

Create a Disclaimer in Exchange Server 2007

This article will show you how to use the transport rule to create a disclaimer in an Exchange Server 2007 system.

Network Management - This article will show you how to use the Transport Rule to create a Disclaimer in an Exchange Server 2007 system.

Introduce

The new structure of Exchange Server 2007 allows administrators to use many new tools to support the management of forwarding emails using Transport Rules. In this article we will set out a situation to deploy a Transporter Rule to use Disclaimer based on company needs.

Assumption situation

Suppose our system consists of 1000 mailboxes and the requirements are as follows:

1. *Any internal email sent via the Internet must have a Disclaimer in the footer of the mail. Mail sent by internal users does not need a Disclaimer.*
2. *Internal mail must contain information about the company's Security Policy advising users about security in the first part of the email.*
3. *The support team must use the Disclaimer that contains all supported numbers.*

Based on the above criteria, we will create appropriate Disclaimers.

The Transporter Rule is in both **Hub Transport** and **Hub Transport** roles. Some actions are found in both Roles, but the Disclaimer and mail subclass Action is only found in the Hub Transporter role. So we will work on this role to create a Disclaimer.

Create a Disclaimer for the Exchange system

First open **Exchange Console Management** .

Next expand **Organization Configuration** .

Click on **Hub Transport** .

In **Toolbox Action** , click **New Transporter Rule** .

On the **Introduction** page, we must enter the name for the rule and a short description. You can also enable or disable rule removal. Then click Next (Figure 1).

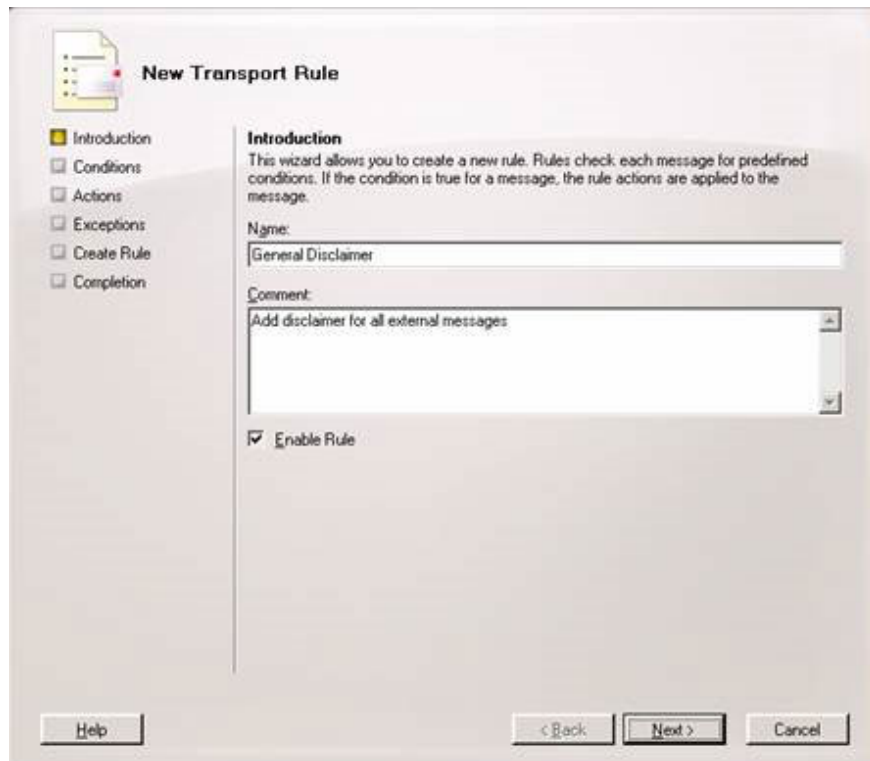


Figure 1: The screen for creating the first Transport Rule.

On the **Conditions** page, we will begin specifying the conditions for the Transport Rule. In this example we will select the **from users inside or outside the organization** check box and in the box below (Step 2) we will assign the appropriate value to this condition and ignore the **Inside** option (Figure 2).

