Installing and Configuring Barracuda Archive Search for Outlook

https://campus.barracuda.com/doc/2490421/

If you are using Windows Defender Antivirus, you must disable the **Block Office applications from creating child processes** policy to use Archive Search for Outlook.

This article refers to the Barracuda Message Archiver firmware 5.2 or higher, and Barracuda Archive Search for Outlook version 5.2 or higher. 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.

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

If your Archive Search for Outlook was deployed via GPO, you cannot manually upgrade the tool. The upgrade must be deployed in the same manner as the original GPO software deployment.

To test an update before deployment, use one of the following methods:

- Exempt a domain-joined workstation from the software deployment policy, that is, use GPO to uninstall the previous version before installing the new version; or
- Test the upgrade on a machine that is not joined to the domain such as a laptop or virtual machine.

Secure Connectivity

Archive Search for Outlook requires secure (HTTPS) connectivity to the Barracuda Message Archiver. If an insecure (HTTP) connection is attempted the tool is redirected to use *https:* with the configured secure port (the default port is 443). The URI scheme automatically uses HTTPS. You can enter just the Barracuda Message Archiver hostname or IP address and optional port.

Message Archive and Search

For Search and Archive options, refer to [How to Search and Archive Messages Using Barracuda Archive Search for Outlook](#).

Archive Search for Outlook allows you to perform various functions with messages that are stored on your organization's Barracuda Message Archiver, including:

- Synchronization of your archived folders with Outlook
- Search for archived messages and other Microsoft Outlook data, such as Contacts
- View and interact with (forward, reply to, etc.) all of your archived Outlook items
- Access stubbed attachments
- Archive messages

These functions are available directly from within Outlook, allowing transparent access to your messages and attachments, all with no browser interaction required. All that is needed is a network connection to your organization's mail server and to the Barracuda Message Archiver.

Locale

The language for Archive Search for Outlook options is determined by your Microsoft Office installation locale; supported languages include:

- DE-German
- US-English
- ES-Spanish (Continental)
- FR-French
- IT-Italian
- JP-Japanese
- NL-Dutch
- PL-Polish
- CN-Chinese

Installation

As the Barracuda Message Archiver administrator, you can deploy Archive Search for Outlook for both 32- and 64-bit versions of Outlook. For more information, refer to the [Barracuda Archive Search for Outlook Deployment Guide](#).

> **Important**
>
> If your organization configures local users on the Barracuda Message Archiver, each user receives a Barracuda Message Archiver User Rollout email. If the login credentials differ from your email address, use the account information provided in the Rollout email to log into the system.

Individual users can install the Outlook in the following way:

- **Barracuda Archive Search for Outlook Installer** – Go to the **USERS > Client Downloads** page, and click **Download Now** to download an executable for installing the tool on a system to enable access to the Barracuda Message Archiver directly from inside either a 32- or 64-bit version of Outlook.

Install Barracuda Archive Search for Outlook

> Before installing the tool, you must close Outlook.

1. Log into the Barracuda Message Archiver.
   1. If you are an administrator, navigate to the **USERS > Client Downloads** page, and click **Download Now** to the right of the installer name to download the executable file to your local system.
   2. If you are a user, navigate to the **BASIC > Client Downloads** page, and click **Download Now** to the right of the installer name to download the executable file to your local system.
2. Run the .**exe** file to launch the Barracuda Archive Search for Outlook Setup Wizard.
3. Follow the onscreen instructions to install Archive Search for Outlook.

