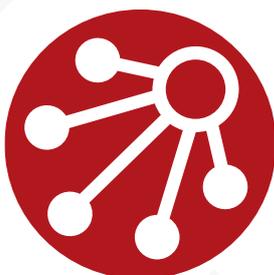


# VERITAS™

## Third-Party Connectors

### Web Page Capture

### User Guide



**MERGE1**

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Veritas Technologies LLC  
2625 Augustine Dr  
Santa Clara, CA 95054  
<http://www.veritas.com>

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# CHAPTER 1

## Introduction

This chapter represents:

- Overview
- Pre-Requisites
- Accessing the Data Connectors

## Overview

Microsoft 365 lets administrators import and archive third-party data from social media platforms, instant messaging platforms, and document collaboration platforms, to mailboxes in your Microsoft 365 organization.

## Pre-Requisites

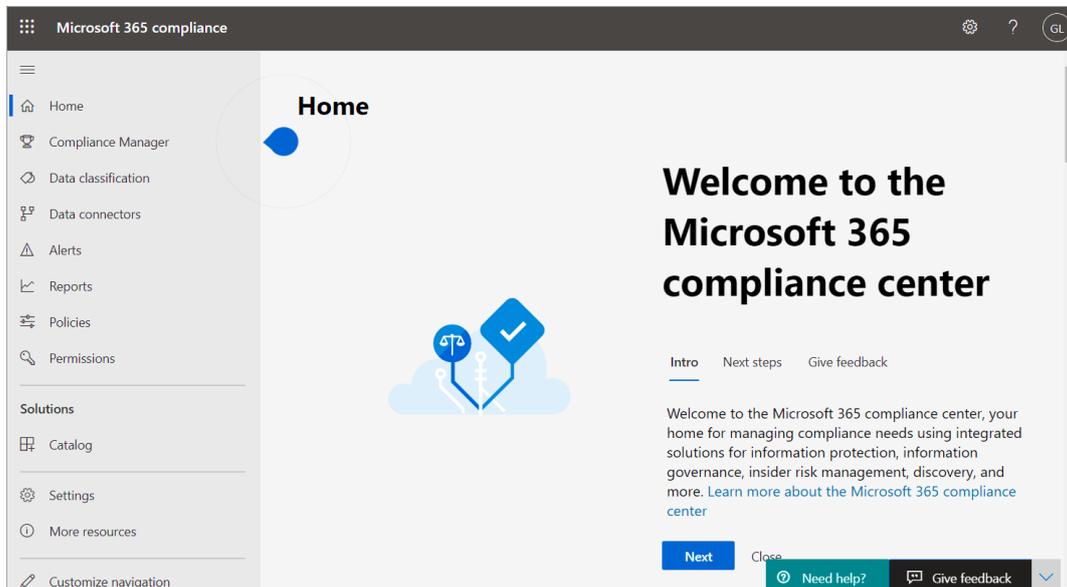
Many of the implementation steps, required to archive Web Page Capture data are external to Microsoft 365 and must be completed before you can create the connector in the compliance center.

- Create a Merge1 account by accepting their terms and conditions for Web Page Capture connector. Here you will need to contact [Veritas Customer Support](#). You will sign into this account when you create the connector.
- The user, who creates the Web Page Capture connector in Step 1 (and completes it in Step 3) on the Microsoft site, must be assigned to the Mailbox Import Export role in Exchange Online. This role is required to add connectors on the Data connectors page in the Microsoft 365 compliance center. By default, this role is not assigned to a role group in Exchange Online. You can add the Mailbox Import Export role to the Organization Management role group in Exchange Online. Or you can create a role group, assign the Mailbox Import Export role, and then add the appropriate users as members. For more information, see the [Create role groups](#) or [Modify role groups](#) sections in the article “Manage role groups in Exchange Online”.

