



**Town of Essex - Information Systems**  
33 Talbot Street South • Essex, ON • N8M 1A8  
Telephone: (519) 776-7336 • Fax: (519) 776-8811

**Title: Barracuda Message Archiver**

**Created By: Sara Smith**

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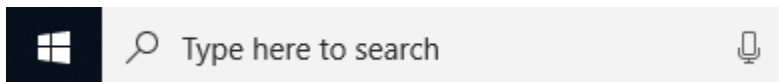
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The Barracuda Message Archiver is where your backed up email messages reside. This guide covers the search function of the Archiver so you can retrieve and view archived emails. Messages in the Archiver cannot be deleted or modified.

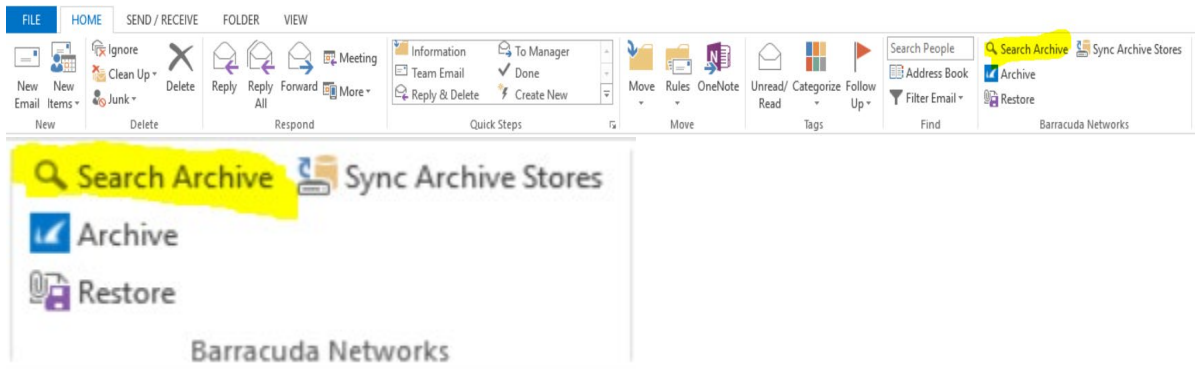
To access the search function, open Outlook.



If you do not have the icon present, type 'outlook' (no quotations) here and press 'Enter':



In your Outlook application, you will see a section for the Barracuda Archiver in the top right corner.



If you do not see this in your Outlook, install it from the T drive using the instructions on the last page of this guide.

Click on 'Search Archive', you will see this window:

Look for: Messages In: All data Browse...

Messages Advanced

Search for: [ ] ?

In: Entire message

From... [ ]

Sent To... [ ]

Date:  After...  Before...

Search Cancel Reset Close

Date	Size	From	To/Cc	Subject
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⚠ Your connection to the Barracuda Message Archiver is not secure

Use the 'Search For' field for keywords that may be found in the email you are trying to locate.

Search for: [ ]

You can refine the search criteria by clicking the dropdown area:

Messages Advanced

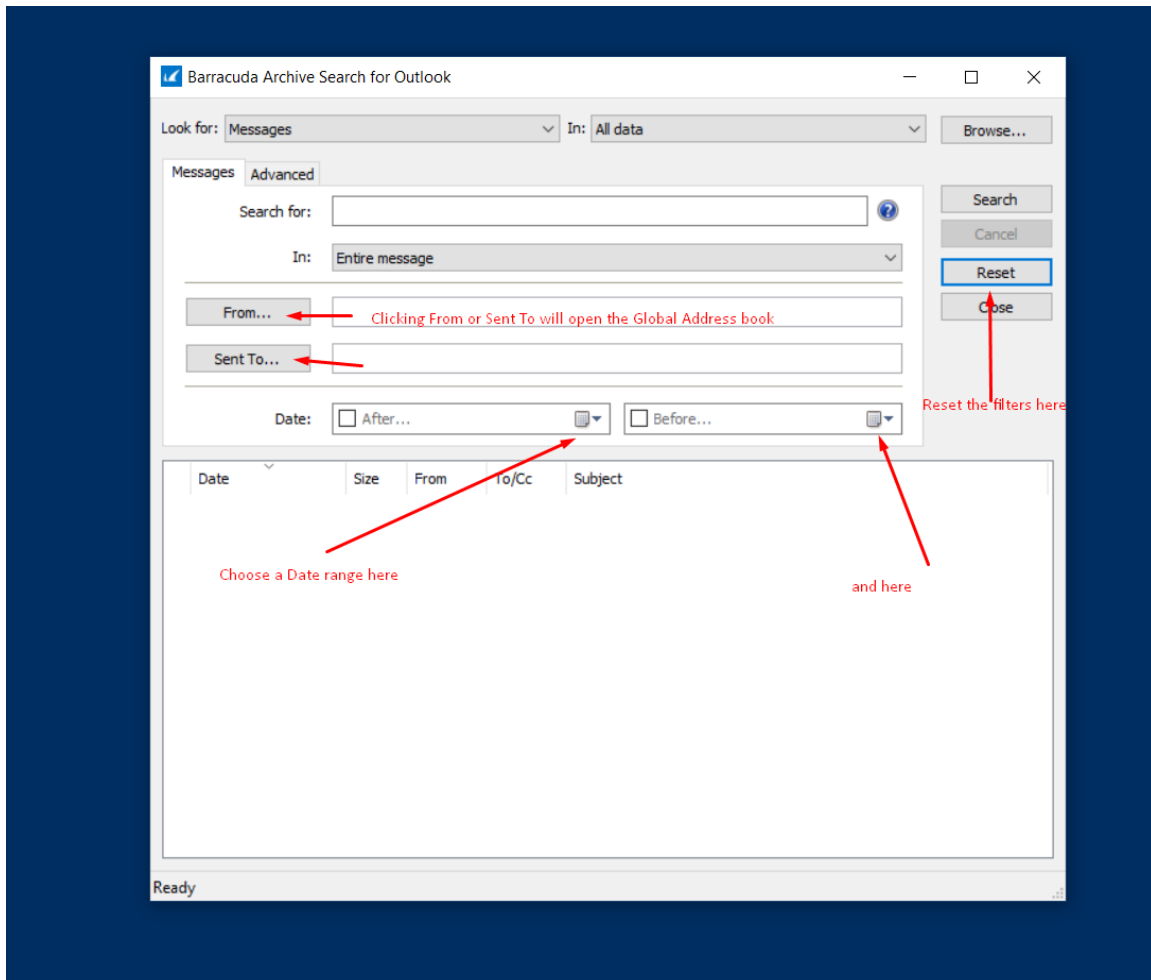
Search for: [ ] ?

In: Entire message [ ]

Options are as follows:

- Entire message
- Subject or body
- Subject only
- Body only
- Keyword expression

Leaving the default 'Entire message' is sufficient search criteria in most cases.



Leaving the default 'Entire message' is sufficient search criteria in most cases.

In this example, I wanted to look up all the emails I've gotten from 'Helpdesk', but only from November 27<sup>th</sup> to November 30<sup>th</sup> (I blanked out a private email for this demonstration)

The screenshot shows the Barracuda Archive Search for Outlook interface. The search criteria are: Look for: Messages, In: All data, Search for: helpdesk, In: Entire message, Date: 11/27/18 to 11/30/18. The search results table is as follows:

Date	Size	From	To/Cc	Subject
11/30/18 4:06 PM	35.1K	HelpDesk <helpdesk@ess...>	Sara Smith <ssmith@esse...>	Ticket 2325 Open --> Allowed...
11/30/18 4:02 PM	38.1K	HelpDesk <helpdesk@ess...>	Sara Smith <ssmith@esse...>	Ticket 2324 Open --> FW: Me...
11/30/18 3:28 PM	36.0K	HelpDesk <helpdesk@ess...>	Sara Smith <ssmith@esse...>	Ticket 2320 Closed --> Copier...
11/30/18 2:24 PM	35.5K	HelpDesk <helpdesk@ess...>	Sara Smith <ssmith@esse...>	Ticket 2323 Open --> Allowed...
11/30/18 2:08 PM	38.4K	HelpDesk <helpdesk@ess...>	Sara Smith <ssmith@esse...>	Ticket 2322 Open --> Re: Mc...
11/30/18 2:07 PM	38.0K	HelpDesk <helpdesk@ess...>	Sara Smith <ssmith@esse...>	Ticket 2321 Open --> RE: Mc...
11/30/18 2:05 PM	33.9K	HelpDesk <helpdesk@ess...>	Sara Smith <ssmith@esse...>	Ticket 2320 Open --> Copier ...
11/30/18 9:31 AM	31.9K	HelpDesk <helpdesk@ess...>	Sara Smith <ssmith@esse...>	Ticket 2319 Closed --> Wirele...
11/30/18 9:29 AM	31.9K	HelpDesk <helpdesk@ess...>	Sara Smith <ssmith@esse...>	Ticket 2319 Open (Updated) -...
11/28/18 2:34 PM	39.2K	HelpDesk <helpdesk@ess...>	Sara Smith <ssmith@esse...>	Ticket 2317 Open --> FW: Me...
11/27/18 11:32 AM	30.6K	HelpDesk <helpdesk@ess...>	Sara Smith <ssmith@esse...>	Ticket 2315 Open --> MCC Si...