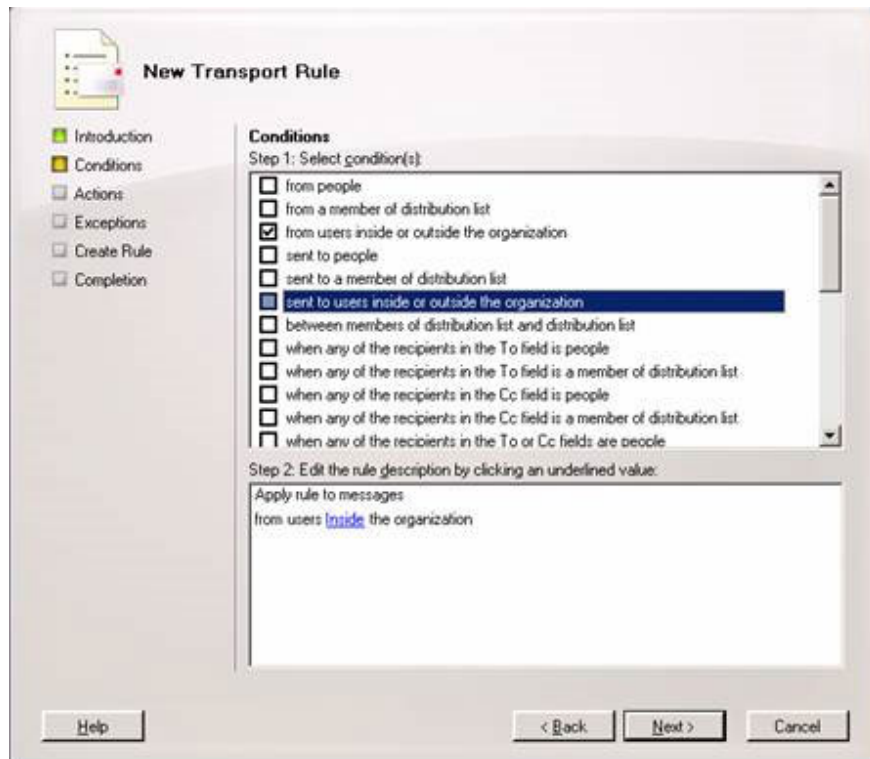


Figure 2: Specifying the conditions for the Transport Rule.

Then, on the **Conditions** page, we select the box to send **to users inside or outside the organization** and then click on the **Inside** option of the second condition and change the **Inside** to **Outside** (Figure 3).

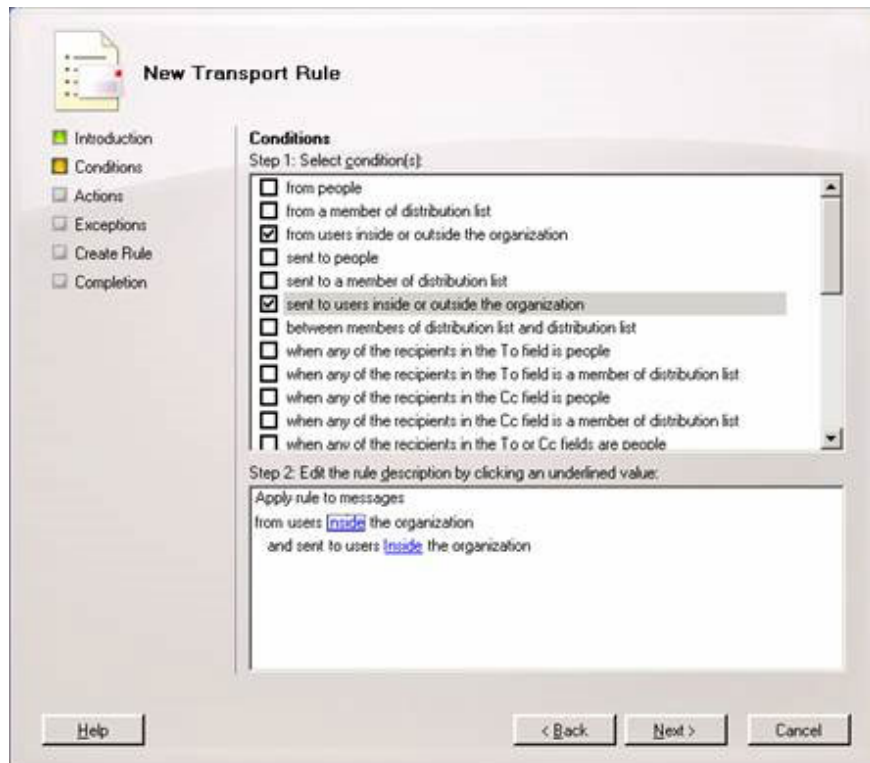


Figure 3: Select the second condition for the Transport Rule.