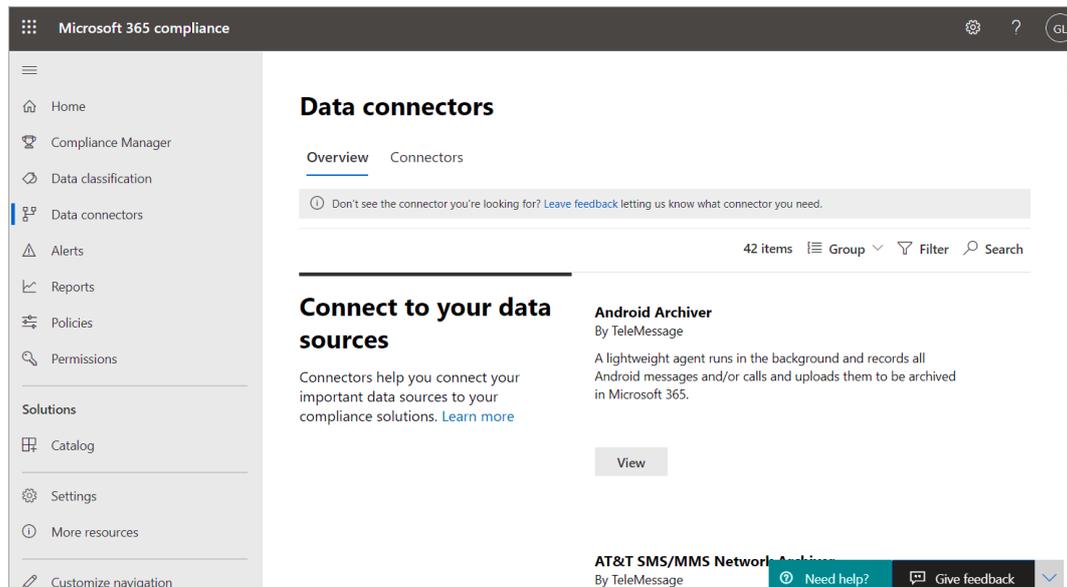
# Accessing the Data Connectors

To access the Data Connectors, follow the steps below:

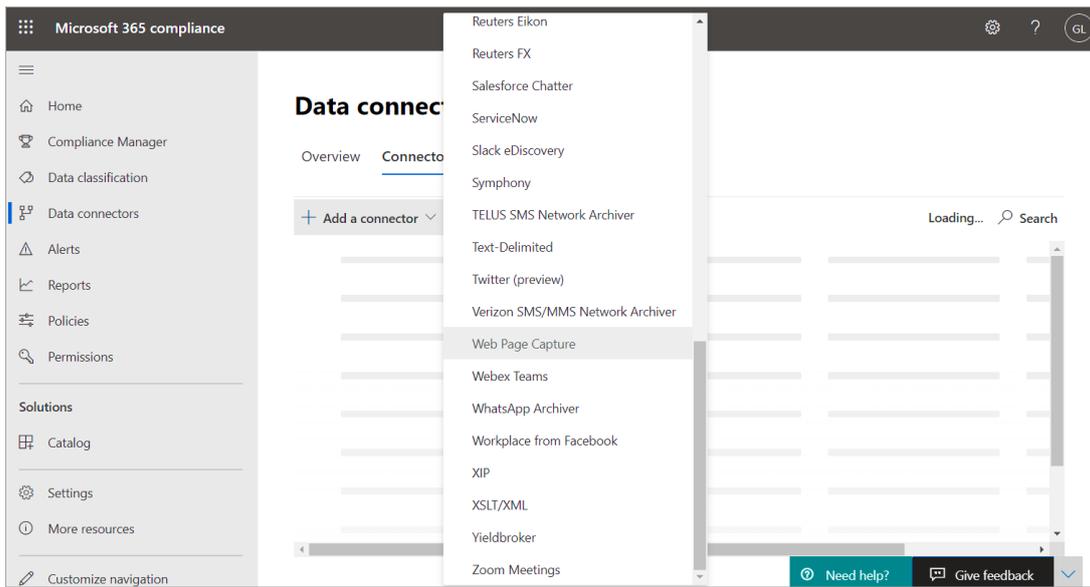
1. Go to <https://compliance.microsoft.com> web page.



2. Navigate to **Data Connectors**. You will be presented with the **Overview** section of the Data Connectors.



3. Go to the **Connectors** tab.
4. Click the **Add new connector** button. A pop-up list of connectors will open.



5. Select the **Web Page Capture** from the list. For more details on how to set up the connector see [SETTING UP WEB PAGE CAPTURE](#).



## CHAPTER 2

# Setting Up Web Page Capture

This chapter represents:

- Overview
- Terms of Service
- Connector Name
- Connection to Source

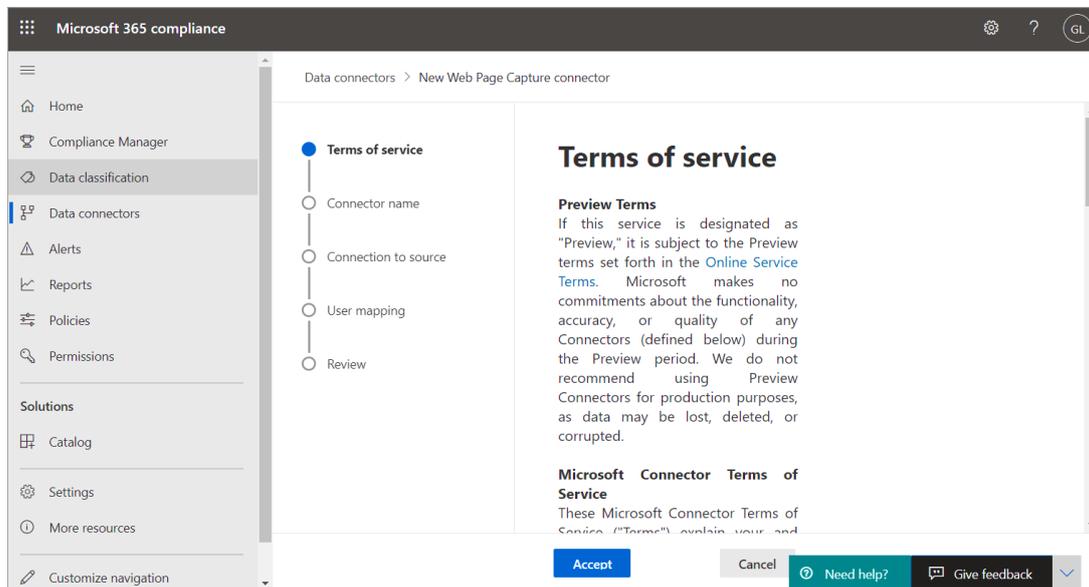
# Overview

To set up a new Web Page Capture connector, you need to complete the following steps:

- Terms of Service
- Connector Name
- Connection to source
- User Mapping
- Review.

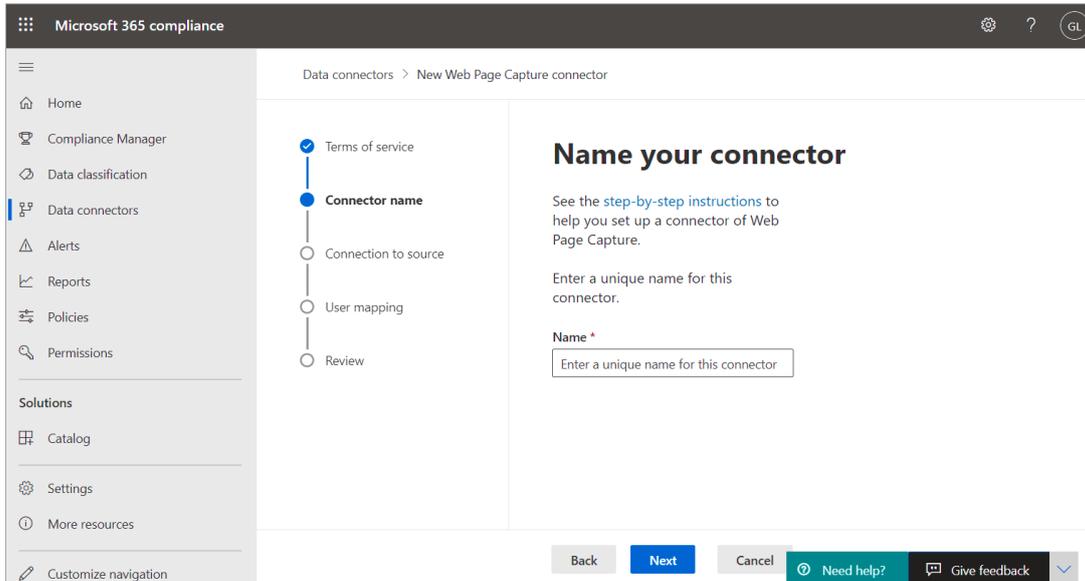
# Terms of Service

For terms of service, read the terms carefully and accept them by clicking the **Accept** button.

