Searching Archived Content

https://campus.barracuda.com/doc/42048367/

As an administrator, you can search archives using ArchiveOne Admin. As a user, you can use the Search and Retrieval Website to search your mail archive. Log into a PC (the same or a different one) as one of the users you have just archived, and in Outlook click the **Search Archive** folder; a search form from the Search and Retrieval Website displays. Use the form to search into the archive for an item you know is there.

- If your installation is configured to use Outlook Web Access (OWA), you can view the messages you have found in the archive. If not, you can still retrieve them to the **Retrieved items** folder in your mailbox and view them with Outlook. The Quick Link client does not change the behavior of the Search and Retrieval Website.
- You can configure any given user as allowed to search into the archive of a given mailbox – by default, each mailbox can only be searched by its owner. See Mailbox Manager Node. You may need to log back in using your original user credentials to use ArchiveOne Admin.
- Configure a user as allowed to search into one of the archived mailboxes, then log into a PC as that user and use a web browser to go to the Search and Retrieval Website using the Search and Retrieval Website URL. You should be able to select to search into the archive of one of the mailboxes, in the same way did when you clicked on the **Search** folder in Outlook. You can return to the policy definition and choose different criteria and actions for your policy. Try experimenting with different options.
- Try creating a policy that archives from a PST file. Once it runs, you should be able to see PST file by clicking on the Coupled PSTs node.

In this Section

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