On the **Select Scope** dialog we can change the scope for the second parameter. Here, select **Outside** and then click **OK** to continue (Figure 4).

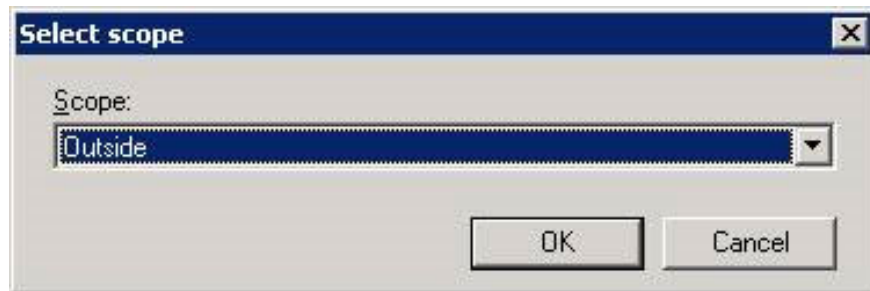


Figure 4: Select the value Outside.

Go back to the **Conditions** page, now we can review the condition that we have installed for the new Transport Rule. This new transport rule will be applied to every message from inside the company to outside the company (Figure 5).

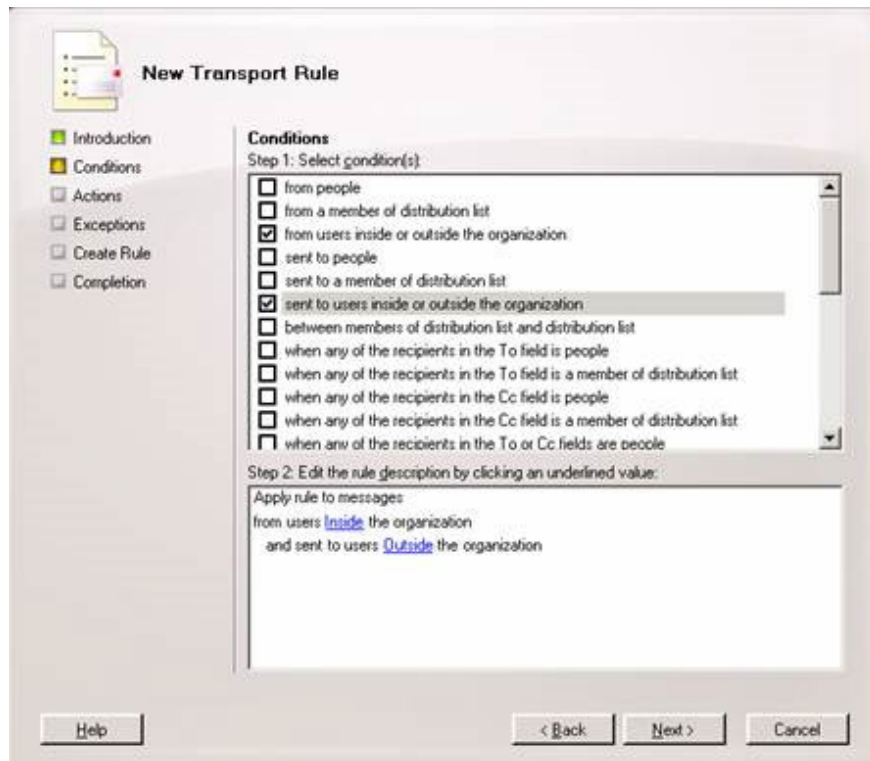


Figure 5: Confirm the conditions for the new Transport Rule.

On the **Actions** page, you have to click on the **append disclaimer** check box **using font, size, color with separator and fallback to b? !?nh** In the **Step 2** area, we can see some links for each setting applied to the Disclaimer. Please click on the **Disclaimer text** link.

By default this disclaimer has been assigned a standard value but you can change these values. Here are the options you can choose:

1. **Location:** We can locate the Disclaimer added to the mail. These values ??include append and prepend.
2. **Font Size:** Includes options Smallest, Smaller, Normal, Larger, and Largest.
3. **Font Color:** You can choose the font color you like from the following colors: Black, Blue, Fuchsia, Gray, Green, Lime, Maroon, Navy, Olive, Purple, Red, Silver, Teal, White, and Yellow.
4. **Separator:** If you want to use a Separator we can configure them here, this option includes two values ?? With Separator and Without Separator (with and without the separator tool).
5. **Fall Back Action:** A single value of Wrap, Ignore and Reject options.
6. **Wrap:** If Disclaimer is not added to the original mail, a new mail will be created and the original mail will be attached to this new mail.
7. **Ignore:** If Disclaimer is not added to the original mail, this mail will not be changed and the Disclaimer will not be inserted.
8. **Reject:** If the Disclaimer is not inserted into the original mail, the Exchange server will not be able to send it. The sender will receive a mail explaining why their mail cannot be sent.