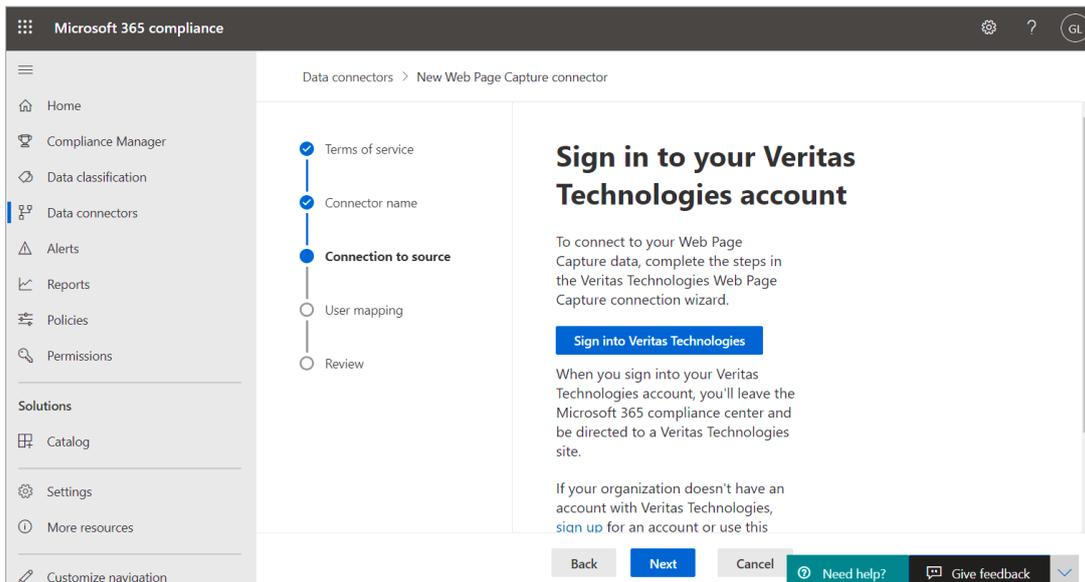


## Connector Name

To create a connector, define a unique name that can represent or identify the connector:



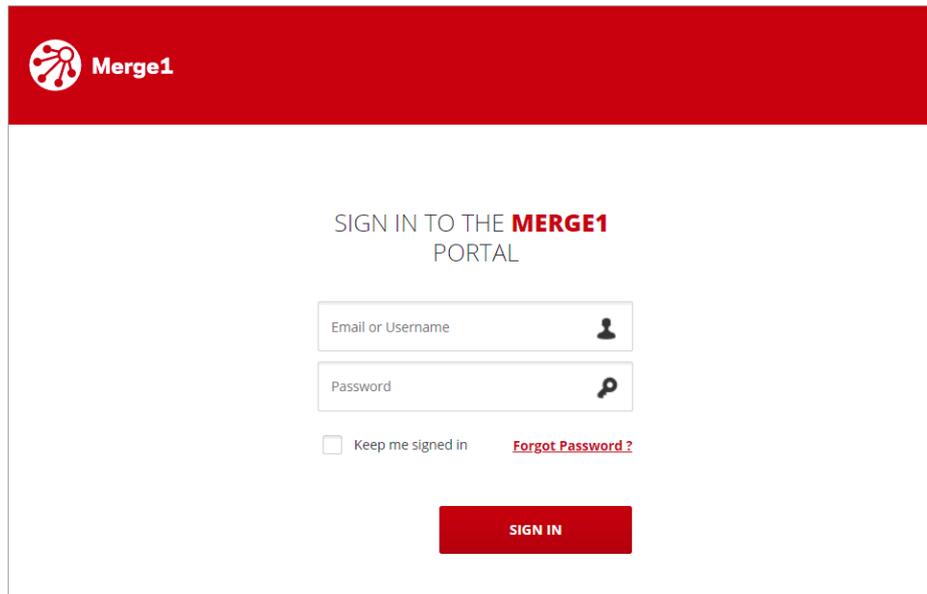
Click **Next**, to be navigated to the **Sign in to your Veritas Technologies account** page.



By clicking **Next**, you will be redirected to the Veritas Merge1 site. For more details on how to manage the source connection, see [Connection to Source](#).

## Connection to Source

Use the Login screen to access Merge1 or retrieve a forgotten password.



The screenshot shows the Merge1 login interface. At the top left is the Merge1 logo. The main heading is "SIGN IN TO THE MERGE1 PORTAL". Below the heading are two input fields: "Email or Username" with a user icon and "Password" with a key icon. Below the password field is a checkbox labeled "Keep me signed in" and a red link "Forgot Password?". At the bottom center is a red button labeled "SIGN IN".

Web Page Capture uses a role-based access control model to ensure the security of the data stored in the system. Only users with the appropriate access rights will be able to enter the system, access specific data, and perform certain activities.

## Signing In

To sign in to Merge1 provide the following credentials:

- Email and Username
- Password.

