

Mailbox Folders Page

<https://campus.barracuda.com/doc/43222840/>

Use the **Mailbox Folders** page to specify the following options:

- Specify whether a **Search** folder is created in each mailbox by default. When this folder is clicked on in Outlook, it displays the [Search and Retrieval Website](#).
- Specify the **Search** and **Retrieved** folder names:



Mailbox Folders

ArchiveOne Enterprise (Policy) can create three folders in any mailbox involved in offline archiving.

You can select in the Mailbox Manager whether the first two of these are created for any given mailbox the other is always created, but you should specify here what settings to use for newly added mailboxes.

By default create 'Search' folder in each mailbox, to show the archive search website in Outlook.

Name to use for 'Search' folder:

Name to use for 'Retrieved' folder:

< Back Next > Cancel Help

Figures

1. mailbox_folders.png

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