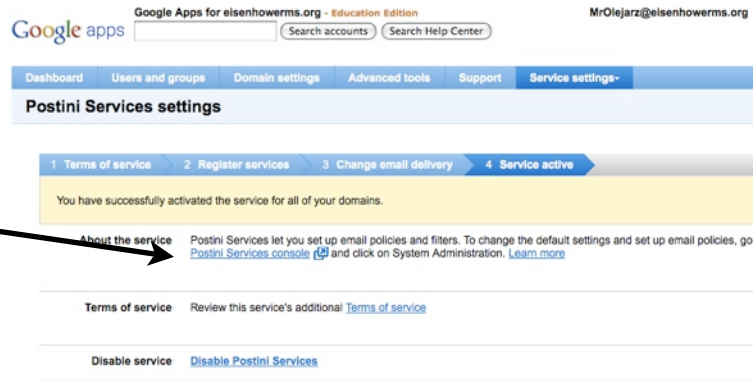


Setting Your Google Apps Education Domain to Internal Email Only by Harold Olejarz

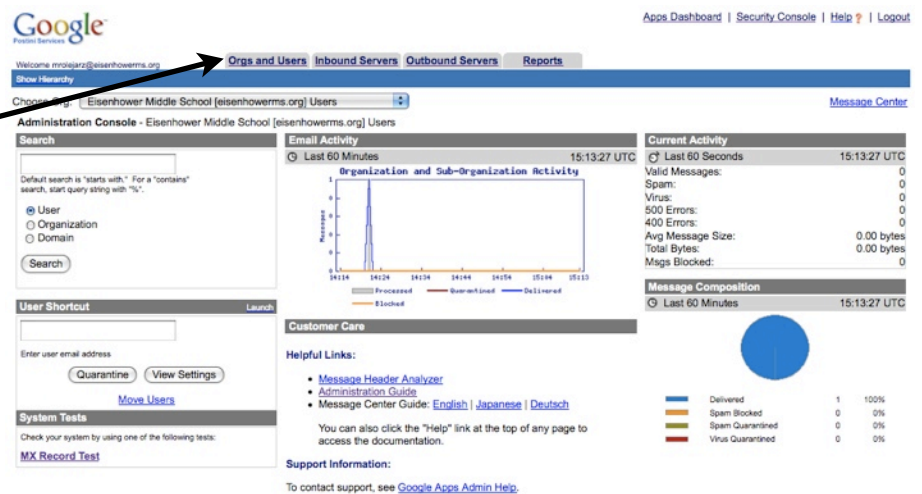
This handout will walk you through using Postini to set up your Google Apps Education domain so that email can only be sent to and from email addresses within your domain. If you are in a K-12 school this is a way to give your students email accounts to email teachers and fellow students only. You must activate Postini Services to do this.

1. In your Apps Domain Dashboard click on **Postini Services**. Then click on the link to **Postini Services console**.

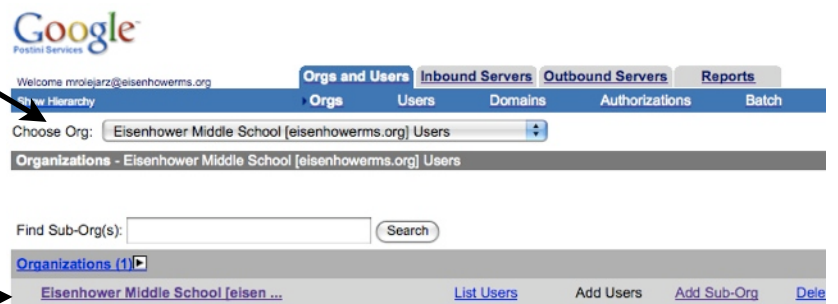


2. This will take you to a window with two links: **System Administration** or **Message Center**.

3. Click on the link to **System Administration** and you will be taken to the screen on the right. At the top of the screen is a link to **Orgs and Users**. Click on this link.

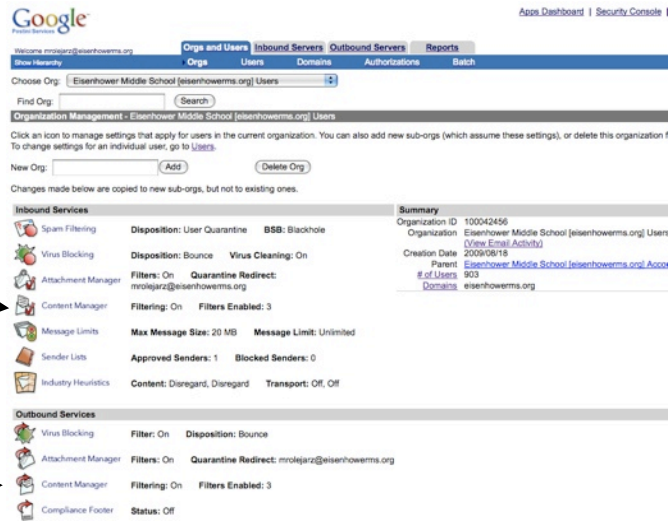


4. On this page you will use the **Choose Org** drop down menu to select the group of email accounts you would like to manage. Even if you haven't set up any groups there will still be two groups - **Users** and **Admin**. Make sure you select **Users**. Then click on the link to that group.