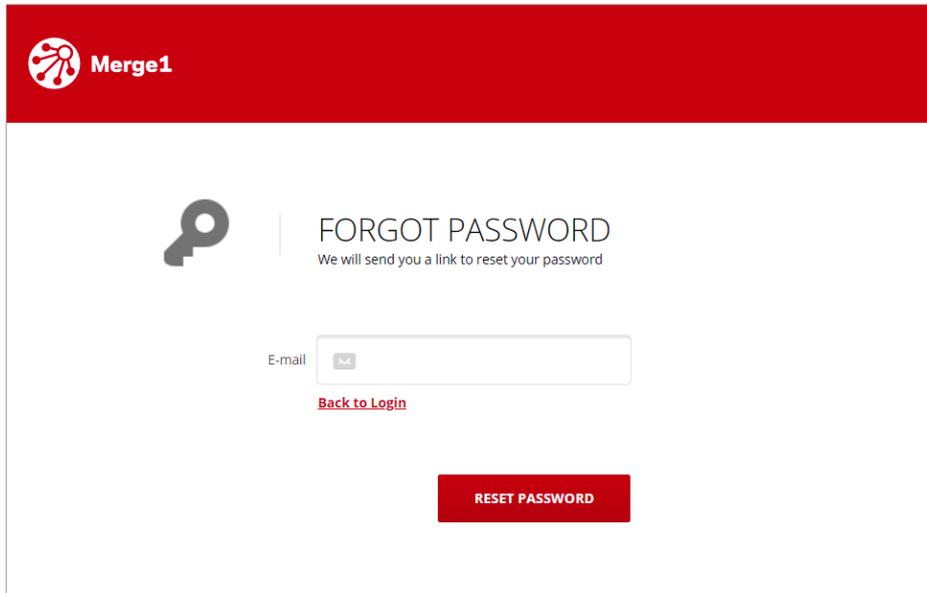
## Password Recovery

The system is designed to provide the functionality of retrieving user password in case of forgetting or for some other reason. Passwords are retrieved through the identification link sent to the user's email address contained in the user profile. When a user clicks the link in the email, user's identity will be verified, and an opportunity for defining new password will be provided.

To recover the password, follow the steps below:

1. Click the **Forgot Password** link in the **Sign in** window.

2. Provide an email associate with the Merge1 account so that the recovery link is sent to this address.



Merge1

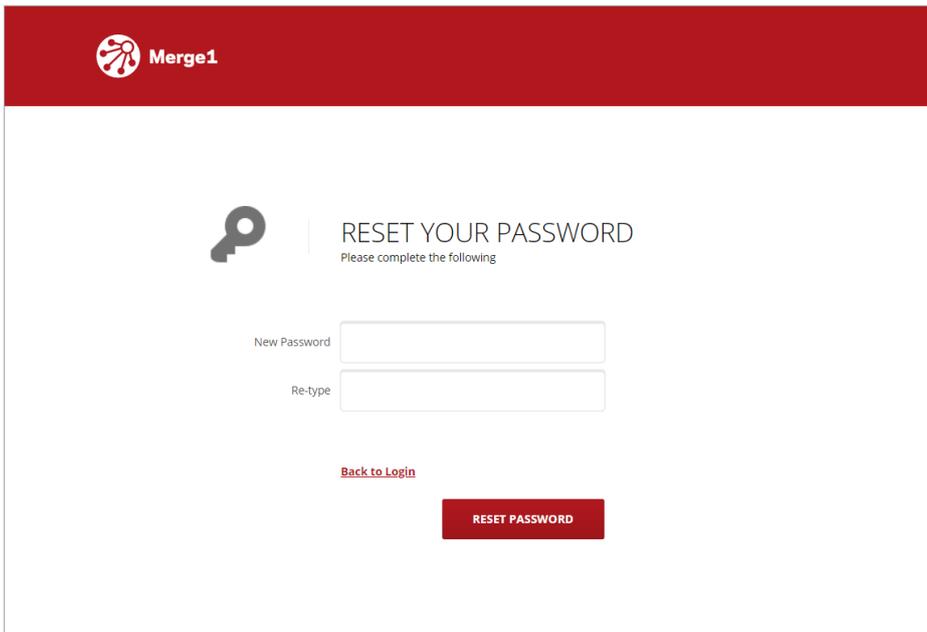
 FORGOT PASSWORD  
We will send you a link to reset your password

E-mail

[Back to Login](#)

**RESET PASSWORD**

3. Check your email and click the recovery link.
4. Provide a new password and re-enter it for verification.



Merge1

 RESET YOUR PASSWORD  
Please complete the following

New Password

Re-type

[Back to Login](#)

**RESET PASSWORD**

## Creating an Account

If you are new to Merge1 and do not have an account:

1. Request a call from [Veritas Technologies](#) by filling out the following information:

- Email Address
- Country
- First Name
- Last Name
- Company
- Phone Number



The screenshot shows a registration form titled "Microsoft Connectors Merge1" with the Veritas logo at the top left. The form includes a "Please fill out this form to be contacted promptly." instruction and a "Required Field" label. The form fields are: Email Address\*, Country\*, First Name\*, Last Name\*, Company\*, and Phone Number\*. The Phone Number field has a dropdown menu showing "(201) 555-5555". A red "Submit form" button is at the bottom. The Microsoft logo is at the bottom right. Below the form, there is a section titled "Connector Types" with a brief description: "Merge1 extends your email archive to support additional content sources, including social media, enterprise social, text, IM, financial messaging platforms, files and custom content."

