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:

Home > Service Director > Exchange Hosting > Exchange Accounts > Manage Service	Set as Home Page
Manage - #	
General Settings Mail Domains MallBoxes Mail Contacts Distribution List Public Folders Rules Group Actions Log Compliance Manageme Application Impersonation Calendar Permissions Mallbox Templates Mail Users	ant SPAM Filters Mobile device mailbox policy
Disclaimer Signatures Transport Rules	
Operations	
Add Disclaimer	
Disclaimer Name	Operation
disc123	Edit Remove
Showing: 1-1 of 1	Showing per page 50 Change

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

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:

Home > Service Director > Exchange Hosting > Exchange Accounts > Manage Service Vanage -	Set as Home Page
General Settings Mail Domains MailBoxes Mail Contacts Distribution List Public Folders Rules Group Actions Log Compliance Management SPAM Filters Application Impersonation Calendar Permissions Mailbox Templates Mail Users	Mobile device mailbox policy
Disclaimer Signatures Transport Rules	
Operations	
Add Signature	
Signature Name Operation	
LATIS Edit Remove	
Showing: 1-1 of 1 Sho	wing per page 50 Change

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

Disclaimer Signatures				
Add Signature				
*Signature Name:	Signature			
Signature For				
Type and press enter to search				
Selectable Mbx 001 - Mbx001@testsgexchsub1.com (Malibox)	×	>1 IC > C	Selected	~
Signature Html				+
Signature Text				+
Signature Text On Mobile				+
Signature Options				+
Save Cancel				

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

Signature Options		-
Auto Add Signature:		
Auto Add Signature On Mobile:		
Auto Add Signature On Reply:		
Save 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:

Home > Service Director > Exchange Hosting > Exchange Accounts > Manage Service Manage - #	Set as Home Page
General Settings Mail Domains MailBoxes Mail Contacts Distribution List Public Folders Rules Group. Application Impersonation Calendar Permissions Mailbox Templates Mail Users	Actions Log Compliance Management SPAM Filters Mobile device mailbox policy
Disclaimer Signatures Transport Rules	
Operations Add Transport Rule	
No record found.	Transport Rule Detail 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:** Selct 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 Conta Calendar Permissions Mailbox Templates Mail Users	cts Distribution List	Public Folders	Rules Group Actions Log	Compliance Management SPA
Disclaimer Signatures Transport Rules				
Add Transport Rule				
* Rule name:	Rule1			
* Apply this rule if:	Please select condition			-
S The sender is this person			'mb7235@ex7235.com'	
* Do the following:	Please select action			-
S 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	Ŧ
Stop processing more rules:				
Defer the message if rule processing doesn't complete:				
Match sender address in message:	Header			•
Comments:				

Click Save when done.

MachPanel Knowledgebase

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