

## How to Create a Journal Repository

<https://campus.barracuda.com/doc/43221677/>

This article refers to the Barracuda ArchiveOne 6.6 and higher.

A journal repository stores data archived from a Microsoft Exchange journal mailbox, and cannot store data archived from end user mailboxes.

Before getting started, verify you have the following permissions:

- Proper file permissions on the server where the new repository is located;
- Proper user permissions to run ArchiveOne;
- ArchiveOne service account must have full control over the repository's parent directory.

Use the following steps to create a journal repository:

1. Create the parent directory for the repositories on your file system, for example, **C:\Repositories**. Note the following rules when creating the parent directory:
  - The ArchiveOne service account must have full control over the repository's parent directory.
  - Each repository consists of an **Index** location and a **Data** location. Both of these folders are usually stored within a single parent directory whose name corresponds with the repository name, for example, **C:\Repositories\Compliance\_Repository\_Year\_2015**.
  - Repositories must never share base directories, i.e., **Index/Data/Temp**.
2. Log in to the ArchiveOne Admin Console.
3. Right-click **Journal Repositories**, and then click **New Journal Repository**.
4. The **Repository Configuration Wizard** launches. Click **Next** in the initial page to proceed.
5. In the **Repository Name** page, enter a name to identify the repository, and then click **Next**.

### Best Practice

Enter a repository name relevant to the contained data, for example, **Journal\_Repository\_2014**.

6. In the **Storage manager** page, from the drop-down menu make your selection:
  - If you are using a specified device to hold archived data, select the appropriate [Storage Manager](#).
  - If you are using a local or mapped network drive, select **None**.
7. Click **Next**. In the **Index location** page, click **Browse** and navigate to and select the Index folder.

Barracuda Networks recommends using a local drive. For example, **C:\Repositories\Journal\_Repository\_Year\_2014\Index**.
8. Click **Next**. In the **Rate control** page, you can optionally select **Control archiving rate** to archive a set maximum amount of data at a time each time a policy runs. This can prevent overloading during high volume hours. This feature is recommended if you are using a Storage

Manager.

9. Click **Next**. In the **Retention** page, select a period of time to retain messages from the drop-down menu.
10. Click **Next**. The **Configuration Wizard** completion page displays once the repository is created. Click **Finish** to close the wizard.

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