

How to Add a Folder to User Mailboxes

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This article refers to the Barracuda ArchiveOne version 6.6 and higher, and Microsoft Exchange Server.

You can create custom folders in user Exchange mailboxes. For example, you may want to add an **Archive Now** folder to encourage users to proactively manage email.

To add a folder to a user mailboxes,

1. Open the ArchiveOne Admin console, right-click **Status**, and click **Configure**.
2. In the **Configure** dialog box, click the **Create Folder** tab.
3. Select **Create the specified folder in each enabled mailbox**.
4. In the **folder name** field, type the folder name you want to create, and then click **OK**.

The new folder is created under the mailbox root, i.e., at the same level as the Inbox folder. The folder is created the next time any policy processes the mailboxes.

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