, click 'Add exception':

This will open up a new dropdown menu.

Except if	
add exception	

10. In this new dropdown, select 'A message header...' and then 'matches these text patterns':

	Except if	_
×	Select one	,
	Select one	
	The sender	
	The recipient	
	The subject or body	
	Any attachment	
	Any recipient	
	The message	
	The sender and the recipient	,
	The message properties	includes any of these words
	A message header	matches these text patterns

11. Click on the 'Enter text...' hyperlink:

×	A message header matches	 <u>*Enter text</u> eader matches *<u>Enter text patter</u> 	rns
	add exception		

12. Enter the word **'X-ExclaimerHostedSignatures-MessageProcessed**' (no quotation marks) in the 'specify header name' field and click **OK**:

specify header na	ime		
X-ExclaimerHostedSigna	at <mark>u</mark> res-MessageProce	ssed	
	OK	Cancel	1

13. Click on the 'Enter text patterns...' hyperlink:

	Except if		
×	A message header matches	 <u>'X-ExclaimerHostedSignatures-MessageProcessed'</u> heat matcher *Enter text patterns 	ader
	add exception		

14. Enter the text '**[a-zA-Z0-9]***' (no quotation marks). Click the Add **(+)** icon and then click **OK**:

specify word	ds or phrases	
/ -		
[a-zA-Z0-9]*		+
	OK	Cancel

15. Click the 'Add exception' button again:

Except if		
add exception		

16. In the new dropdown, select 'The sender...' and then 'address matches these text patterns':

add condition	
Select one	
The sender	is this person
The recipient	 is external/internal
The subject or body	is a member of this group
Any attachment	address includes any of these words
Any recipient	address matches any of these text patterns
The message	is on a recipient's supervision list
The sender and the recipient	has specific properties including any of these words
The message properties	has specific properties matching these text patterns
A message header	has overridden the Policy Tip
Select one	 IP address is in any of these ranges or exactly matches
add exception	domain is

17. In the 'specify words or phrases' box enter '<>' (no quotation marks). Click the Add (+) icon and click **OK**. Finally click **Save** and you've now set up your transport rule:

- - +	specity wo	oras or phrases	
	~		+

18. Check that your screen corresponds with the one below:

Name:	
Send to Exclaimer Cloud	
Apply this rule if	
The sender is located	 Inside the organization
add condition	
Do the following	
Use the following connector	Send to Exclaimer Cloud
add action	
Except if	
A message header matches	 <u>'X-ExclaimerHostedSignatures-MessageProcessed'</u> head
Dr.	matches [1a-2A-2U-9]"

If you have completed all of these steps correctly, all of your emails delivered via Office 365 will receive a high-quality email signature.

To check that signatures are being added:

- Send an email from a mailbox on your email server to an Internet mailbox.
- Check your Sent Items in your email client.

Finding your way around Signatures for Office 365's user interface

Exclaimer Cloud – Signatures for Office 365 is an email signature management experience like no other. We've used over 15 years' experience to create this next generation tool for all organizations using Office 365.

Built for all IT abilities, the home screen is where you create and manage all your signatures via this easy-touse web portal. When you activate any of your Signatures for Office 365 Active Subscriptions, any existing email signatures are displayed as tiles on the Home screen:



From here, you use menu options, found at the top of the page to **create** or manage email signatures. Alternatively, you can focus on a particular signature tile and from there, choose to **change the signature's setup** or access **further options**.

Note: The order that the signature tiles are displayed here is important as it reflects the sequence in which email signatures are applied.

Further help & support

Contact details			
Worldwide online support	www.exclaimer.com/support/raise-ticket		
Online demonstrations	www.exclaimer.com/online-demos		
Exclaimer Cloud Knowledge Base	support.exclaimer.com/forum/42483-exclaimer-cloud- account/		
Signatures for Office 365 Knowledge Base	support.exclaimer.com/forum/42487-signatures-for- office-365/		
UK - Telephone	+44 (0) 1252 531 422		
USA & Canada - Telephone	+1-888-450-9631		
Benelux - Telephone	+31 (0) 228-567066		
Germany/DACH - Telephone	+49 (0) 421 5371 458		
Australasia - Telephone	+61 1800 464 509		
Rest of the World - Telephone	+44 (0) 1252 531 422		

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