

How to Add a Public Folder to the Public Folder Manager

https://campus.barracuda.com/doc/42048321/

ArchiveOne can process and examine Public Folder content using the rules-based engine by creating policies. Note that public folder archiving is not supported for public folders hosted in Office 365.

Use the following steps to add Public Folders to the Public Folder Manager in order to assign archiving policies to them:

1. Open the ArchiveOne Admin console, right-click **Public Folder Manager**, and click **Add Folder**.



2. In the **Browse Folders** window, click on the public folder you want to add:



Browse Folders	×		
Select the folder which you want to search			
All Dublic Foldove	_		
HelpDesk			
E - IT ⊕- IT ⊕- Marketing			
OK Create folder			
Cancel Help			
Click OK . The Public Folders Properties of	dialog	box disp	la
Public Folder Properties		×	
Folder: \HR\Payroll			
🔽 Enabled for processing (ie can be selected for processing	ng by a	policy)	
⊢Permissions to search			
 Any users can search into the archive 			
Only selected users can search into the archive			
List of users that can search into the archive			
Add			
Even if you grant a user rights to search into the archiv folder, the actual permissions on the Public Folder may user rights to view the results.	ve of thi deny th	is ne	
Repository			
Which repository do you want folder data to be archived	d to?		
If folder has been archived then data already archived w moved.	will not b	De	
Repository Year_2011		-	
OK Cancel		Help	

4. Set permissions and select the repository:



- 1. Select Enabled for processing.
- 2. Click the appropriate permissions.
- 3. Select the repository where archived data is to be stored from this Public Folder by default. Note that you can override the repository through your <u>policy</u> if required.
- 5. Click **OK** to save your settings.
- 6. The public folder is now listed under the **Public Folder Manager** in the ArchiveOne Admin console.

Barracuda ArchiveOne



Figures

- 1. add_folder.png
- 2. browse_folders.png
- 3. public_folder_properties.png

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