

# Barracuda Archive Search for Outlook Customization Options

<https://campus.barracuda.com/doc/14319721/>

This article refers to the Barracuda Message Archiver firmware 5.2 or higher, and the Barracuda Archive Search for Outlook version 5.2 or higher. The Barracuda Archive Search for Outlook supports Outlook versions 2013, 2016, 2019, 2021, and Outlook for Microsoft 365.

**Note the following are not supported by Archive Search for Outlook:**

- Outlook for Mac versions
- New version of Windows Mail, [Outlook for Windows](#)

Verify the Archive Search for Outlook version (available for download on the **USERS > Client Downloads** page in the Barracuda Message Archiver web interface) is the same major revision as the Barracuda Message Archiver firmware for proper functionality. For best results, confirm you are using the latest Barracuda Message Archiver firmware and Archive Search for Outlook client version.

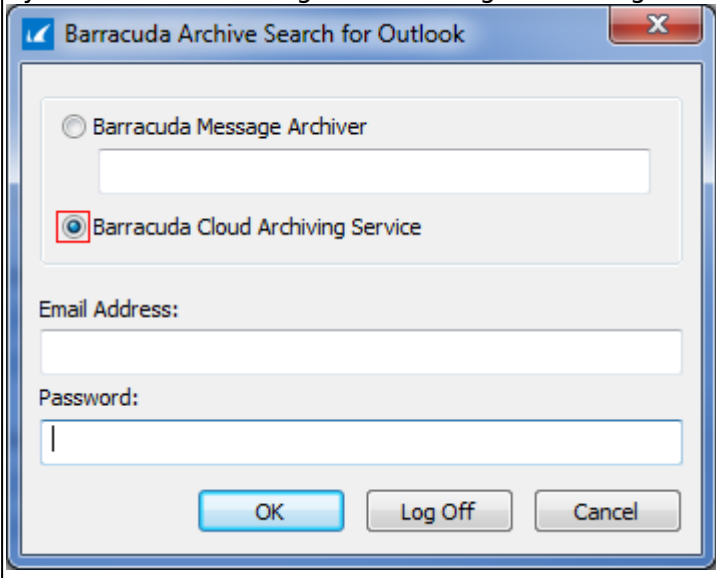
Barracuda Archive Search for Outlook is not supported on the Microsoft App Store version of Outlook.

This Barracuda Archive Search for Outlook Deployment Kit includes an administrative template that allows you to enforce or modify certain functionality and features included in the tool. You can use this template to customize your deployment.

The following table describes the customizable features.

General Policies	Description
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Hide toolbar elements	<p>Specify the toolbar elements you want to hide:</p> <ul style="list-style-type: none"> <li>• <b>Hide All Toolbar Buttons</b> – Hide all toolbar buttons; no archiving or search actions are available to users</li> <li>• <b>Hide Archive Button</b> – Hide archive button only; users can search, but cannot archive or stub messages</li> <li>• <b>Hide Restore Button</b> – Hide restore button only; users can search, but cannot restore selected stubbed messages to their mailbox</li> <li>• <b>Hide Search Button</b> – Hide search button; users can archive and stub messages, but cannot search</li> <li>• <b>Hide Sync Archive Stores Button</b> – Hide sync Archive stores; users cannot synchronize their Archive stores (mailboxes)</li> </ul> <p>These settings do not affect the ability to use the custom form installed by the Barracuda Archive Search for Outlook for viewing, forwarding, or replying to stubbed messages. The settings here affect both the Explorer and Inspector views in Outlook.</p>
Hide Outlook Options page	Hide the Outlook configuration dialog; users cannot modify their Barracuda Archive Search for Outlook configuration.
Disable Automatic Updates option	Disable <b>Check for updates automatically</b> option in the Barracuda Archive Search for Outlook configuration dialog box.
<b>Archive Service Properties</b>	<b>Description</b>
Barracuda Message Archiver URL	<p>URL Microsoft Outlook users use to connect to the Barracuda Message Archiver:</p> <ul style="list-style-type: none"> <li>• Only the hostname is needed; HTTPS is always used</li> <li>• URL must be externally accessible if users plan to access the Barracuda Message Archiver outside your local network</li> <li>• Include the port if the Barracuda Message Archiver is using a non-default HTTPS port, for example, for example, <code>https://archiver.mycompany.com:443</code></li> <li>• To prohibit users from specifying a different URL, select <b>Require Users to Use Configured URL</b> in the configuration dialog.</li> <li>• If necessary you can require a valid TLS certificate</li> </ul>

