

How to Create a Journal Policy

<https://campus.barracuda.com/doc/43221660/>

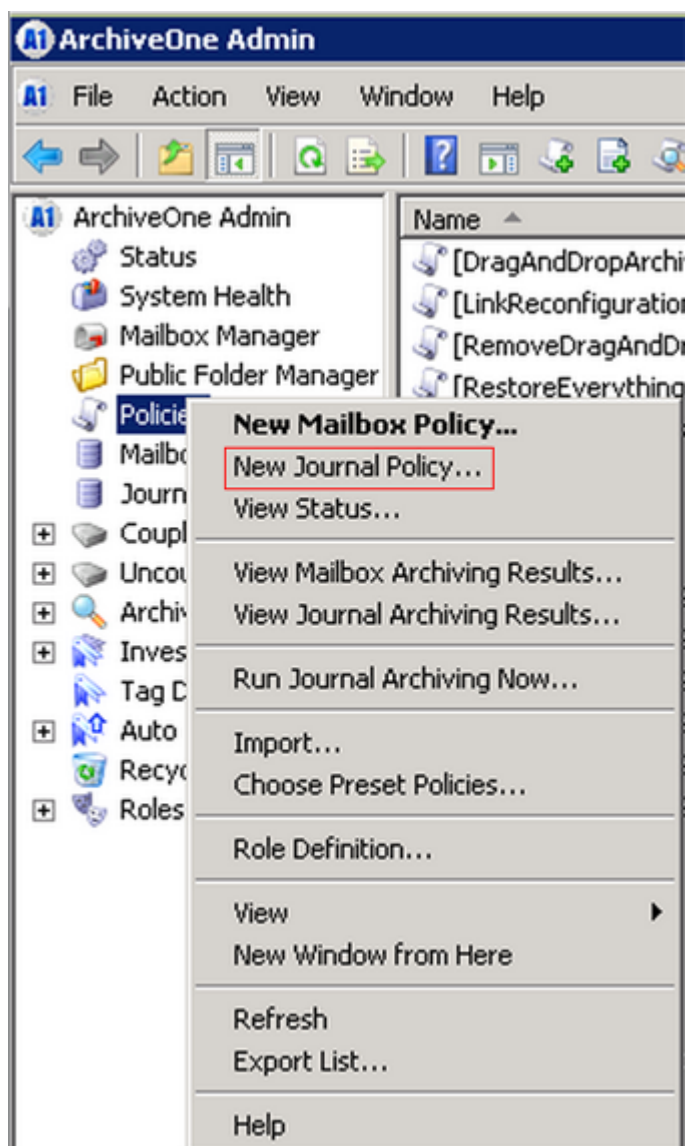
This article refers to Barracuda ArchiveOne version 6.6.0 or higher.

This article assumes you have [enabled journaling in Microsoft Exchange Journaling](#).

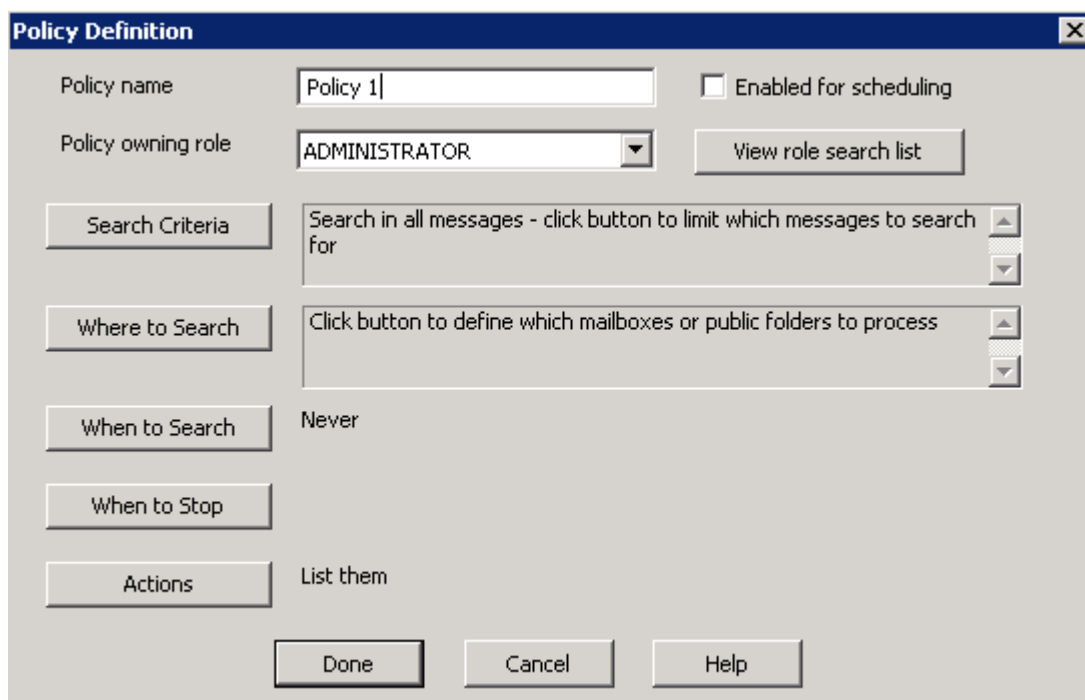
You must create a policy in ArchiveOne to use journal archiving. The only action allowed in a journal policy is to archive. This rule archives the data from the selected journal mailbox and deletes the original based on the defined default journal clean up behavior.