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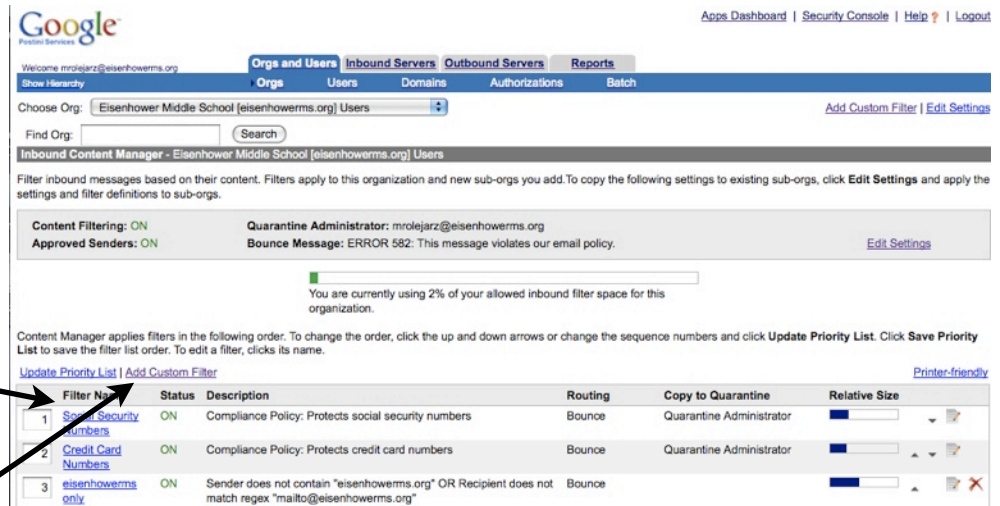
5. Once you are on the this page you will need to create your filters for **BOTH** the **Inbound** and **Outbound Services**.



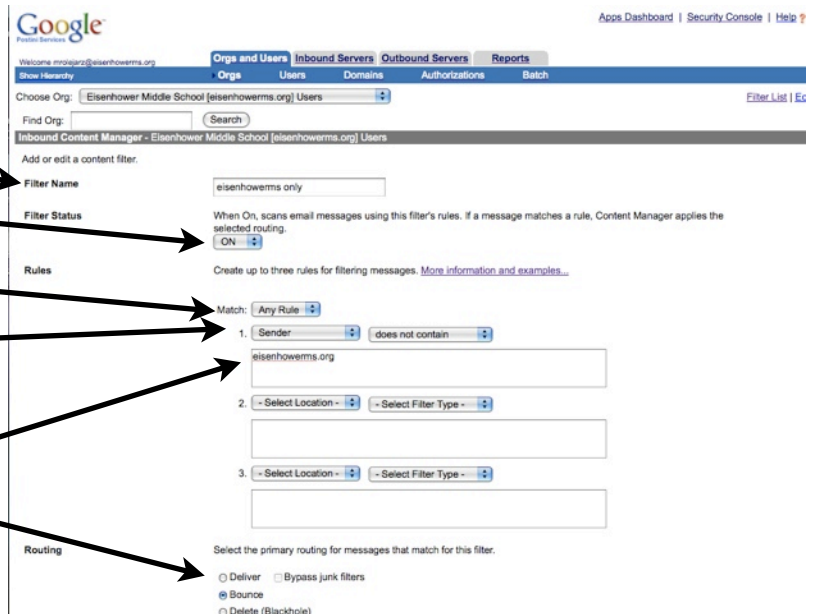
To do this you will click on the link to the **Content Manager** under Inbound Services

and the link to the **Content Manager** in the Outbound Services.

6. In the screenshot on the right I have already created my filters and turned on the two default filters, **Social Security** and **Credit Card Numbers**. To turn a filter on click on the filter name. To create a filter Click on the **Add Custom Filter** link.