12 items found

If you have any questions about this guide or features not covered within, please do not hesitate to contact me and I will assist to the best of my ability.

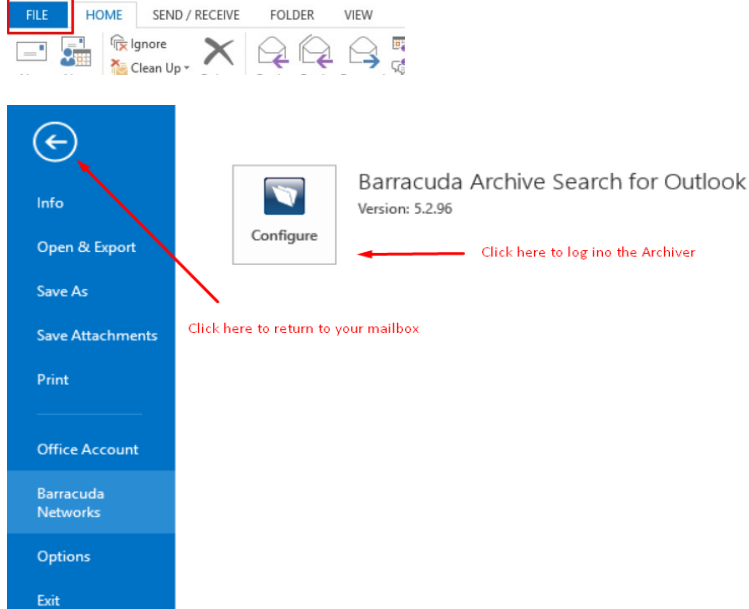
Sara Smith  
[ssmith@essex.ca](mailto:ssmith@essex.ca)

## Install the Outlook Plugin:

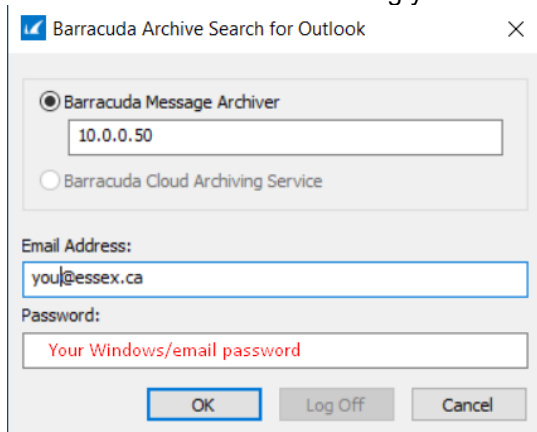
Close Outlook and install from this location:

T:\Information Technology\Software\Barracuda\Barracuda Message Archiver - Outlook Add On

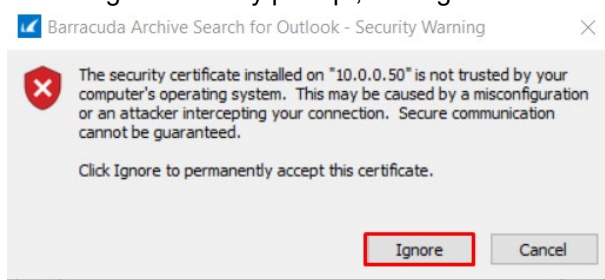
After the install, Outlook will open. Go to File > Barracuda Networks > Configure.



Enter the information below using your email address and password.



You will get a security prompt, click Ignore.



Click OK on the configuration window if it is still open. Click the left pointing arrow in the top left corner to go back to your mailbox.