To create a journal archiving policy,

1. On the ArchiveOne Server, open the ArchiveOne Enterprise (Policy) Admin Console.
2. Right-click **Policies**, and then click **New Journal Policy**:



3. In the **Policy Definition** dialog box in the **Policy name** field, enter a name to identify the new policy:



Policy Definition

Policy name: Policy 1 ☐ Enabled for scheduling

Policy owning role: ADMINISTRATOR

Search Criteria: Search in all messages - click button to limit which messages to search for

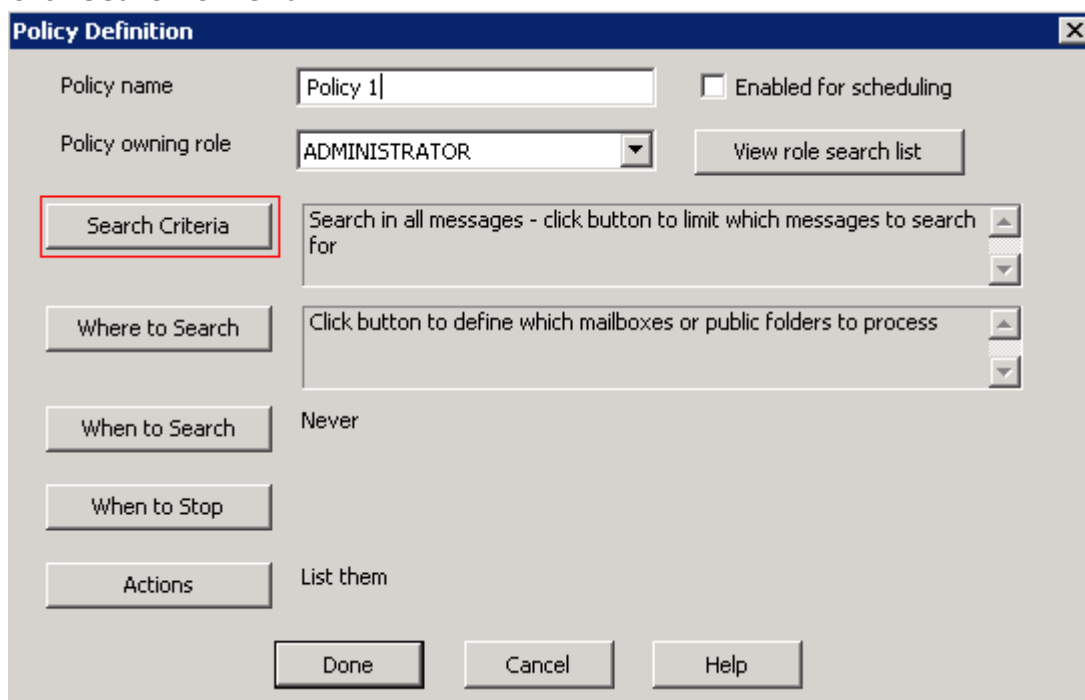
Where to Search: Click button to define which mailboxes or public folders to process

When to Search: Never

When to Stop

Actions: List them

4. Click **Search Criteria**:



Policy Definition

Policy name: Policy 1 ☐ Enabled for scheduling

Policy owning role: ADMINISTRATOR

Search Criteria: Search in all messages - click button to limit which messages to search for

