

# How to add Disclaimer, Signatures and Transport Rules?

## Summary

This article provides a summary on how to add company disclaimer, signatures and transport rules for Exchange accounts in MachPanel.

## Applies To

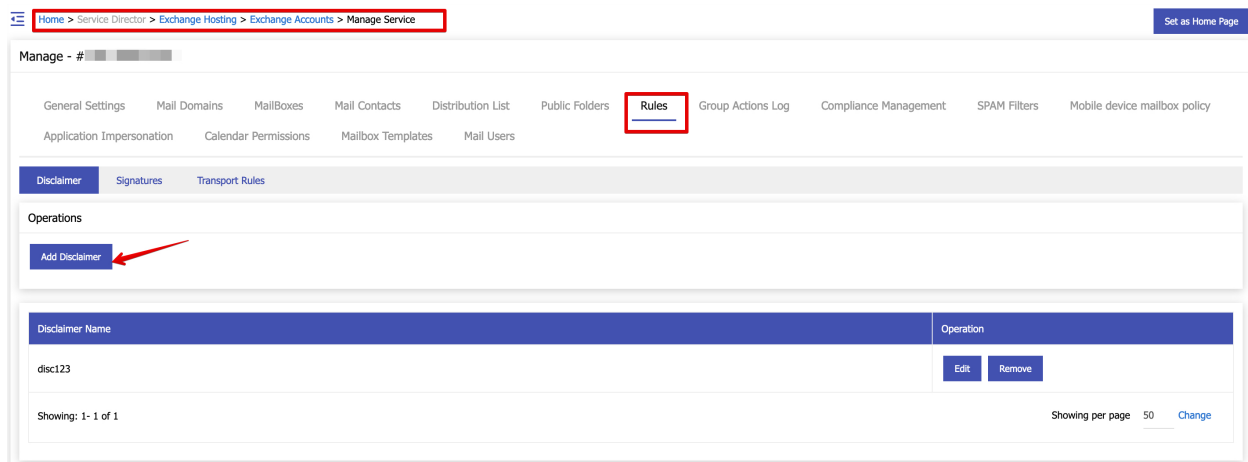
This article applies to MachPanel all versions.

## Company Disclaimers:

You can also add company disclaimers to your exchange accounts by clicking on **Manage** from the following path: **Home >> Service Director >> Exchange Hosting >> Exchange Accounts**.

Select **Rules** tab.

Click **Add Disclaimer**. See the snapshot below:



- You can also add exception to Disclaimer.
- You can specify disclaimer to incoming or outgoing messages.
  - **Apply this rule if the recipient is:** Select recipient.
- You can Prepend Disclaimer
-

## How to add Disclaimer, Signatures and Transport Rules?

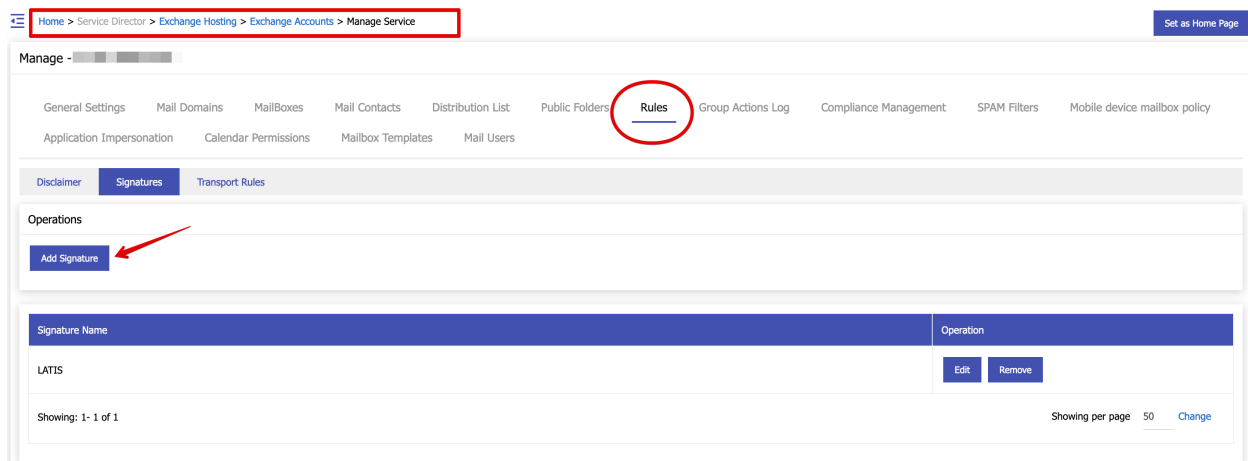
Click **Save** when done.

### Signatures

You can also add signature to your exchange accounts by clicking on **Manage** from the following path: **Home >> Service Director >> Exchange Hosting >> Exchange Accounts**.

Select **Rules** tab.