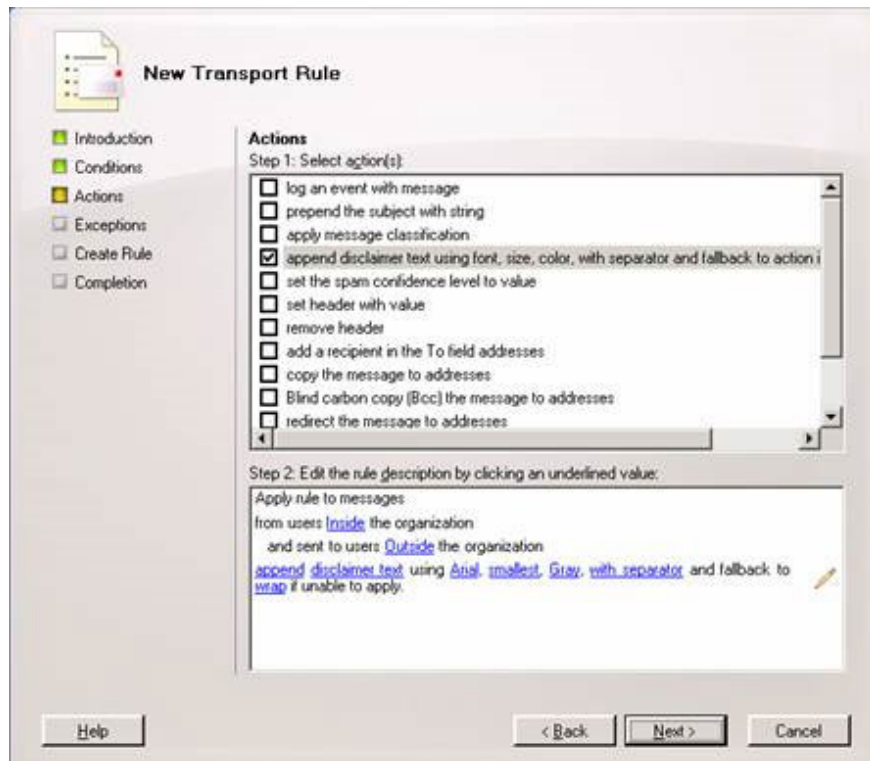


Figure 6: Determining the Action for the Disclaimer Transport Rule.

We will then have to enter the text that will be used in the Disclaimer in the Specify Disclaimer Text dialog box (Figure 7).



Figure 7: Enter additional content for all mail sent over the Internet.

On the Actions page, this will be the final screen of the Action area in the Transport Rule. We can check (and if necessary, edit) some settings. Then click Next to continue (Figure 8).

