

Policy Schedules

<https://campus.barracuda.com/doc/42044107/>

This article refers to the Barracuda PST Enterprise version 3.1 or higher.

For information on bulk schedule upload, see *Import Scheduling* in the article [Global Configuration](#).

You can set a schedule for each PST on the **Assign Policy** dialog in the **Assigned PSTs** page. Define the processing start and end date, as well as the start and end time. When the PST Enterprise Client considers processing a PST, it does not start if the current time is before the scheduling start time for the PST or after its end time.

To set the schedule,

1. Go to the **Assign PSTs** page. If you want to assign a policy to a set of PSTs, select one or more PSTs in the table.
2. Click **Assign Policy**. In the dialog box, select the policy from the drop-down menu.
3. Click **Start the policy at a schedule time**, and then set the **Start** and **End** dates and times:

Assign Policy

Select a policy from the list below and click a button to assign it either to selected PSTs or to all PSTs shown in the grid.

Delete messages more than 3 years old

Start the policy as soon as the PSTEnterpriseClient next runs

Start the policy at a scheduled time:

Start: End:

March 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Time 12:00

Hour

Minute

4. Click **Assign to selected PSTs** to assign to only those PSTs currently selected in the table, or click **Assign to all PSTs** to assign the policy to all PSTs currently shown in the table.
5. The schedule is added to the selected PSTs, and the start and end dates and times display in the **Schedule Start/Schedule End** columns in the table.

Figures

1. schedule.png

© 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.