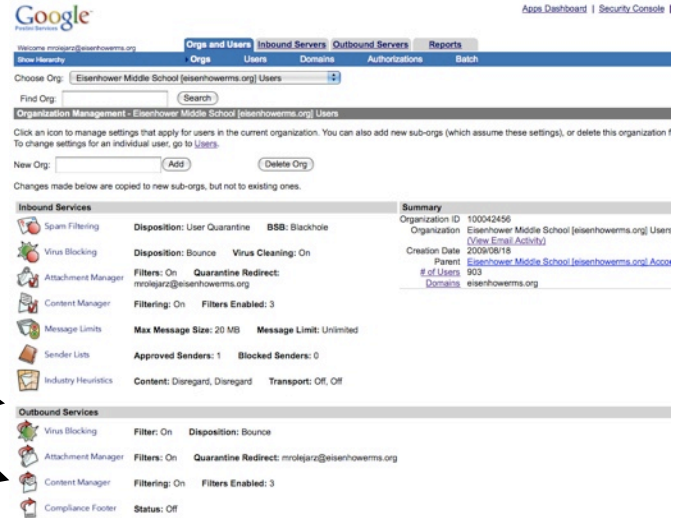


7. The screen on the right is what you will see after you click on **Add Custom Filter**. You should name your filter. Turn the filter on. In the **Match** pull down menu select **Any Rule**. In the filter 1 pulldown menu to select **Sender**. Then select **does not contain** from the pulldown menu on the right. Put your domain name in the field below. Check **Bounce** in the **Routing** section. Click the **Save** button at the bottom of the page



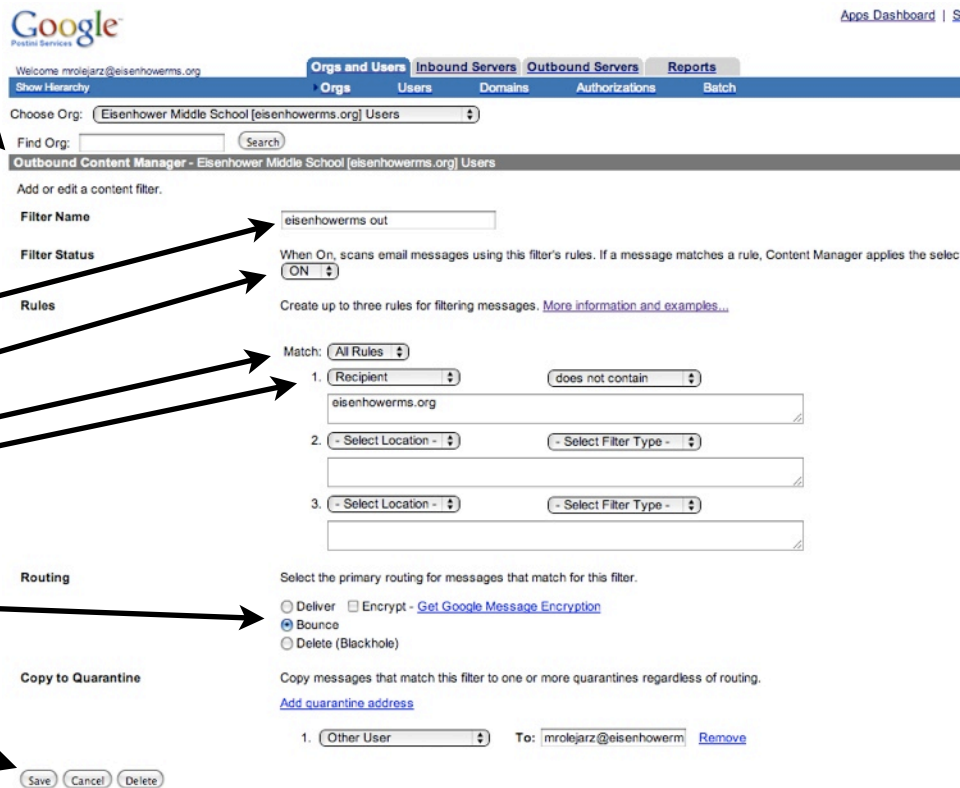
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8. Now that you have set the Inbound mail you need to do the same for the Outbound mail. To do this you need to go back to the screen mentioned in number 5 and shown on the right.



In this screen under **Outbound Services** click on the **Content Manager**.

9. This will take you to the **Outbound Content Manager** page. It looks just like the Inbound Content Manager page. You will do almost the same thing you did on the Inbound Content Manager.



For **Filter Name** put in your domain and the word outbound. Be sure to turn the filter **ON**. In the **Match** pulldown menu select **All Rules**. Then select **Recipient** from the pulldown menu. Put your domain name in the field below Recipient. In **Routing** check **Bounce**. Once again be sure to click on the **Save button** at the bottom of the page.

Once all of the above is done the members of your domain will be able to email each other only and email from outside of your domain will not be received by anyone on your domain. In effect you have created an internal only email system.

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