Click **Add Signature**. See the snapshot below:



- Give Signature name
- Select Mailbox(es)
- Give Signature HTML, Signature Text and Signature Text on mobile



## How to add Disclaimer, Signatures and Transport Rules?

- Also you can choose Signature options
  - o Auto Add Signature
  - o Auto Add Signature on Mobile
  - o Auto Add Signature on Reply



The screenshot shows a 'Signature Options' dialog box with a blue header. It contains three checkboxes: 'Auto Add Signature:', 'Auto Add Signature On Mobile:', and 'Auto Add Signature On Reply:'. All three checkboxes are currently unchecked. At the bottom left, there are two buttons: 'Save' and 'Cancel'.

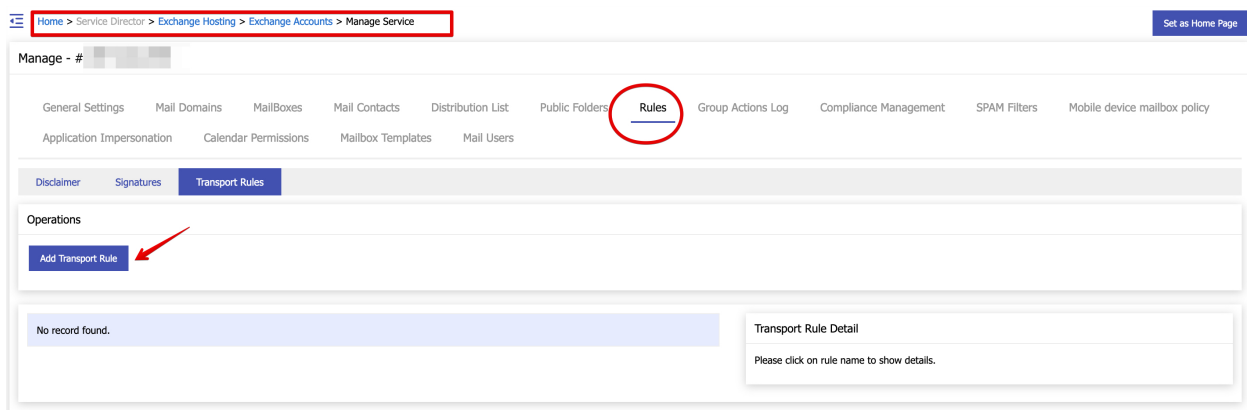
Click **Save** when done.

### Transport Rules

You can also add **transport rules** to your exchange accounts by clicking on **Manage** from the following path: **Home >> Service Director >> Exchange Hosting >> Exchange Accounts**.

Select **Rules** tab.

Click **Add Transport Rules**. See the snapshot below:



The screenshot shows the Exchange Management Console interface. The breadcrumb path 'Home > Service Director > Exchange Hosting > Exchange Accounts > Manage Service' is highlighted with a red box. The 'Rules' tab is selected and circled in red. Below the tabs, the 'Operations' section contains an 'Add Transport Rule' button, which is pointed to by a red arrow. A message box at the bottom states 'No record found.' and 'Transport Rule Detail' with a note 'Please click on rule name to show details.'

1. **Rule name:** Provide rule name.
2. **Apply this rule if:** Select condition to apply rule.

## How to add Disclaimer, Signatures and Transport Rules?

3. **Do the following:** Provide action.
4. **Except if:** Provide exception.

### Properties of this rule:

1. **Audit this Rule with severity level:** Check box and select severity level.
2. **Choose a mode for this rule:** Select following: Enforce, Test with policy tips, Test without policy tips.
3. **Activate & Deactivate this rule on the following date:** Select date.
4. **Stop processing more rules:** Check box.
5. **Defer the message if rule processing doesn't complete:** Check box.
6. **Match sender address in message:** Select header, envelope or both.
7. **Comments:** Provide comments.

Manage - #185 Testex7235

General Settings Mail Domains MailBoxes Mail Contacts Distribution List Public Folders **Rules** Group Actions Log Compliance Management SPAM

Calendar Permissions Mailbox Templates Mail Users

Disclaimer Signatures **Transport Rules**

Add Transport Rule

\* Rule name: Rule1

\* Apply this rule if: Please select condition

The sender ... is this person 'mb7235@ex7235.com'

\* Do the following: Please select action

Forward the message for approval ... to these people 'contact7235@external.local'

Except if: Please select Exception

Properties of this rule:

☒ Audit this rule with severity level Medium

Choose a mode for this rule:

☒ Enforce  
☐ Test with Policy Tips  
☐ Test without Policy Tips

☒ Activate this rule on the following date 21/11/2023 12:00 AM

☐ Deactivate this rule on the following date 21/11/2023 12:00 AM

Stop processing more rules: ☒

Defer the message if rule processing doesn't complete: ☐

Match sender address in message: Header

Comments:

Save Cancel



## How to add Disclaimer, Signatures and Transport Rules?

Click **Save** when done.

MachPanel Knowledgebase

<https://kb.machsol.com/Knowledgebase/55688/How-to-add-Disclaimer-Signatures...>