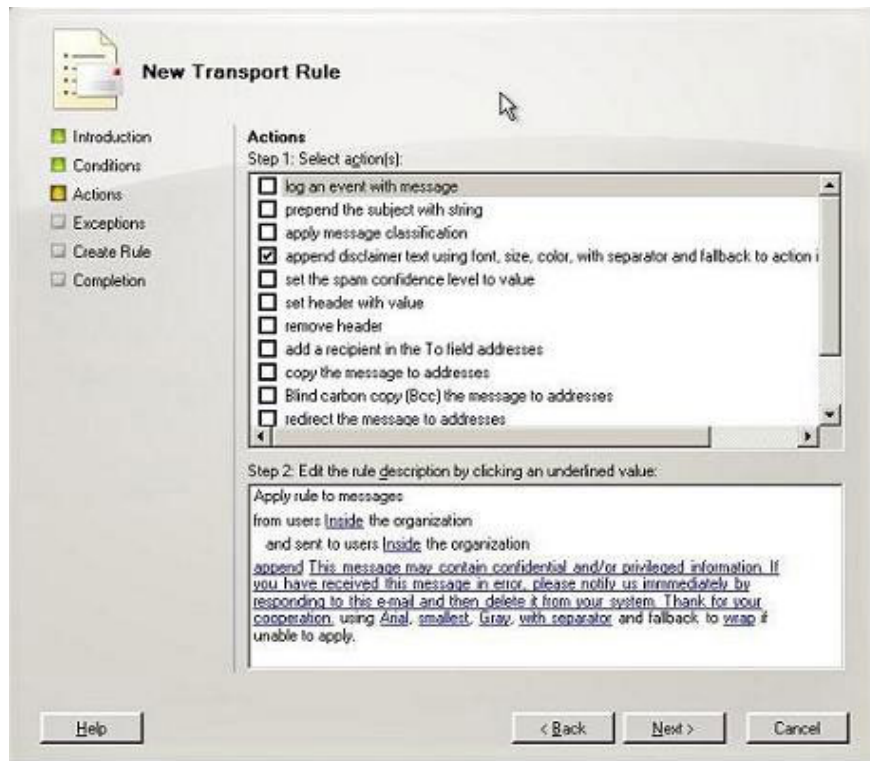


Figure 8: Change some settings in the Disclaimer of the new Transport Rule.

On the **Exceptions** page, we can specify some exceptions based on criteria. These exceptions will be useful in case someone does not need to send or receive mail with the Disclaimer. Select the desired options and click Next (Figure 9).

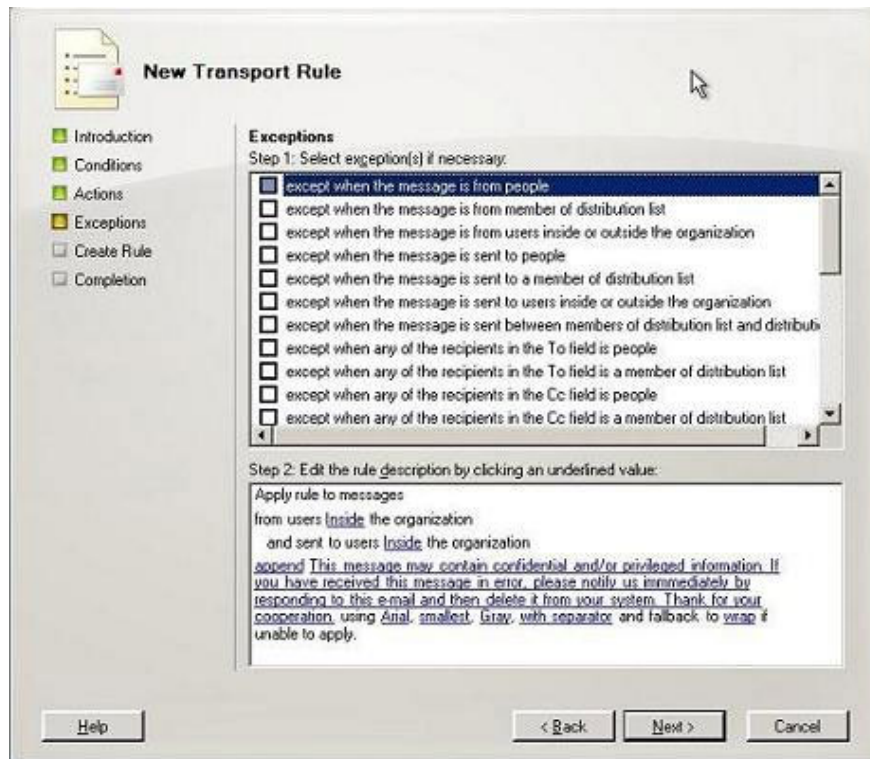


Figure 9: Adding an exception to the Transport Rule.

The **Create Rule** page will display all settings made in the previous steps for the new Disclaimer. Please check these options, if all options are correct, click **New** (Figure 10).