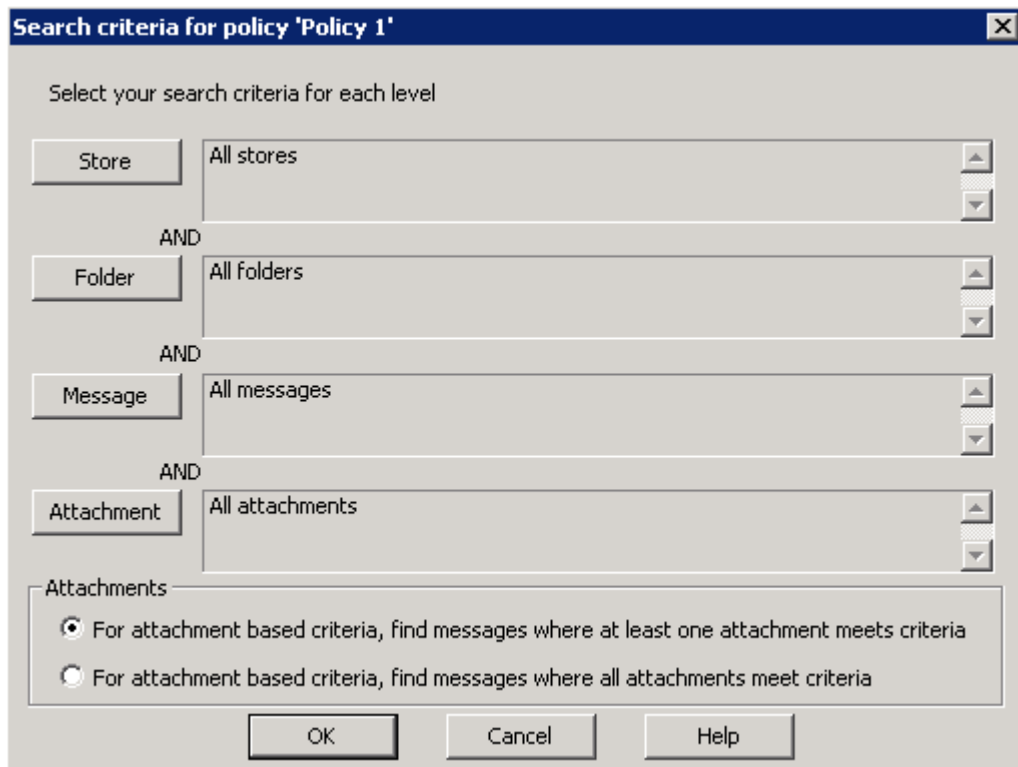
Where to Search: Click button to define which mailboxes or public folders to process

When to Search: Never

When to Stop

Actions: List them

5. Specify the search criteria for the policy in the **Search criteria for policy** dialog box:



Search criteria for policy 'Policy 1'

Select your search criteria for each level

Store All stores

AND

Folder All folders

AND

Message All messages

AND

Attachment All attachments

Attachments

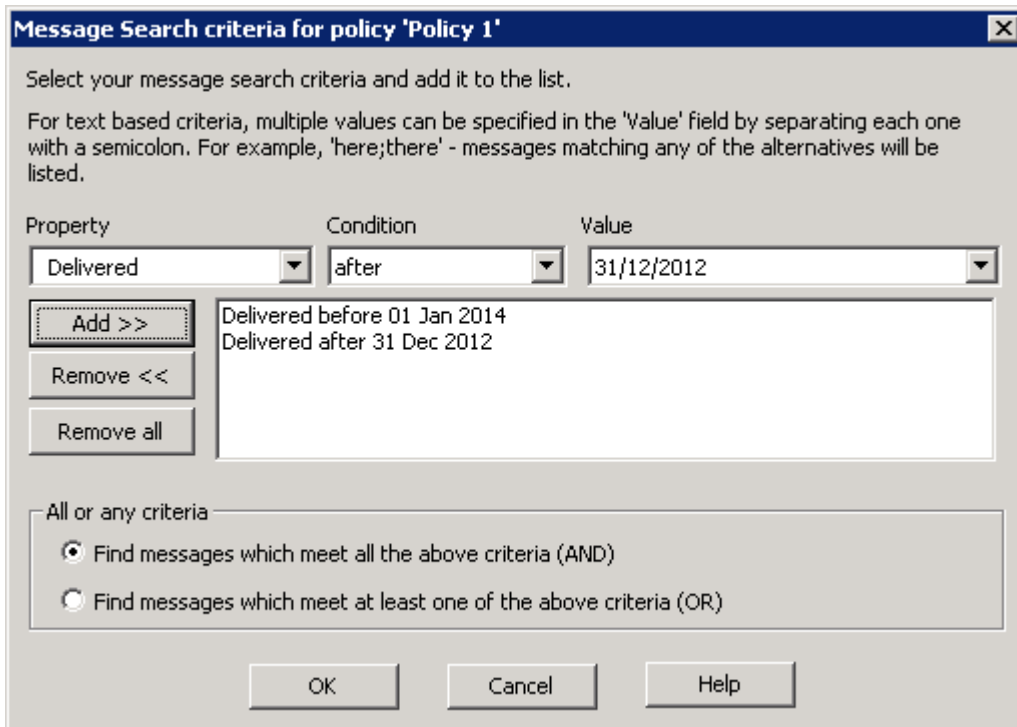
☒ For attachment based criteria, find messages where at least one attachment meets criteria

☐ For attachment based criteria, find messages where all attachments meet criteria

OK Cancel Help

- **Store** - Click to display criteria based on the mailbox store itself: mailbox name, mailbox size in MB or % of warn/send/receive limits, or total number of items.
- **Folder** - Click to display criteria based on folders: folder name/type/path, if replicated, or how many items it holds.
- **Message** - Click to display criteria based on messages: text in the subject and/or body, from, to, delivered, etc.
- **Attachment** - Click to display criteria based on attachments: file name, size in K, file date, last modified, or text within the document if the attachment has been indexed as well.

6. For example, click **Message** and select the search criteria:



Message Search criteria for policy 'Policy 1'

Select your message search criteria and add it to the list.

For text based criteria, multiple values can be specified in the 'Value' field by separating each one with a semicolon. For example, 'here;there' - messages matching any of the alternatives will be listed.

