

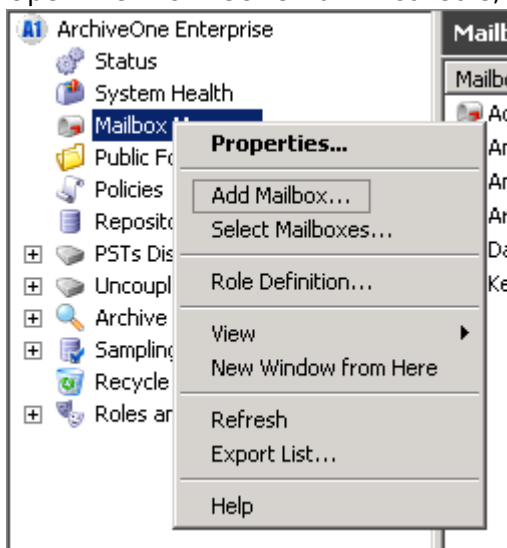
## How to Add Users to Mailbox Manager

<https://campus.barracuda.com/doc/42048769/>

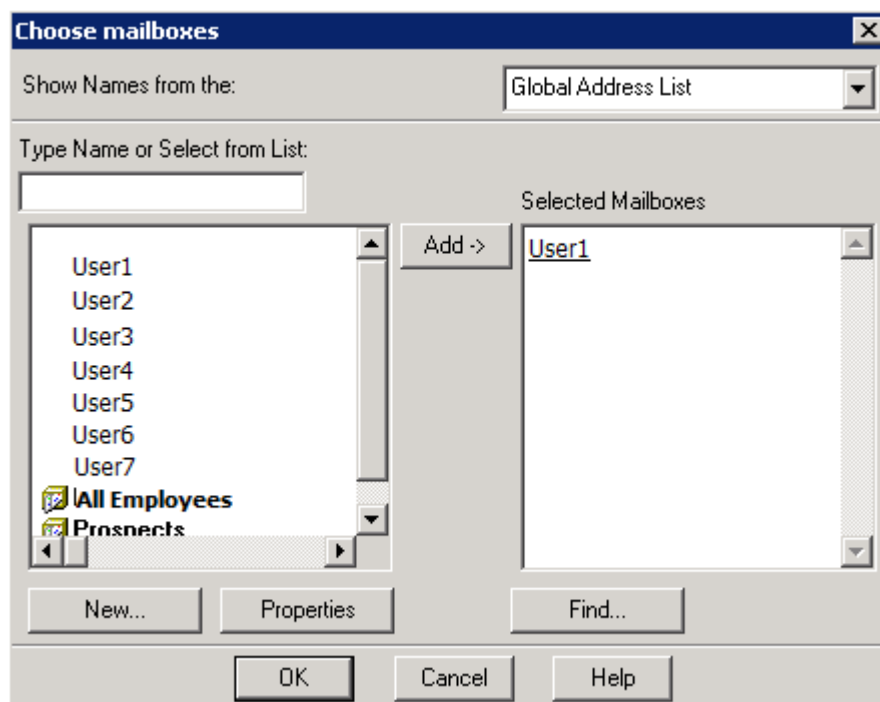
In order to run a policy against users to archive email, you must first add the users to the Mailbox Manager. Once users are added, you can create policies to carry out actions against the defined users' mailboxes. Once a [policy](#) runs against a user, the [Search Archive](#) folder is created in a user's mailbox. This allows the user to easily access the [Search Archive website](#) to search and browse their archived data.

To add users to the Mailbox Manager,

1. Open the ArchiveOne Admin console, right-click **Mailbox Manager**, and click **Add Mailbox**:



2. The **Choose mailboxes** dialog box displays the Global Address List (GAL):



3. Click on a user in the left pane, or use **Ctrl-** or **Shift-**click to select multiple users, and click **Add** to add the user to the **Selected Mailboxes** list.
4. Once you select all of the required mailboxes, click **OK** to save your settings. The users are added to the Mailbox Manager list.
5. You can now create policies to apply to these mailboxes.

## Figures

1. AddMailbox.png
2. GAL.png

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