Configure Archive Search for Outlook

1. Log into Outlook, and go to **File > Barracuda Networks**:
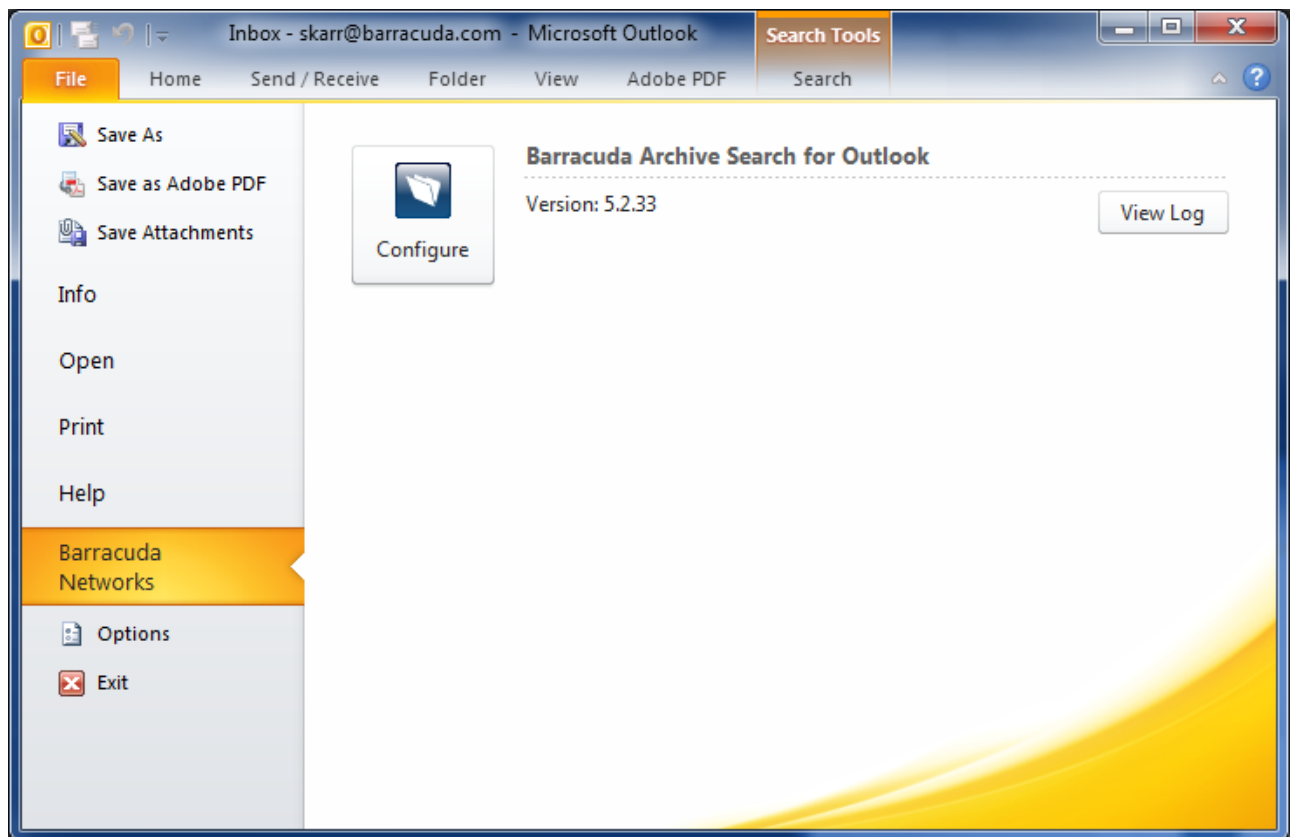
2. Click **Configure**. The configuration dialog box displays:
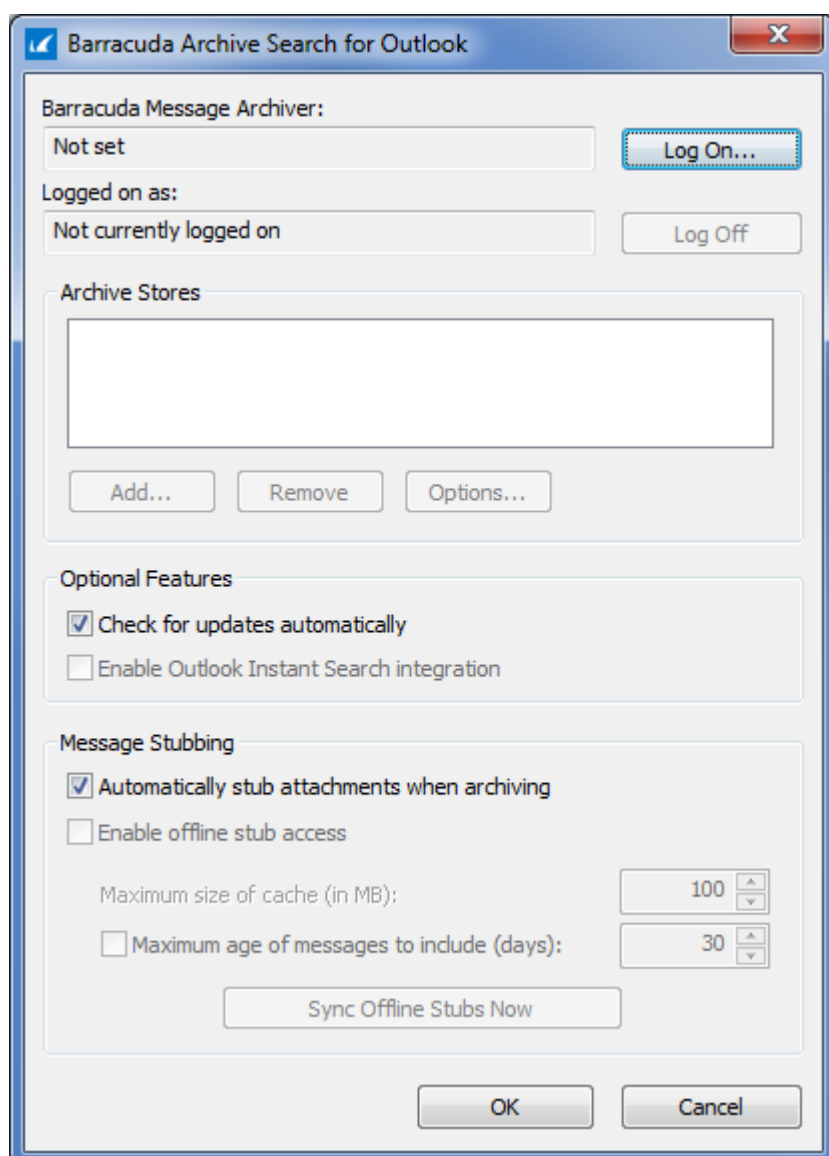
3. Click **Log On**. In the dialog box, select **Barracuda Message Archiver**, and enter your Barracuda Message Archiver URI, for example: `https://archiver.company.com:443`