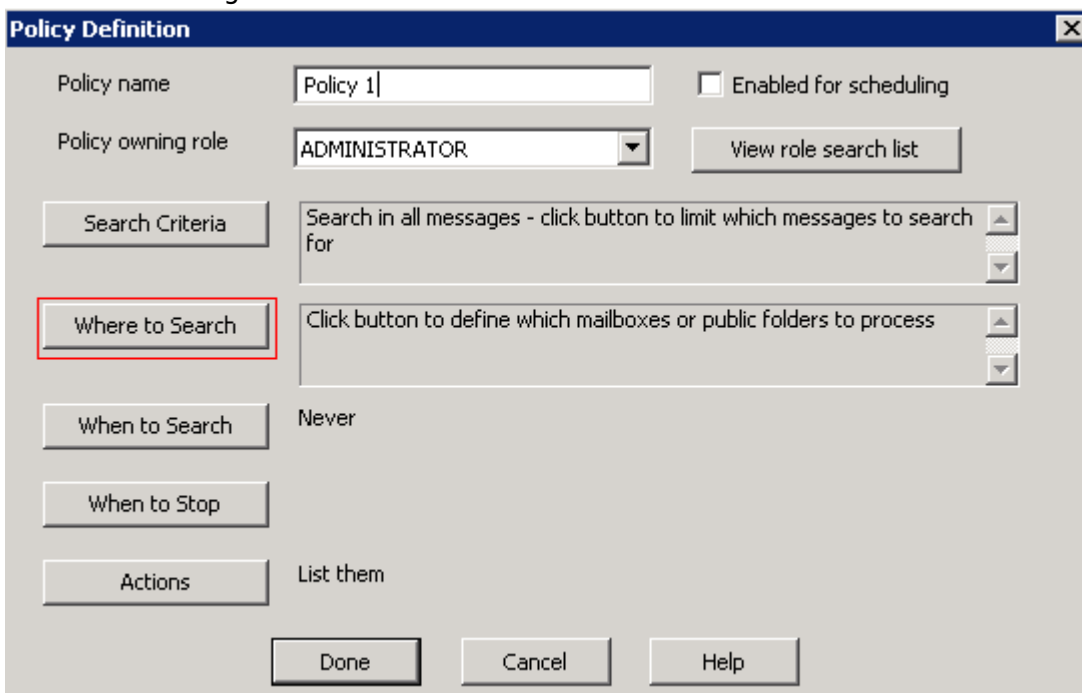
Property	Condition	Value
Delivered	after	31/12/2012

Delivered before 01 Jan 2014
 Delivered after 31 Dec 2012

All or any criteria

☒ Find messages which meet all the above criteria (AND)
☐ Find messages which meet at least one of the above criteria (OR)

- **Property** – Select the desired property of the message to search on such as who the message was 'To' or when it was 'Delivered'. Some of these are properties of the attachments, if any, to the message.
 - **Condition** – Select the range of conditions; options display based on the selected property (string or numeric).
 - **Value** – Select the value used to compare with the property's value.
7. Click **OK** to save your search criteria, and then click **OK** to return to the **Policy Definition** dialog box. Click **Where to Search**:



Policy Definition

Policy name: ☐ Enabled for scheduling

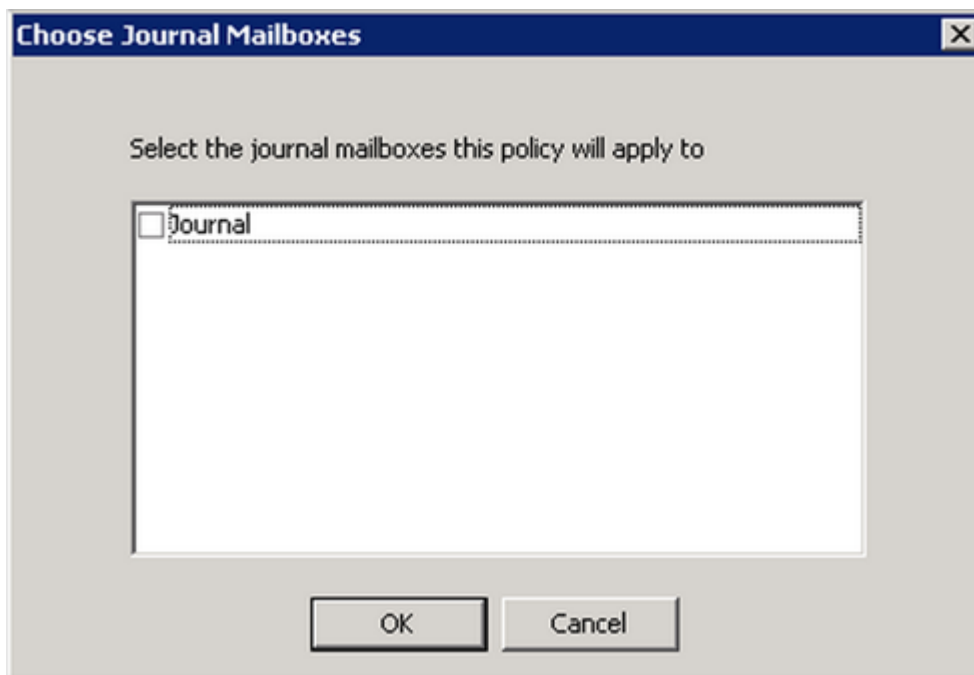
Policy owning role:

8. In the **Where to search for policy** dialog box, select **Selected mailboxes or dlists** to

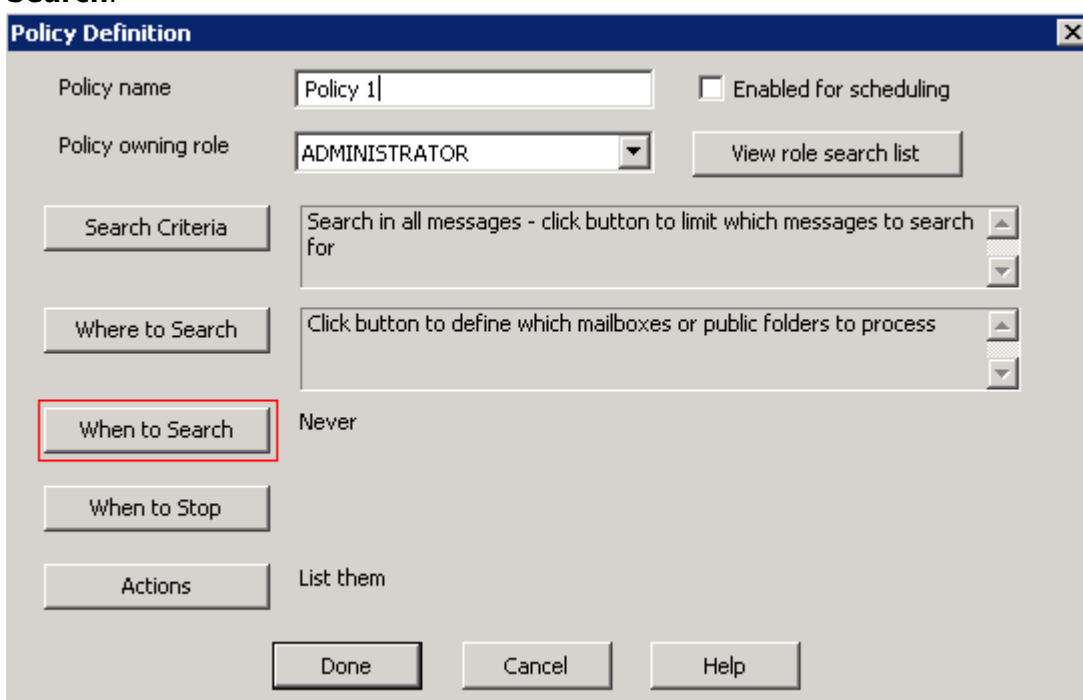
display your list of Journal Mailboxes, and then click **Browse**.

9. In the **Choose Journal Mailboxes** dialog box, select the journal mailbox you want to add to the policy; note that this dialog lists only mailboxes configured by Microsoft Exchange for journaling:

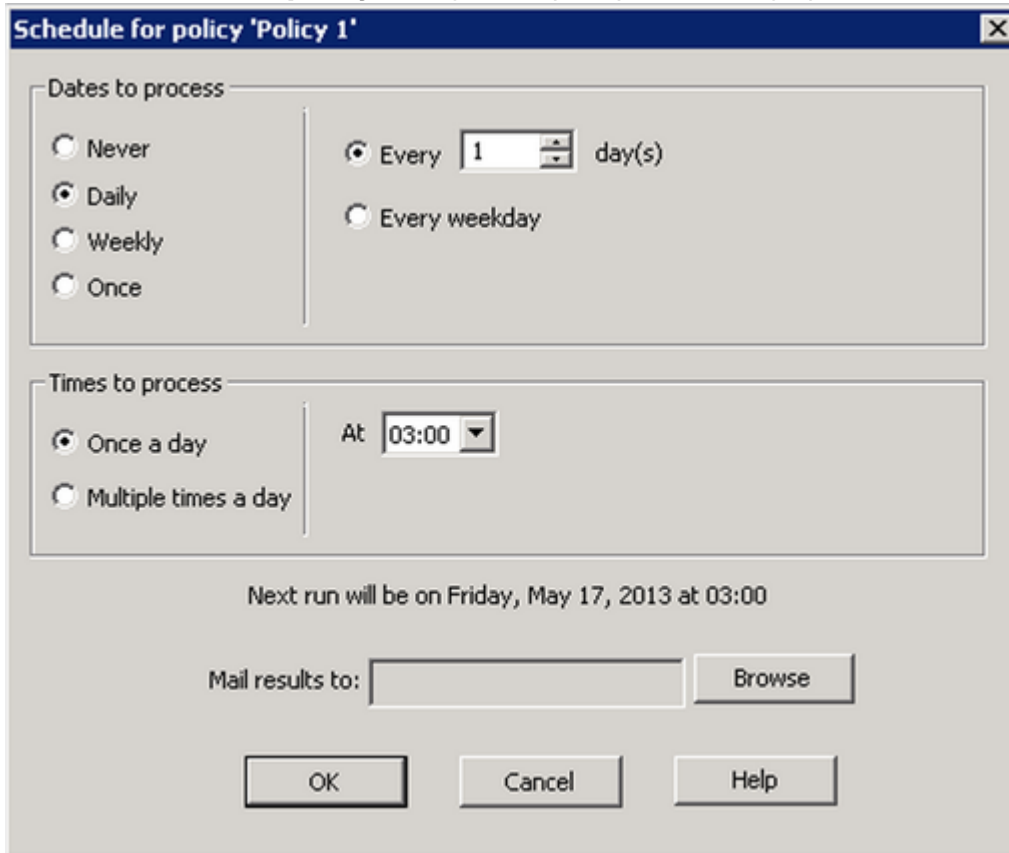
Note that the Journal mailbox must be unhidden from the Global Address List (GAL) so that the policy can be configured. Once completed, the journal mailbox can be hidden from the GAL again as ArchiveOne will have cached the mailbox details.