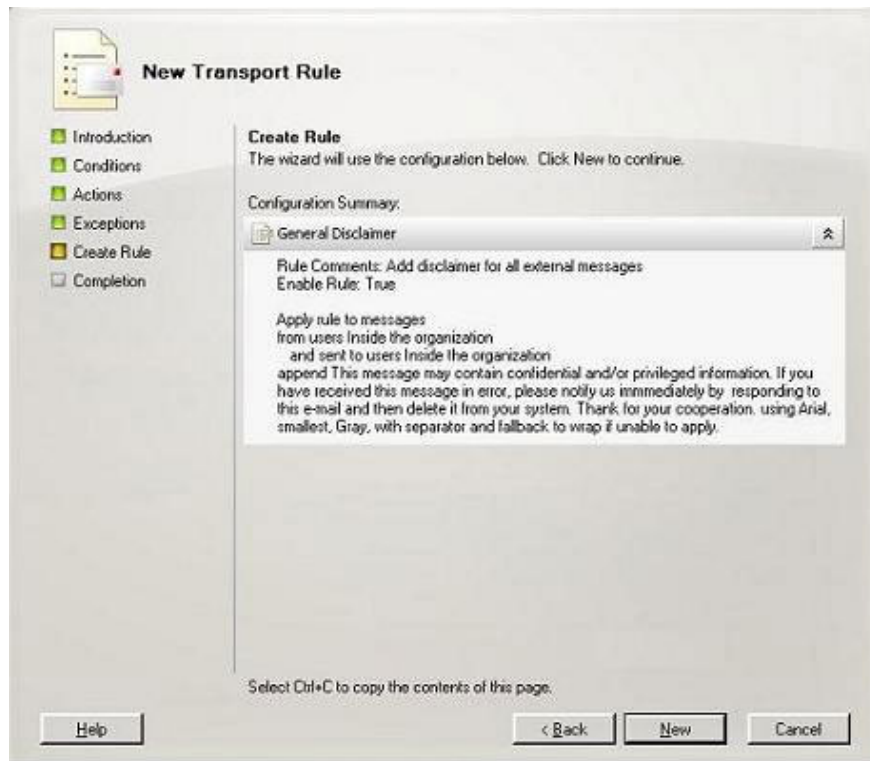


Figure 10: Summary of configuration of the Transport Rule.

On the **Completion** page, the new rule has been created with the **New-Transportrule** cmdlet command with all related parameters defined.

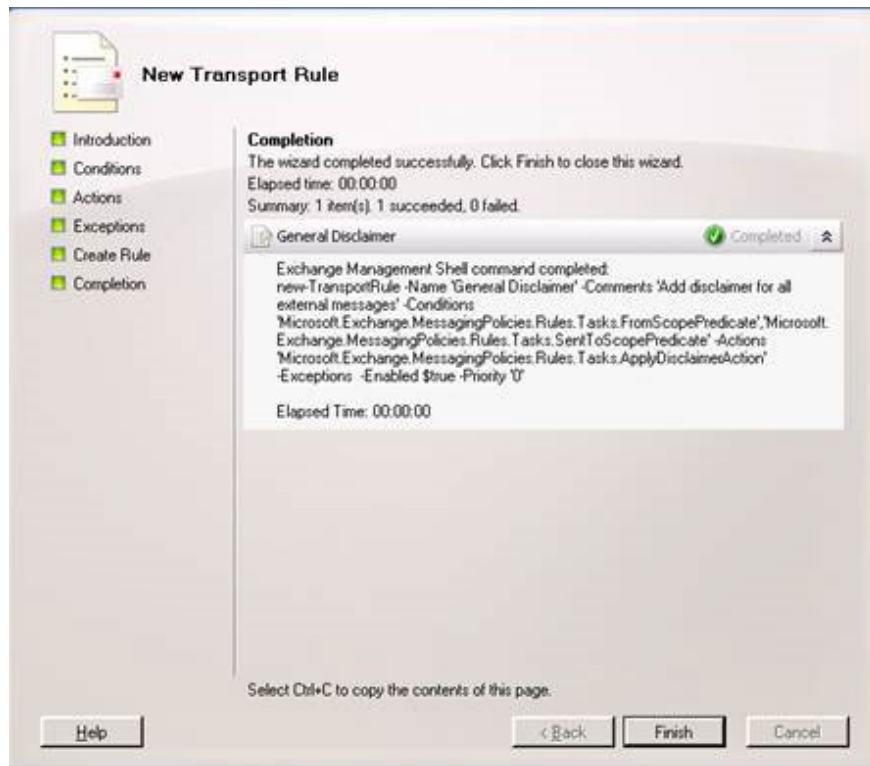


Figure 11: The window completes the process of initializing the Disclaimer.

We will then see a new rule displayed in the **Exchange Management Console** (Figure 12).

