
How to Manage User Accounts and Roles

<https://campus.barracuda.com/doc/2490376/>

This article refers to the Barracuda Message Archiver release 5.0 or higher.

User Accounts

There are two types of accounts on the Barracuda Message Archiver:

- **Local Accounts** – These accounts reside only on the Barracuda Message Archiver and are created from the **Users > User Add/Update** page in the administration interface.
- **LDAP Accounts** – These accounts reside in your LDAP directory. Once LDAP is configured on the Barracuda Message Archiver, users can log in using their regular network credentials to view and create flags for messages in their personal archive.

Roles

Local accounts are created with one of the following roles:

- **User** – Able only to view messages accessible to the account, either because the username for the account is also that of the sender or recipient of a message, or because it has been given explicit access to view an email address via Alias Linking.
- **Auditor** – Able to create and activate [policies](#), and view, search, and export any [messages](#) to/from the domains to which they have access. Additionally, Auditors can save and name an Advanced search for re-execution at a later time from the Saved Searches tab. To create a "Domain Auditor" (an auditor with access to only a subset of the domains on your Barracuda Message Archiver), set the role to Auditor and specify at least one domain. If no domains are specified, then all messages in the entire Barracuda Message Archiver are accessible. No auditor account has access to any system or network configuration information on the Barracuda Message Archiver.
- **IT Admin** – Able to modify system and network configuration settings, and has no access to policies. Able to view messages accessible to the LDAP user account, either because the username for the account is also that of the sender or recipient of a message. or because it has been given explicit access to view an email address via Alias Linking.
- **Admin** – Able to view all items from any user, not just those listed for the account. Also able to create and activate policies, and can make other system or network changes.

The assigned role can be changed at a later date from the **Users > Accounts** page, but only the last assigned role is active.

Add Local Users

Use the following steps to create a new user account:

1. Go to the **Users > User Add/Update** page.
2. Enter the user's email address and specify whether to use the email address as the account name.
3. Click **Populate** to retrieve all aliases associated with the LDAP for the entered email address; note that you must configure an LDAP server on the **Users > Directory Services** page to use this feature.
4. Enter the account password and select the user role for the account.
5. If you select the user role 'Auditor' enter the following additional details:
 - Enter a domain for which the auditor can view messages and other Outlook items, and click **Add**. Any messages that includes an email address in the listed domains in either the **From**, **To**, or **CC/Bcc** areas, or any items that belong to a user in the specified domains, display in search results. To allow the auditor to view all items from all domains, leave this field blank.
 - In the **Saved Search** drop-down menu, select a defined Saved-Search to automatically apply to all searches performed by this auditor. Note that the parameters in the Saved Search take precedence over any domain limitations that may be specified above, as well as over any attempts by the auditor to *Search As* any other account.

Add LDAP Users

For details on adding LDAP users, refer to the article [Adding LDAP Users](#).

Edit Users

Use the following steps to modify user settings:

1. Go to the **Users > Accounts** page.
 1. Click **Delete** to remove an account.
 2. Click **Edit** to modify the user.
2. Update the user settings, and click **Save**.

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