10. Click **OK** to save your settings and return to the **Policy Definition** dialog box. Click **When to Search**:



11. in the **Schedule for policy** dialog box, specify scheduling options:



The screenshot shows a dialog box titled "Schedule for policy 'Policy 1'". It has two main sections: "Dates to process" and "Times to process".

Dates to process:

- ☐ Never
- ☒ Daily
- ☐ Weekly
- ☐ Once

Times to process:

- ☒ Every 1 day(s)
- ☐ Every weekday

Times to process:

- ☒ Once a day
- ☐ Multiple times a day

At 03:00

Next run will be on Friday, May 17, 2013 at 03:00

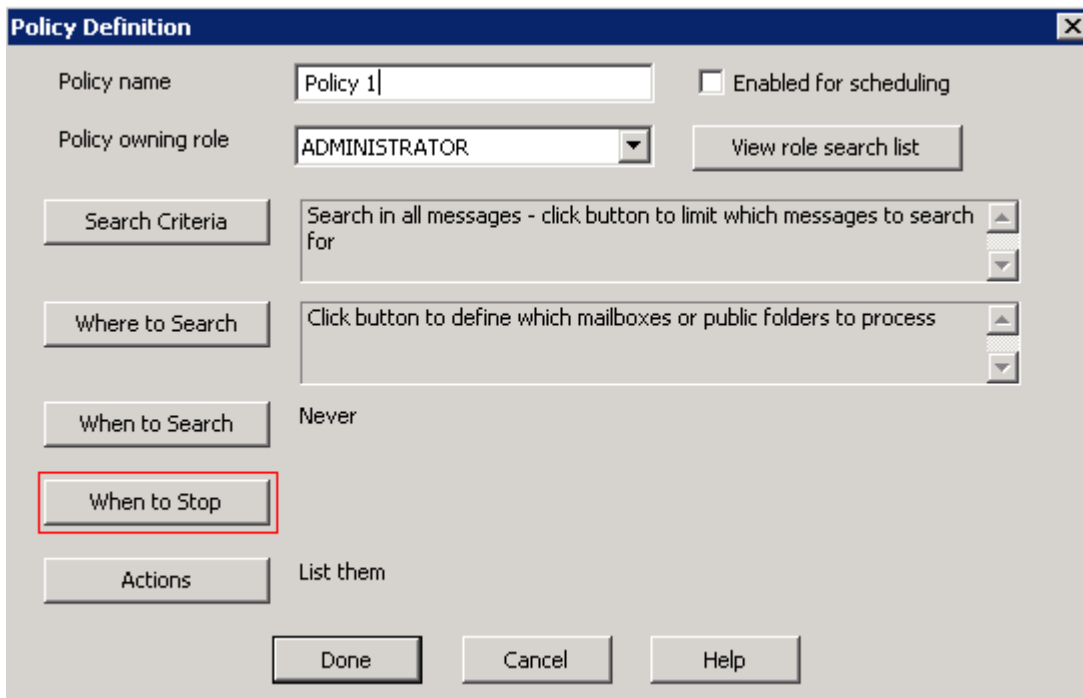
Mail results to:

◦ **Dates to process/Times to process:**

- **Never** – Default setting, no schedule is set.
- **Daily** – Set the schedule to run every *n* days (or every weekday), and at which time(s) to run the policy.
- **Weekly** – Set the schedule to run every *n* weeks on a set day(s) of the week, and at which time(s) to run the policy.
- **Once** – Set the schedule to run on a specific date, and at which time(s) to run the policy.

◦ **Mail results to** – Email the policy results to the selected mailbox.