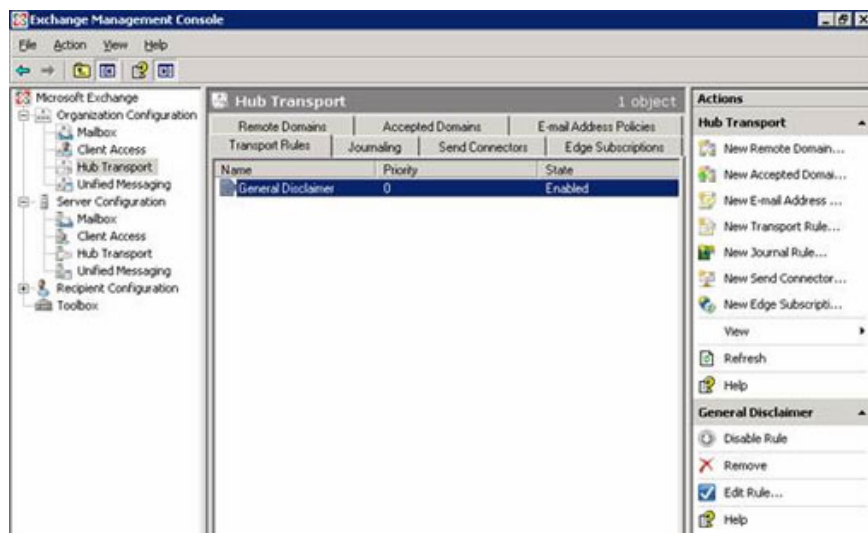


Figure 12: The first Transport Rule displayed in the Exchange Management Console.

After completing creating the Transport Rule you can perform a check to see if this Rule works as expected by:

1. Send a mail between two internal users (in the company). Desired results: Disclaimer will not be inserted into mail.
2. Send a mail to users outside the company. Desired result: Disclaimer is inserted at the end of the mail.

If you achieve both of the desired results, you have created the Disclaimer in accordance with the criteria set.

Add an internal Disclaimer

Some companies require all internal mail to have a security code. We can also do this with Transport Rules.

To add an internal Disclaimer, follow these steps:

Open **Exchange Management Console** .

Expand **Organization Configuration** .

Click on **Hub Transport** .

In **Toolbox Actions** select **New Transport Rule** .

At the **Introduction** page, enter the Rule name and description and click **Next** .

In this section, you will have to select the support group to send mail to internal users. Then click on a member of Distribution Group, then click on the **Distribution Group** link and then select the **grp-support** group and all **support** team members. Click on the **inside users or outside the organization** and select **Inside** .

On the **Actions** page we can define the Disclaimer and enter the support phone number (Figure 15).

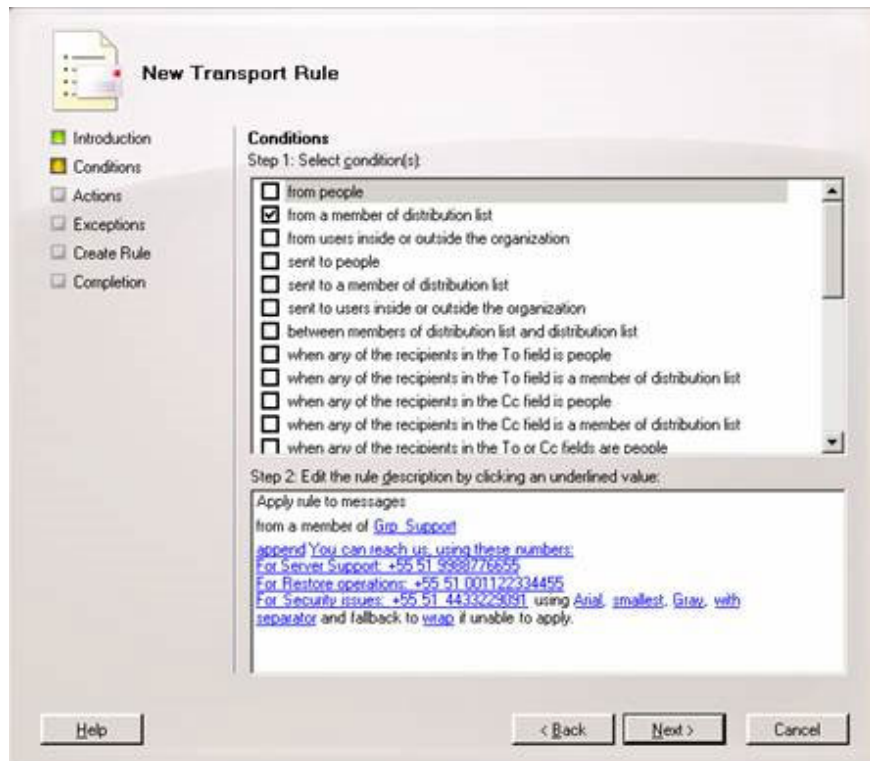


Figure 15: Create Disclaimer for Support Group.

