

## Global User Saved Search Filter

<https://campus.barracuda.com/doc/27460548/>

This article refers to [Barracuda Message Archiver Legacy Release](#) firmware or higher.

Use Global User Saved Search filter to pre-filter all results before they are displayed to the end-user. For example, the Administrator can restrict all users to only view emails with the term "Confidential Financials" in the subject. This filter is global, applying to all user sessions.

Use the following steps to specify a Saved Search to automatically filter search results for all accounts with the role **User**.

1. Log in to the web interface, and go to the **BASIC > Search** page.
2. Click **Advanced**, enter the desired search criteria, and click **Save Search**.
3. Go to the **BASIC > Administration** page, and in the **Search Page Settings** section, select the desired Saved Search from the drop-down menu.
4. Click **Save**. The specified saved search is added to every user's default search filter.

© Barracuda Networks Inc., 2024 The information contained within this document is confidential and proprietary to Barracuda Networks Inc. No portion of this document may be copied, distributed, publicized or used for other than internal documentary purposes without the written consent of an official representative of Barracuda Networks Inc. All specifications are subject to change without notice. Barracuda Networks Inc. assumes no responsibility for any inaccuracies in this document. Barracuda Networks Inc. reserves the right to change, modify, transfer, or otherwise revise this publication without notice.