2. Click **Submit form** and a Veritas Sales Representative will follow up with you by phone or e-mail.

3. After getting approval you can make use of Web Page Capture from the Merge1 product.

Now, when you are redirected to the Veritas Merge1 page, you can start configuring the Web Page Capture connector. For more details on how to configure the connector, see [CONFIGURING THE WEB PAGE CAPTURE CONNECTOR](#).



## CHAPTER 3

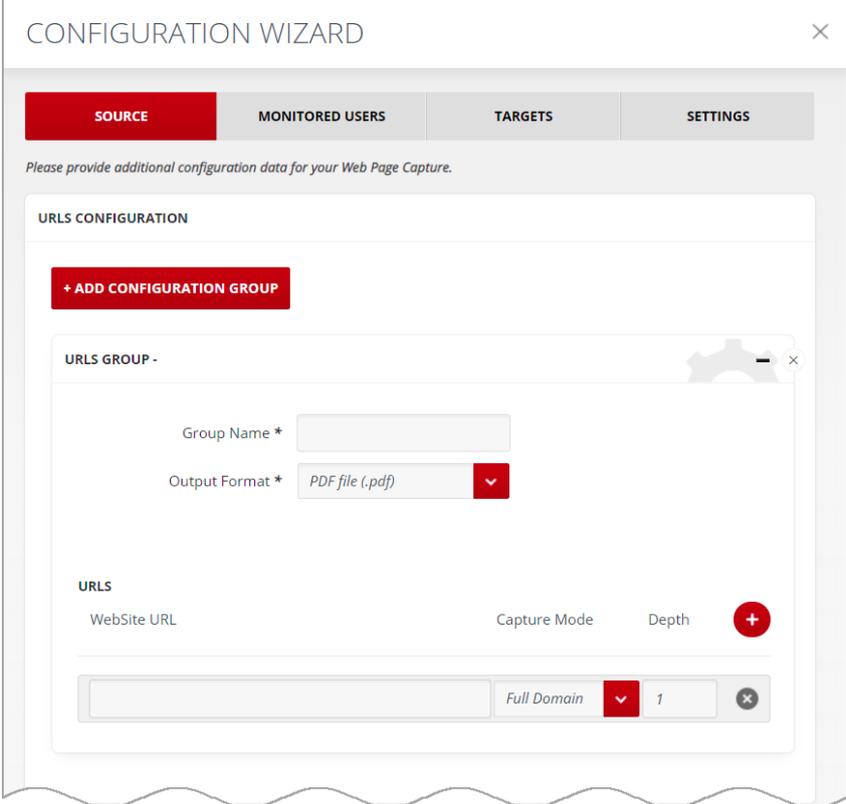
# Configuring the Web Page Capture Connector

This chapter represents:

- URLs Configuration
- Targets
- Settings
- User Mapping
- Review

## URLs Configuration

To configure URLs, follow the steps below:



The screenshot shows a 'CONFIGURATION WIZARD' window with four tabs: SOURCE, MONITORED USERS, TARGETS, and SETTINGS. The 'SOURCE' tab is active. Below the tabs, there is a prompt: 'Please provide additional configuration data for your Web Page Capture.' The main section is titled 'URLS CONFIGURATION' and contains a red button '+ ADD CONFIGURATION GROUP'. Below this is a 'URLS GROUP -' panel with a gear icon and a close button. Inside the panel, there are two fields: 'Group Name \*' (text input) and 'Output Format \*' (dropdown menu showing 'PDF file (.pdf)'). Below these is a section titled 'URLS' with three columns: 'WebSite URL', 'Capture Mode', and 'Depth'. The 'WebSite URL' column has a text input field. The 'Capture Mode' column has a dropdown menu showing 'Full Domain'. The 'Depth' column has a text input field showing '1' and a red '+' button to its right.

### Part 1

1. Click **+Add Configuration Group**.
2. Enter the **Group Name** for the output files of the captured URL.
3. Select the **Output Format**. It can be a PDF, PNG, or custom format file. For the custom format, please contact our support at [https://www.veritas.com/content/support/en\\_US](https://www.veritas.com/content/support/en_US).
4. Enter the website URL from which the capture should start.
5. Choose the capture mode: **Full Domain** or **One Page**. One Page captures only the entered URL. Full Domain captures the mentioned URL and the pages that open from it with the same domain on the mentioned depth.
6. The **Depth** is the level of the pages on the site map that should be captured. It includes the main website URL given in the configuration and the site pages below it on the site map. For Example, if the depth is 1, the Web Page Capture connector captures the filled in website URL and all the pages that open from that URL and have the same URL in their URLs.

