

## Message Actions - Users

<https://campus.barracuda.com/doc/42048875/>

This article refers to the Barracuda Message Archiver firmware version 5.0 or higher.

The Barracuda Message Archiver allows you to easily collect messages for exporting or forwarding, and to add tags to messages for future re-identification if desired.

The system administrator can control whether any or all of these actions are available to users. Contact your administrator for more information

### Exporting Messages

Once a search is executed and the results are listed in the **BASIC > Search** page, you can choose to export one or more of these messages to a **.pst** or **.zip** file.

When exporting messages, the chunk size specifies how large a file will get before the Barracuda Message Archiver starts a new file to continue the export process. For example, if you export a 1GB file with an 800MB chunk size, the resulting files are one of 800MB and one of 200MB.

To export one or more messages, select the desired item(s) from the message list using **Shift-** or **Ctrl-**click to select multiple messages. Click on **Tools** located at the top of the message list, and click **Export Messages**. In the window select the desired action and export method. The desired messages are gathered into a single **.pst** or **.zip** file, and are available for download to your local system from the **Tasks** tab in the **BASIC > Search** page.

### Forwarding Messages

Once a search is executed and the results listed in the **BASIC > Search** page, you can specify one or more of these messages to be forwarded to a desired list of recipients.

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To forward one or more messages, select the desired item(s) from the message list using shift- or ctrl-click to select multiple messages. Click on **Tools** located at the top of the message list, and select the desired action. A pop-up dialog prompts you for the email addresses of those users that are to receive the selected messages; use semi-colons to separate multiple email addresses.

## Tagging Messages

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Tag messages to easily identify any messages for future use. Tags can be any text, and can be accessed only by the account that created them.

To tag one or more messages, execute a search in the **BASIC > Search** page, and select the desired item(s) from the message list using Shift- or Ctrl-click to select multiple messages. Click **Folders & Tags**, click on **Tools** located at the top of the message list, and select the desired Tag action. A pop-up dialog prompts you for the tag text. Tags can then be used as search criteria, allowing you to easily retrieve these messages at a later time.

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