4. Enter your **Email Address** and associated domain (LDAP) **Password**:
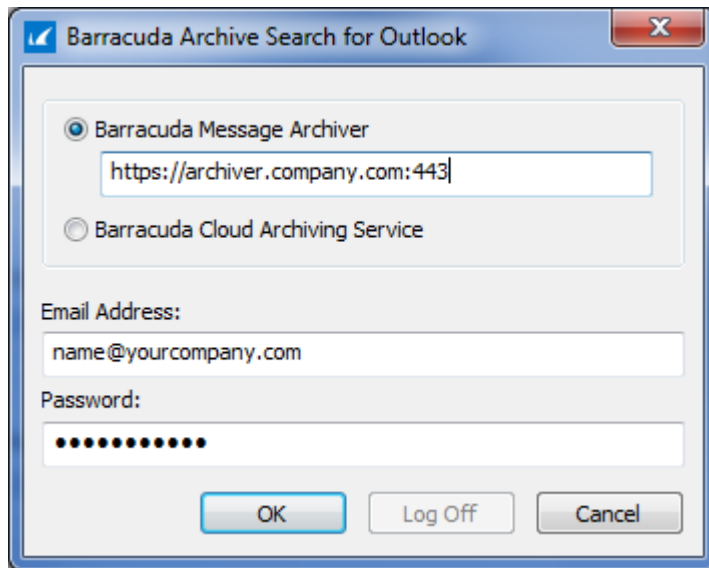
5. Click **OK**.
6. In the **Archive Stores** section, click **Add** to retrieve Archive stores (Mailboxes) you have access to; once retrieved, the **Mailbox Sync Options** dialog box displays. Specify the desired synchronization settings:
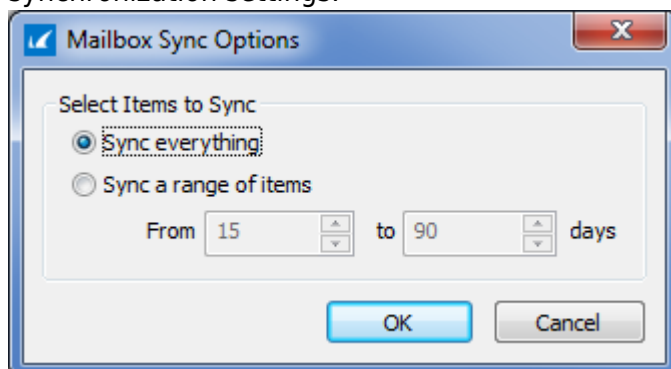

