

## How to Assign and Unassign PST Files

<https://campus.barracuda.com/doc/4008/>

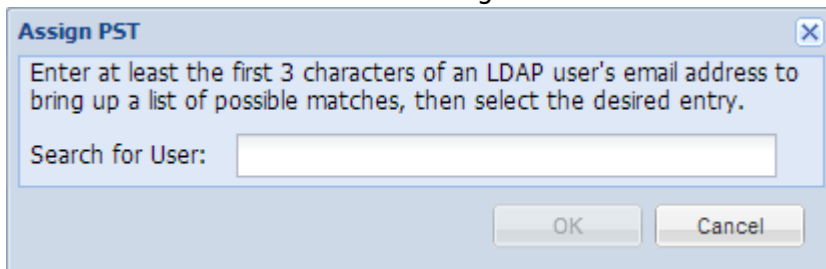
This article refers to the Barracuda Message Archiver firmware version 5.1.1 or higher.

All imported PST files must be manually assigned to an account before its contents can be accessed by that account. Only one account can be assigned to every PST file, but multiple PST files can be assigned to any account.

### Assign a PST File

Use the following steps to assign a PST file to an LDAP user and make the contents searchable from within the web interface:

1. Log in to the web interface, go to the **BASIC > Search** page, and click the **PSTs & Tags** tab.
2. Expand **PSTs**, and then expand the **Unassigned PSTs** folder.
3. Right-click on a PST file, and click **Assign PST**.
4. In the **Assign PST** dialog box, enter the first few characters of either the username or the email address of the user to which to assign the PST file:



5. As you type in the user field, matching users display in a drop-down list. Select the user to which to assign the PST file, and click **OK**.

The list of users populates based on your LDAP directory; you can only assign a PST file to a user found in the list.

6. The PST file now displays in the **Assigned PSTs** folder under the selected user name.

You can also assign a PST file by dragging it to a specific user listed in the **Assigned PSTs** folder.

Once a PST file is assigned to a user, the user can select and search PST folders and search inside PST files one at a time.

## Unassign a PST File

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To unassign a PST file, complete either of the following actions:

- Right-click the PST file and click **Unassign PST**; the PST displays in the **Unassigned PSTs** folder
- Click and drag the PST file to the **Unassigned PSTs** folder

## Figures

### 1. assign\_pst.png

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