
Legal Console

<https://campus.barracuda.com/doc/43222377/>

The **Legal Console** page allows an administrator or compliance officer to search archived data, preview found messages, and export a summary or export selected messages to a PST file. Run a basic search based on a word or phrase, or click **Advanced Search** to run a complex search query based on multiple criteria, for example, key words, date ranges, and attachments. By default all journal repositories are searched, however, you can specify whether to include mailbox and journal archives. You can also select and label messages with tags for easy review and retrieval.

Once search results are returned, you can export a summary, export all or selected results to a PST file, and change tags for all or selected results.

Admin Search

Use the admin search to specify your search criteria. You can select to search all mailbox archiving repositories, all journal archiving repositories or both. Click **Advanced search** to specify additional search criteria such as mail recipients and a date range. Click Search to run a search.

Search Results

Once a search is run, the search results displays a list of messages in the archive matching the search criteria. You can export a summary of the search (search criteria and message count) or export all or some of the found messages to a PST file.

Message Preview

Once you run your search, click on a message to preview the message in the **Preview** pane. If a message contains an attachment, click on the associated icon to view the attachment. Additionally, you can select to print, specify whether to place the message on hold so that it cannot be deleted, or select to delete the message which moves it to the recycle bin where it can be recovered or purged.

Legal Console Display

Click **Change Settings** to change the theme and layout for the legal console.

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