**MESSAGE CONSTRUCTION**

From Email Address \*

To Email Address \*

**TIMESTAMP FORMATTING**

Primary time zone  
*(UTC) Coordinated Universal Time* ▼

Secondary time zone

Date and time format  
*March 29 at 09:31 PM* ▼

**ADVANCED CONFIGURATION OPTIONS**

**NEXT**

## Part 2

### Message Construction

As the messages generated by the Web Page Capture connector do not have senders or recipients, from and to email addresses need to be entered manually for the output email files to be generated. It is recommended to use existing email address in the **From/To Email Address** fields, to avoid it being sent to the SPAM folder if the target of the connector is a mailbox.

### Timestamp Formatting

In addition to the primary stamp, a second timestamp can be enabled with its time zone. From the drop-down list you can choose the time zone of the timestamp. The format of the timestamp in the output message can also be specified from the six options in the Datetime Format drop-down list. You should also select Web Page Capture API Time zone which shows system default time zone on Web Page Capture instance.

Note that if the selected time zone is not matching with your Web Page Capture instance default time zone, there might be some unwanted consequences.

By clicking **Next**, you will be navigated to the **Monitored Users** tab.

Note that **Monitored Users** tab is not applicable for this connector.

By clicking **Skip**, you will be navigated to the [Targets](#) tab of the Configuration Wizard.

## Targets

The information required for configuration of the targets is pre-populated on this screen. This information cannot be edited.

CONFIGURATION WIZARD

SOURCE MONITORED USERS **TARGETS** SETTINGS

Please provide your M365 Ingestion Service configuration so that Merge1 can deliver your data.

Target Name \* M365 Ingestion Target (301) Target Type M365 Ingestion Service

**AUTHORIZATION**

Tenant ID 74a05e7c-a8e5-4546-9f00-16

MS Job ID 74a05e7c-a8e5-4546-9f00-16

TEST CONNECTION

BACK NEXT

By clicking **Next**, you will be navigated to the [Settings](#) tab.

## Settings

The final step for the Importer Configuration Wizard is the Settings. Under this tab you will have the opportunity to configure the following:

- Reporting & Message Tracking
- Alerting.

## Reporting & Message Tracking

The following section of the Settings tab refers to email reports, which may be used to deliver statistical information via email.

- 1. Report Level:** In Merge1 you will find three types of Report Level, which set the level of details. You can:
  - **Generate Summary Report Only.** Summary reports include Source Statistics and Message Statistics. Source Statistics includes the number of unprocessed, quarantined, failed, and imported sources. Message Statistics includes the number of unprocessed, failed, successful, excluded, and ignored messages.
  - **Generate Per-Source and Summary Report.** This report type in addition to the Summary Report includes statistics for each source. For each source there is statistics for unprocessed, processed, imported, failed, monitored users (if applicable).
  - **Generate Per-Message, Per-Source and Summary Report.** This report is useful only for file connectors. The per message report in addition to the reports described above is generated only in case a message has failed.

Reports are based on the activities that can be captured from the connectors.

The screenshot shows a 'CONFIGURATION WIZARD' window with a navigation bar at the top containing 'SOURCE', 'MONITORED USERS', 'TARGETS', and 'SETTINGS' (highlighted in red). Below the navigation bar is a sub-header 'REPORTING & MESSAGE TRACKING' with a gear icon and a minus sign. The main content area is titled 'REPORT LEVEL' and contains three radio button options: 'Generate Summary Report Only' (selected), 'Generate Per-Source and Summary Report', and 'Generate Per-Message, Per-Source and Summary Report'. Below these options are two input fields: 'Message Subject' with the value 'Merge1 Importer Report' and 'Recipient Email' with the value 'admin@merge1.com'. A red 'SEND TEST EMAIL' button is positioned to the right of the input fields. At the bottom of the wizard, there is an 'ALERTING' section with a gear icon and a plus sign, and a footer with 'BACK' and 'SAVE & FINISH' (highlighted in red) buttons.

- 2. Message Subject:** Enter the subject for the report message.
- 3. Recipient Email:** Enter an email address for delivering reports.

## Alerting

Merge1 can automatically create an alert in case there are issues during an import process.

The screenshot shows the 'CONFIGURATION WIZARD' interface with the 'SETTINGS' tab selected. The 'ALERTING' section is expanded, showing the following configuration:

- ENABLE ALERTING
- ALERTING LEVEL**
  - Error
  - Warning
- Buffer Size: 200
- Recipient Email: admin@merge1.com
- SEND TEST EMAIL button

When enabled, there are two levels of alerting:

- **Error** - Alert is sent when an Error is registered in the logs.
- **Warning** - Alert is sent when a Warning is registered in the logs.

