

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

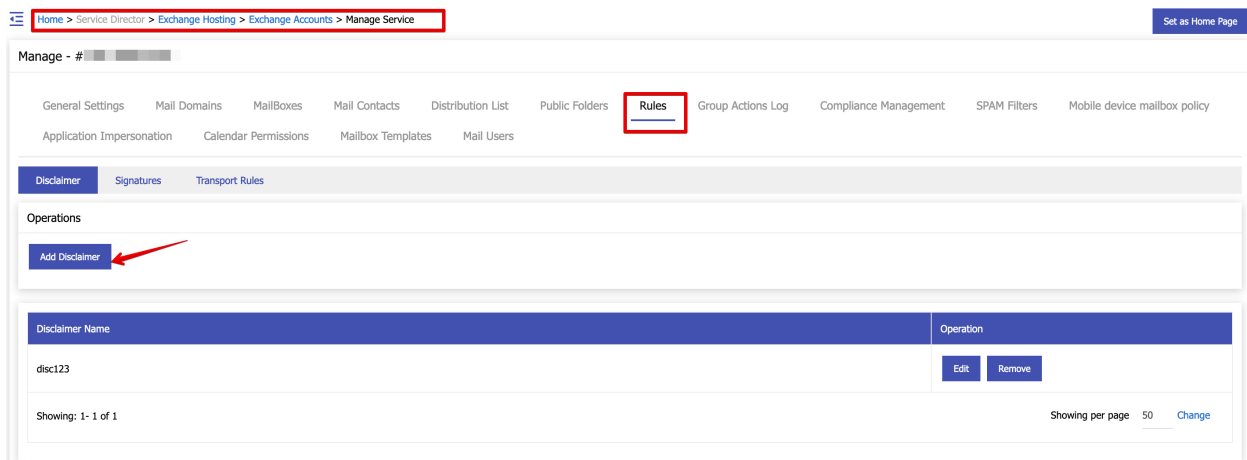
This article applies to MachPanel all versions.

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 >> Exchange Accounts.**

Select **Rules** tab.

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



The screenshot shows the MachPanel interface. The breadcrumb navigation path is highlighted with a red box: Home > Service Director > Exchange Hosting > Exchange Accounts > Manage Service. The 'Rules' tab is also highlighted with a red box. Below the navigation, there are tabs for 'Disclaimer', 'Signatures', and 'Transport Rules'. Under the 'Disclaimer' tab, there is an 'Add Disclaimer' button with a red arrow pointing to it. Below this, there is a table with one row containing a disclaimer named 'disc123' and buttons for 'Edit' and 'Remove'. The table has columns for 'Disclaimer Name' and 'Operation'. At the bottom right, it says '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
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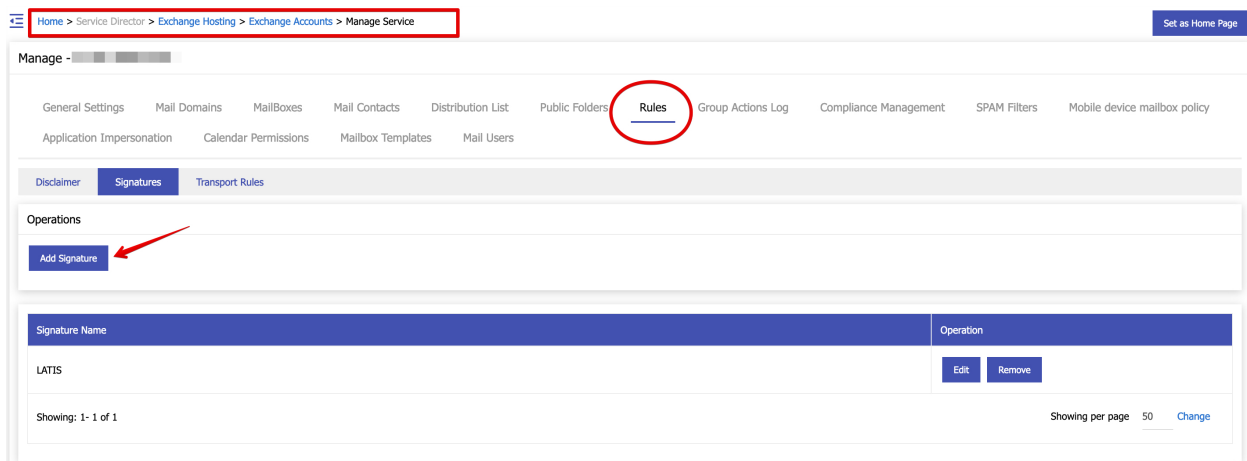
Click **Save** when done.

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



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- 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 dialog box titled "Signature Options" with a blue header. It contains three rows of settings, each with a checkbox: "Auto Add Signature:", "Auto Add Signature On Mobile:", and "Auto Add Signature On Reply:". At the bottom left, there are two buttons: "Save" and "Cancel".

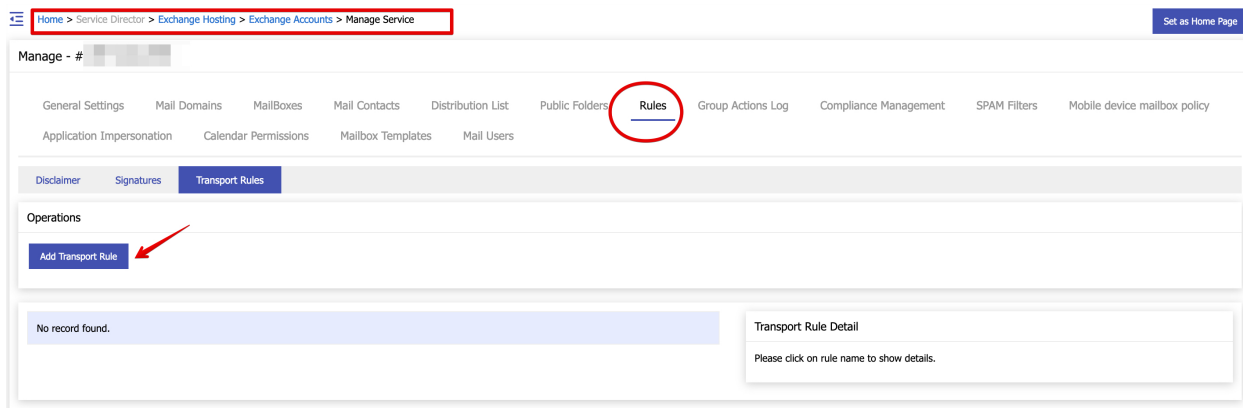
Click **Save** when done.

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. Under the "Operations" section, the "Add Transport Rule" button is highlighted with a red arrow. The main content area shows "No record found." and a "Transport Rule Detail" section with the instruction "Please click on rule name to show details."

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

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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

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Click **Save** when done.

MachPanel Knowledgebase

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