Now we can check the Transporter Rule by sending mail to a user in grp-support to the internal user. We can see the result in Figure 16.

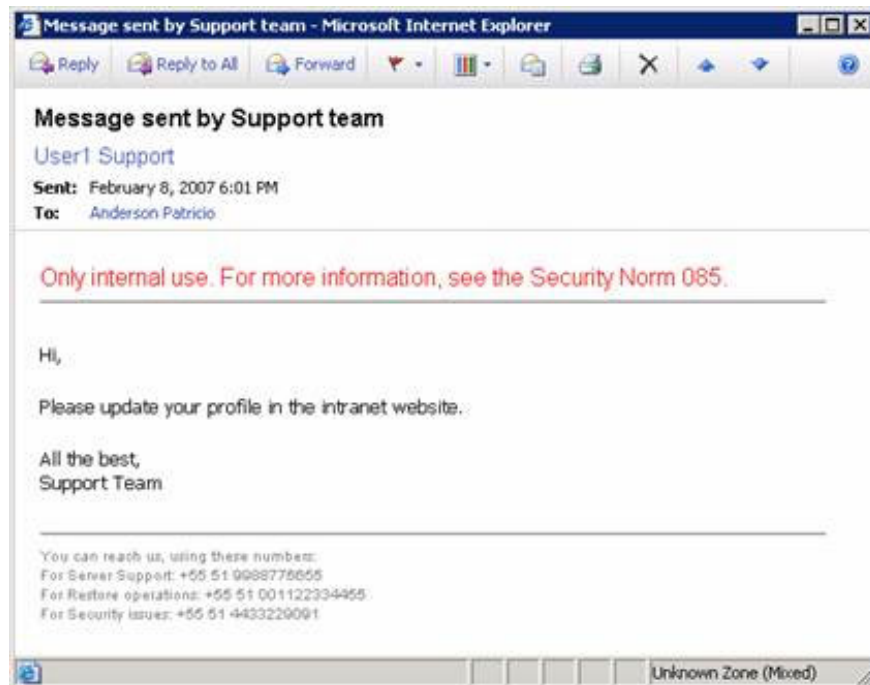


Figure 16: Confirm the Transport Rule for the support disclaimer.

Arrange Transport Rules

We can use many Disclaimers via Transporter Rules, and can use many Disclaimers in a mail.

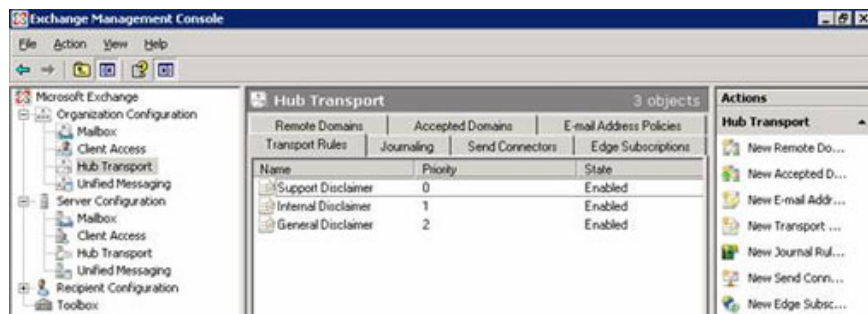


Figure 17: All Transport Rules displayed in Hub Transport.

In Figure 17 we can see all the Transport Rules of the Exchange system. The order of these rules is based on priority. If the Condition of the rules will apply to a mail, these rules will be applied to that mail.

You can also manage Transport Rules through the Exchange Management Shell. Here are some basic commands:

1. Get-TransportRule: Displays all Transport Rules.
2. New-TransportRule: Create a new Transport Rule.
3. Set-TransportRule: Modify Transport Rules.
4. Remove-TransportRule: Remove any existing Transport Rules.

Conclude

In this article, we have explored how to use the Transport Rule to manage Disclaimer in Exchange Server 2007. We can use the Transport Rule resource to create a Disclaimer to match certain criteria.

You finished reading the article "**Create a Disclaimer in Exchange Server 2007**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.