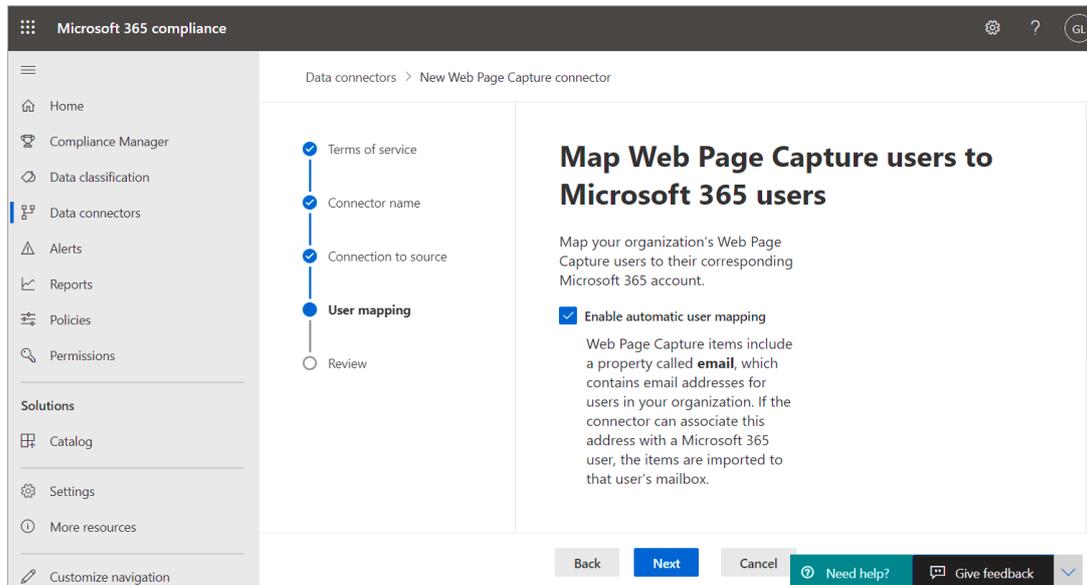
To configure the alerting, specify the **Buffer Size**.

You can also test the connection by entering the **Recipient Email**. Click **Send Test Email**.

By clicking **Save & Finish** you will be navigated to the [User Mapping](#) User Mapping section of the M365 Compliance Center.

# User Mapping

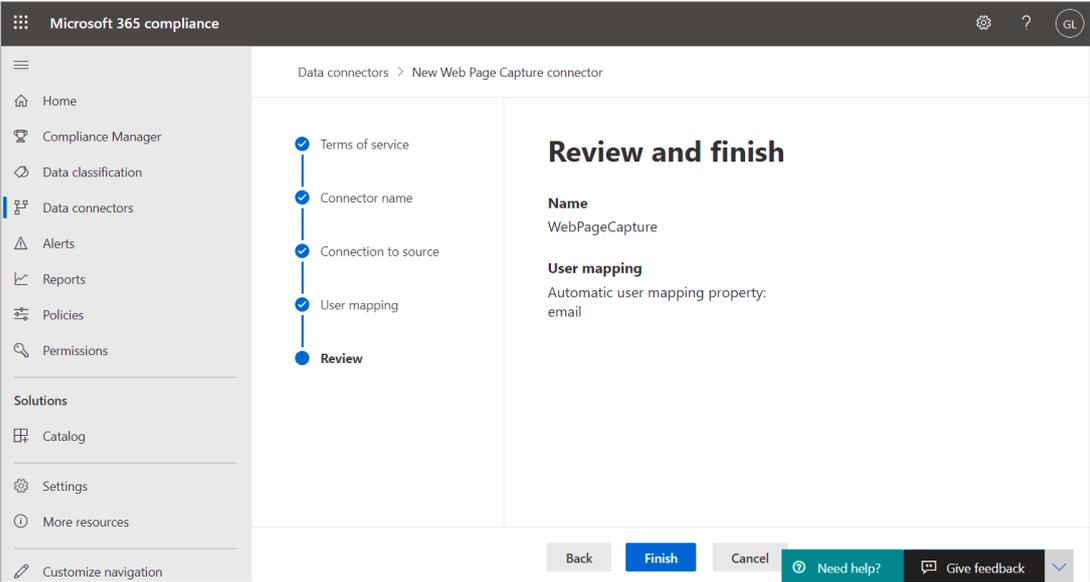
Provide the required user mapping.



By clicking **Next**, you will be navigated to the [Review](#) section.

# Review

Here you can review connector name that you configured and the type of the User Mapping you have selected. Once you have reviewed the accuracy of this information, click the **Finish** button to complete the configuration. Otherwise, click **Back** and make any modifications.



Congratulations! You are all set up!