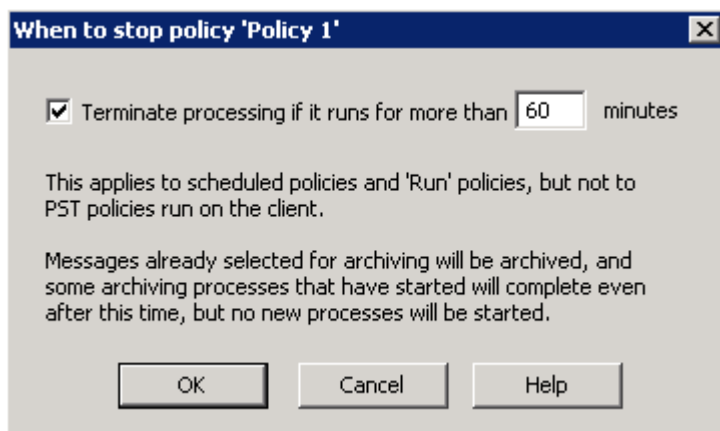
12. Click **OK** to save your settings and return to the **Policy Definition** dialog box. Click **When to Stop**:



The **Policy Definition** dialog box is shown. It contains the following fields and buttons:

- Policy name:** A text box containing "Policy 1".
- Policy owning role:** A dropdown menu showing "ADMINISTRATOR".
- Enabled for scheduling:** An unchecked checkbox.
- Search Criteria:** A button next to a text box containing "Search in all messages - click button to limit which messages to search for".
- Where to Search:** A button next to a text box containing "Click button to define which mailboxes or public folders to process".
- When to Search:** A button next to a text box containing "Never".
- When to Stop:** A button, which is highlighted with a red rectangle.
- Actions:** A button next to a text box containing "List them".
- Buttons:** "Done", "Cancel", and "Help" buttons at the bottom.

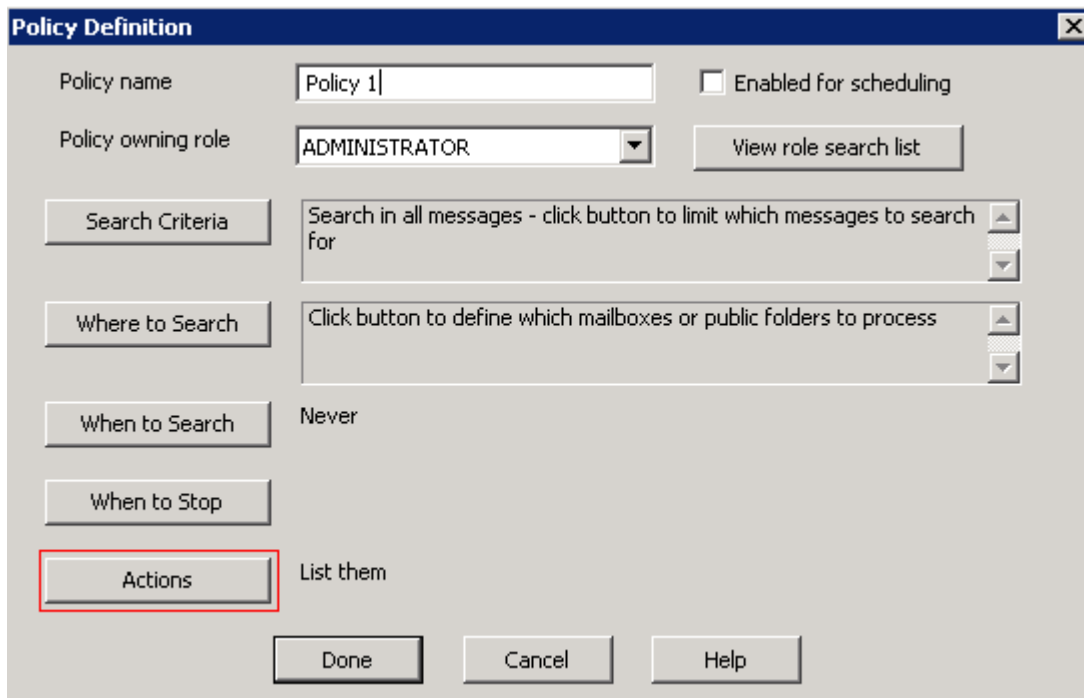
13. In the **When to stop policy** dialog box, select whether to stop the policy after a certain number of minutes:



The **When to stop policy 'Policy 1'** dialog box is shown. It contains the following fields and buttons:

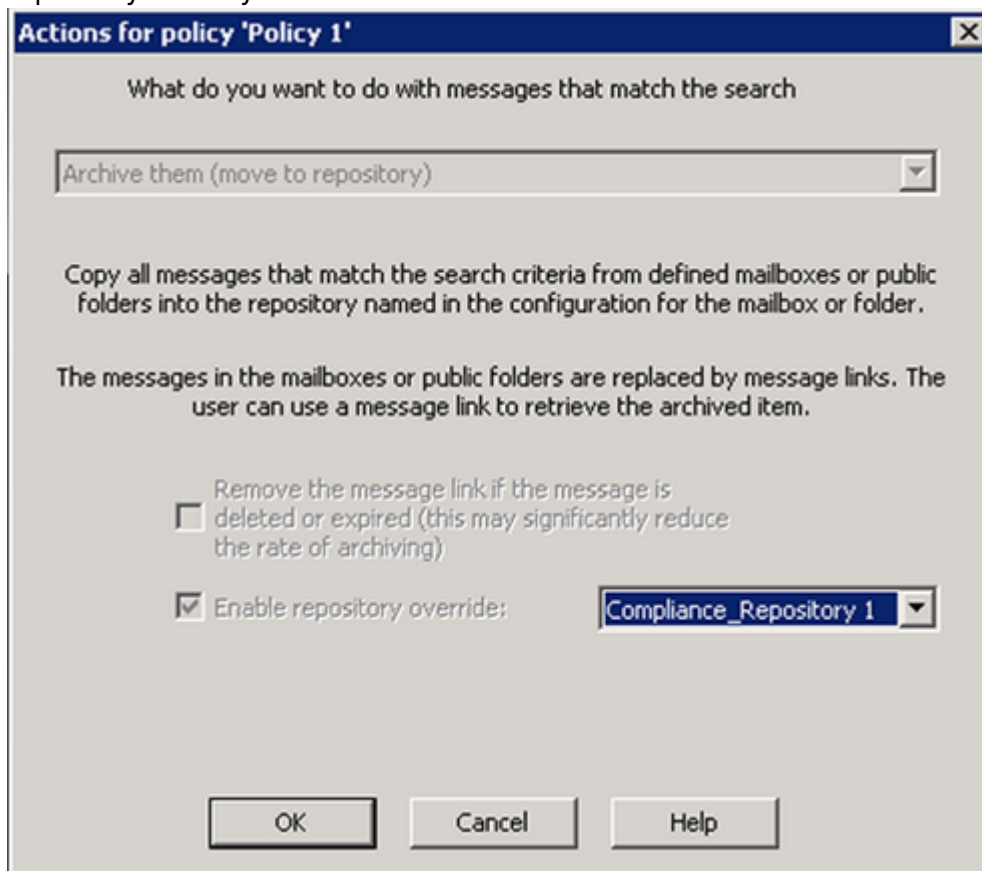
- Terminate processing if it runs for more than minutes:** A checked checkbox.
- Text:** "This applies to scheduled policies and 'Run' policies, but not to PST policies run on the client."
- Text:** "Messages already selected for archiving will be archived, and some archiving processes that have started will complete even after this time, but no new processes will be started."
- Buttons:** "OK", "Cancel", and "Help" buttons at the bottom.

- **Terminate processing if it runs for more than *n* minutes** – Turn on to stop the first phase of the policy run after it has been running for the specified amount of time. The second phase is not affected by this setting.
14. Click **OK** to save your settings and return to the **Policy Definition** dialog box. Click **Actions**:



The **Policy Definition** dialog box is shown. It has a title bar with a close button. The main area contains several sections: 'Policy name' with a text box containing 'Policy 1' and a checkbox 'Enabled for scheduling'; 'Policy owning role' with a dropdown menu showing 'ADMINISTRATOR' and a 'View role search list' button; 'Search Criteria' with a text box containing 'Search in all messages - click button to limit which messages to search for'; 'Where to Search' with a text box containing 'Click button to define which mailboxes or public folders to process'; 'When to Search' with a text box containing 'Never'; 'When to Stop' with a text box; and 'Actions' with a text box containing 'List them'. The 'Actions' section is highlighted with a red rectangle. At the bottom are 'Done', 'Cancel', and 'Help' buttons.

15. The **Actions for policy** dialog box displays the repository override options. select the repository where you want the data archived:



The **Actions for policy 'Policy 1'** dialog box is shown. It has a title bar with a close button. The main area contains: a text box with 'Archive them (move to repository)'; a paragraph: 'Copy all messages that match the search criteria from defined mailboxes or public folders into the repository named in the configuration for the mailbox or folder. The messages in the mailboxes or public folders are replaced by message links. The user can use a message link to retrieve the archived item.'; a checkbox 'Remove the message link if the message is deleted or expired (this may significantly reduce the rate of archiving)'; a checked checkbox 'Enable repository override:' with a dropdown menu showing 'Compliance_Repository 1'; and 'OK', 'Cancel', and 'Help' buttons at the bottom.

16. Click **OK** to save your settings, and then click **Done** in the **Policy Definition** dialog box to save your policy.

You can now wait until the scheduled time for your policy to run, or right-click the policy and select **Run** to begin running the policy immediately.

Figures

1. new_journal_policy.png
2. policy_def.png
3. click_search_criteria.png
4. search_criteria.png
5. policy1.png
6. click_where_to_search.png
7. choose_journal_mailbox.png
8. click_when_to_search.png
9. schedule_policy.png
10. click_when_to_stop.png
11. when_to_stop.png
12. click_actions.png
13. action.png

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