<p>Set Barracuda Cloud Archiving Service as default selection</p>	<p>When enabled the Barracuda Cloud Archiving Service is selected by default in the configuration dialog box during initial setup:</p>  <p>See <a href="#">Installing and Configuring the Barracuda Archive Search for Outlook</a> for more information.</p>
Search Policies	Description
<p>Message copy limit</p>	<p>Specify the maximum number of messages in a single operation that a user can copy from the integrated Outlook search. Excessive message copying from the Barracuda Message Archiver to either a Microsoft Exchange account or to a PST file can be resource-intensive. Set this limit low to discourage users from copying a large number of messages in a single session. Instead, users can copy messages in multiple copy operations. Set this value to '0' to disable all message copying.</p>
<p>Search maximum cache size</p>	<p>Specify the maximum search cache size in megabytes (MB).</p>
<p>Search cache path</p>	<p>Specify the search cache path; this path can include environment variables<sup>(1)</sup>. If the path is not set, the default path is set to:  <b>%USERPROFILE%\AppData\Local\Barracuda\Message Archiver\Outlook Add-In\Cache</b></p>
<p>Coerce all HTML message bodies to UTF-8 when displaying</p>	<p>When enabled, the Barracuda Archive Search for Outlook converts all message HTML bodies to UTF-8 when displayed in Outlook.  <b>Important - Barracuda Networks Technical Support</b>          Enable this feature <i>only</i> if you have been advised to do so by Barracuda Networks Technical Support.</p>
Archiving and Stubbing Policies	Description
<p>Disable stubbing</p>	<p>Specify whether to disable stubbing.</p>
<p>Stub entire message</p>	<p>Specify whether to stub the entire message.</p>

Category to apply to archived items	Specify whether to apply a category to items archived or stubbed by the Barracuda Archive Search for Outlook. When enabled, enter the category name in the <b>Category</b> field, for example, enter <b>Stored</b> .
Change icon when archiving	Specify whether to use a different icon when archiving.
Do not preserve user properties on stubs	Specify whether to preserve user properties during message stubbing.
Stub Signed Messages	Specify whether to stub signed messages.
<b>Stub Caching Policies</b>	<b>Description</b>
Disable offline stub access	Specify whether to disable offline access to stubbed messages.
Stub maximum cache size	Specify the maximum stub cache size in MB.
Stub cache path	Specify the stubbed message cache path; this path can include environment variables <sup>(1)</sup> .
Automatically enable offline stub access	Specify whether to automatically enable offline access to stubbed messages.
<b>Archive Store Policies</b>	<b>Description</b>
Disable archive stores	Specify whether to disable Archive stores. When turned on, the user cannot create or synchronize Archive stores (mailboxes), and all relevant UI elements are hidden or disabled.
Disable sync of Exchange mailbox stores	Specify whether users can synchronize Exchange mailbox stores from the Barracuda Message Archiver. When enabled, users can synchronize PST files only.
Minimum message age in Archive stores	Specify the minimum message age message is available in Archive Stores.
Minimum message age in days	Specify the minimum message age, in days.
Maximum message age	Specify the maximum message age.
Maximum message age in days	Specify the maximum message age, in days.
Maximum disk usage	Specify the maximum disk usage in MB available for Archive stores. When enabled, users cannot add new Archive stores that exceed the specified usage limit. If the usage limit is reached, existing store are not synchronized.
Maximum disk usage in MB	Specify the maximum disk usage in MB available for Archive stores.
Location of new Archive stores	Specify the directory path where new Archive stores are to be created. This path can include environment variables <sup>(1)</sup> . If the path is not set, the default path is set to: <b>%USERPROFILE%\AppData\Local\Barracuda\Message Archiver\Outlook Add-In\stores</b>

Sync schedule	<p>Specify the daily Archive store sync time. By default, synchronization runs between 4:00am and 6:00am.</p> <ul style="list-style-type: none"> <li>Start time must be between 0 (midnight) and 23 (11:00pm)</li> <li>Set the number of hours after the <b>Sync Start Time</b> value that the sync can begin; use this to avoid consuming too many Archiver resources during multi-client simultaneous synchronization.</li> </ul> <p>The system must be powered on and the user must be logged in for the scheduled synchronization to be performed, otherwise the synchronization is performed upon user log in.</p>
Raise maximum Outlook data file size	<p>When enabled, the tool increases the maximum size of Outlook data files. Without this policy, users with very large stores are only able to sync up to 50 GB of data.</p> <p>Enabling this policy increases the maximum allowed PST file size, and very large PST files can consume disk space and degrade Outlook performance.</p>
Number of messages to sync concurrently	<p>This policy controls the maximum number of messages that are synchronized concurrently. Higher values will accelerate the synchronization of Archive stores at the cost of consuming more resources.</p>
Notification level	<p>This policy configures the default notification level for displaying the results of Archive store syncs. Users can override the policy unless <b>Show a message box for errors</b> is selected. When <b>Show a message box for errors</b> is used, no notifications is shown unless an error occurs during synchronization, in which case a message box displays instead.</p>
<b>Outlook Instant Search Integration Policies</b>	<b>Description</b>
Disable Instant Search Integration	<p>When enabled, the <b>Enable Outlook Instant Search integration</b> is grayed out in the Barracuda Archive Search for Outlook configuration dialog box.</p>
Enable Instant Search Integration By Default	<p>When enabled, <b>Enable Outlook Instant Search integration</b> is selected by default in the Barracuda Archive Search for Outlook configuration dialog box.</p>
<p>Note:</p> <p><sup>(1)</sup> For more information on environment variables, refer to the Microsoft TechNet article <a href="#">Recognized Environment Variables</a>.</p>	

## Figures

### 1. BCAS\_Default.png

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