   Specify the number of days in the **Sync a range of items** field to govern how often messages are deleted and the period of time messages are stored. Messages older than this value are deleted, and messages newer than this value are synchronized and saved. Set this value to a lower number to reduce synchronization time and reduce the size of the store.
7. Click **OK**.
   To remove an Archive Store, click on the Archive Store, and click **Remove**. To modify synchronization settings for an Archive Store, click on the Archive Store, and click **Options** to open the **Mailbox Sync Options** dialog box.
8. In the **Optional Features** section, select the options you want to enable:
   1. Select **Check for updates automatically** to automatically update Archive Search for Outlook.
   2. Select **Enable Outlook Instant Search integration** to search in your Outlook search box based on **All Mailboxes** or **All Outlook Items**.
      See How to Use Instant Search for more information.
9. In the **Message Stubbing** section, specify message stubbing options:
   1. Select **Automatically stub attachments when archiving** to allow all messages containing attachments to be stubbed when an email is manually archived through

Archive Search for Outlook **Archive** (Archive) icon.
2. Select **Enable offline access** to store a copy of stubbed attachments locally on your system. Specify the associated options:
    1. **Maximum size of cache (in MB)** – Select maximum amount of disk space, specified in megabytes (MB), on your local computer to use for caching stubbed attachments
    2. **Maximum age of messages to include (days)** – Select the maximum age (number of days) of mail to be copied to the local workstation's stub cache
    3. **Synch Offline Stubs Now** – Click to initiate a connection to the Barracuda Message Archiver to update your local cache of stubbed messages immediately instead of waiting for the next scheduled synchronization
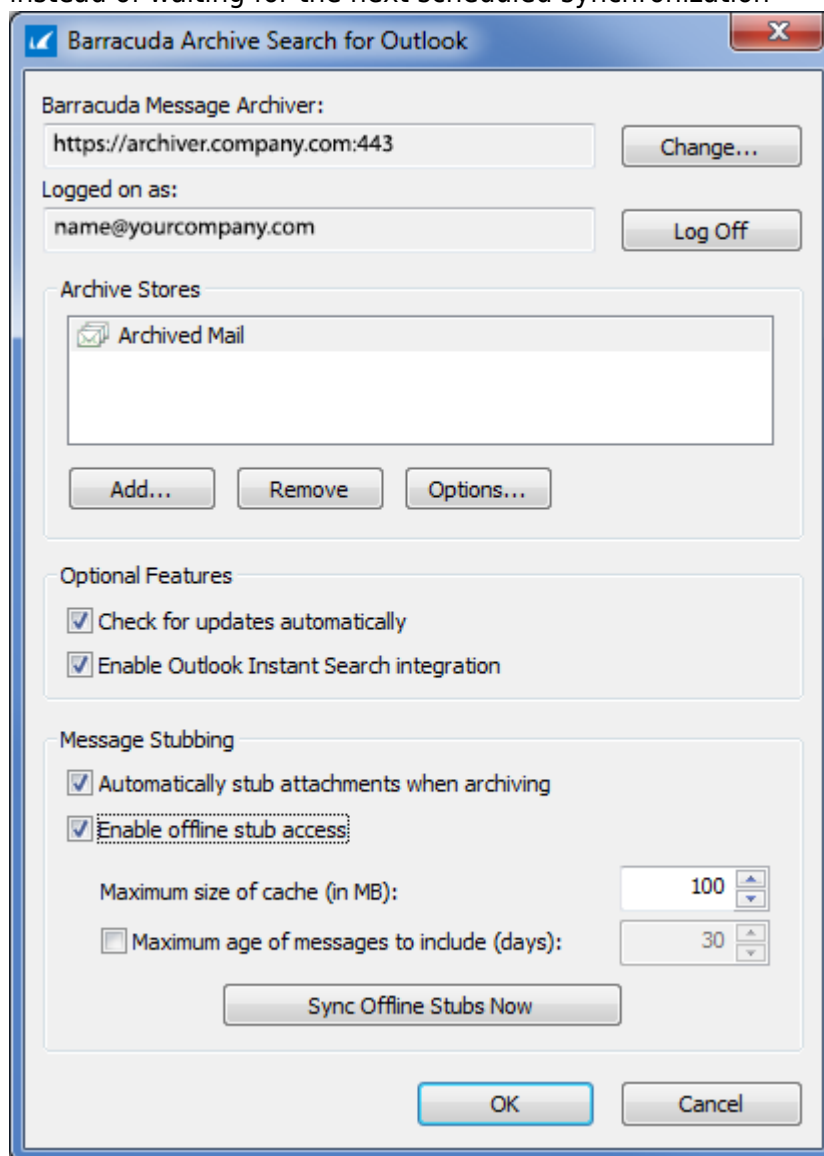
10. Click **OK** to complete the configuration.

Once you complete the configuration, Outlook automatically remembers your login credentials and there is no need to enter this information again. If you forget your password or are unable to access

Archive Search for Outlook, contact your system administrator.

Change the URI (Location)

If you need to change the location of your Barracuda Message Archiver, first contact your system administrator for the correct URI, and then use the following steps.

1. Log in to Outlook, and go to **File** > **Barracuda Networks**.
   In the **Barracuda Message Archiver Options** dialog box, click **Change** to display the dialog box:
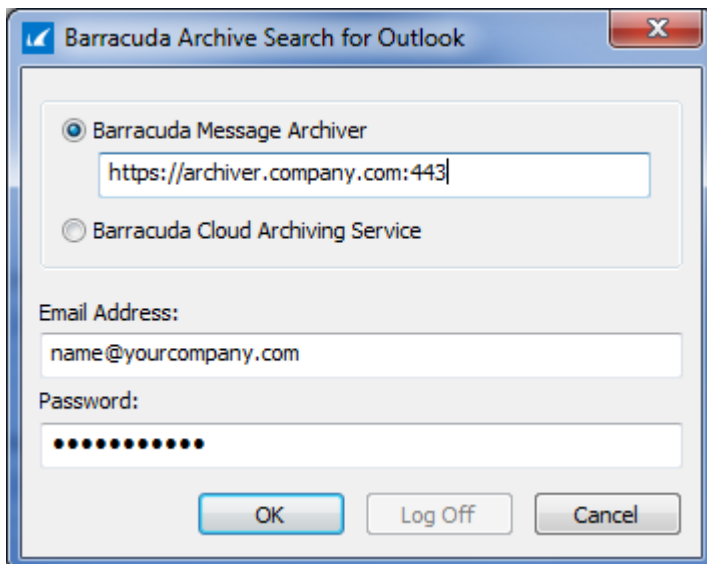
2. Replace the Barracuda Message Archiver URI with the new location provided by your system administrator, for example: `https://archiver.newcompanyname.com:443`
3. If your email address or password has changed, enter your email address and password in the associated fields.

   If you received a Barracuda Message Archiver User Rollout email, enter the credentials provided in the email.
4. Click **OK**. Outlook automatically remembers your login credentials.

Attachment and Whole-Message Stubbing

Message stubbing options are defined by the Barracuda Message Archiver administrator on the **MAIL SOURCES > Exchange Integration** page.

To require users to log in to the Barracuda Message Archiver web interface to open an attachment from a stubbed message, go to the **USERS > Client Downloads** page, and in the

> **Client Access** section, set **Require Login to View Mail** to **Yes**. Click **Save** at the top of the page to save your setting.

When a message *attachment* is stubbed, the attachment is removed from the message and is replaced with an attachment indicator and a link to the preserved attachment:

> This message's contents have been archived by the Barracuda Message Archiver.
> image01.jpg (52.3K)

When an *entire* message is stubbed, the message body is replaced with a text excerpt and contains a link to the original message:

> This message's contents have been archived by the Barracuda Message Archiver. To view the original message, click here.
> barracuda.zip (2.7M)

Message Stubbing Options

Use the **Barracuda Message Archiver Options** dialog box to specify message stubbing options.

Automatically Stub Attachments when Archiving

This option allows all messages containing attachments to be stubbed when a user manually archives an email through Archive Search for Outlook **Archive** (Archive) icon. All attachments are still accessible directly from within the actual message; the only difference is that the attachment itself is stored on the Barracuda Message Archiver instead of your organization's Outlook server. Click on the attachment name to view and download the attachment directly from the Barracuda Message Archiver to your local system.

Enable Caching of Stubbed Messages for Offline Access

This option allows a copy of stubbed attachments to be stored locally on your system. This allows you to retrieve the attachment when you do not have direct access to the Barracuda Message Archiver.

Maximum Age of Messages to Include (Days)

Maximum age (number of days) of mail that will be copied to the local workstation's stub cache.

Maximum Size of Cache (in MB)

Use this option to specify the maximum amount of disk space, specified in megabytes (MB), on your local computer to use for caching stubbed attachments. When the cache is full, the oldest items in the cache are removed from your local system in order until there is enough space for the newest items.

Note that these attachments are still stored on, and accessible from, the Barracuda Message Archiver.

Synchronize Cache Now

When selected, initiates a connection to the Barracuda Message Archiver to update your local cache of stubbed messages immediately instead of waiting for the next scheduled synchronization (as determined by your system administrator).

For example, if you are accustomed to downloading your messages from your mail server before leaving on a road trip, you can synchronize your cache immediately to ensure that any attachments associated with your messages can always be retrieved.

> **Important**
> You can click **Synchronize cache now** to verify connectivity to the **Barracuda Message Archiver**.

Restore Stubbed Content to Microsoft Exchange

To restore stubbed content to your Microsoft Exchange Server, click the **Restore** (Restore) icon in the Outlook toolbar. When clicked, the selected stub content is restored to the Exchange Server and persists on the Server for 30 days.

Folder Synchronization

When items are syncing, a system tray icon displays until synchronization is complete. When synchronization is successful and is scheduled, there is no notification and no further action is needed. However, if a problem is encountered, or if the user clicks the **Sync Archive Stores** (Sync Archive Stores) icon on the toolbar, a tooltip displays additional information.

Store synchronization occurs when either the user clicks the **Sync Archive Stores** Sync Archive Stores () icon, after nightly synchronization jobs are complete, or shortly after Outlook is started.

Manual Folder Content Synchronization

To manually synchronize all folder content on the Barracuda Message Archiver, click the **Sync**

Archive Stores (Sync Archive Stores) icon in the Outlook toolbar.

Figures