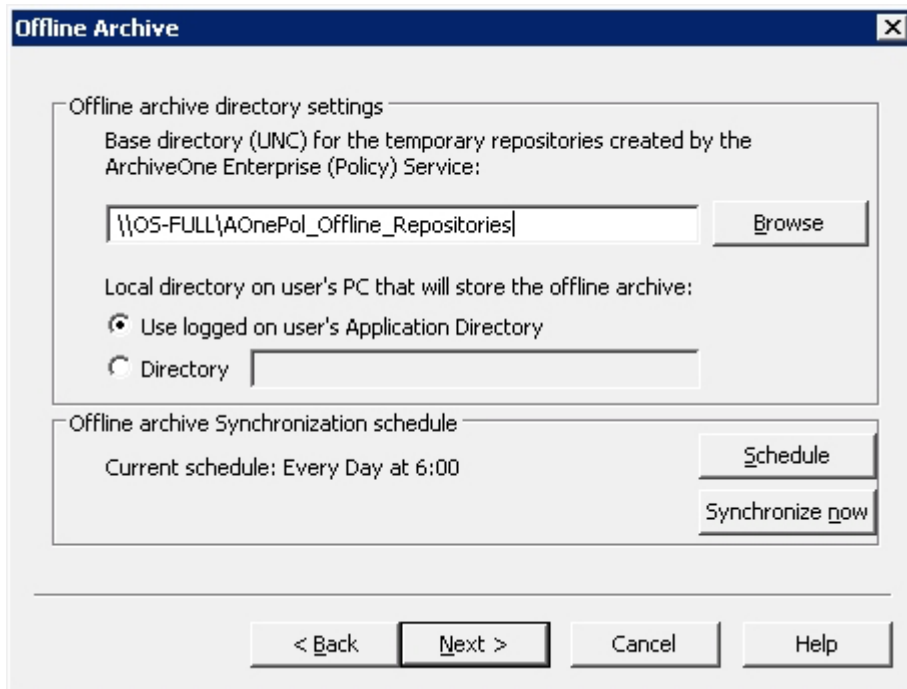


Offline Archive Page

<https://campus.barracuda.com/doc/43222853/>

Use the **Offline Archive** page to change the default values used when creating a new offline archive for a mailbox and to change the schedule on which these are generated and updated:



The screenshot shows a window titled "Offline Archive" with a close button (X) in the top right corner. The window is divided into two main sections. The first section, "Offline archive directory settings", contains the text "Base directory (UNC) for the temporary repositories created by the ArchiveOne Enterprise (Policy) Service:" followed by a text input field containing "\\OS-FULL\AOnePol_Offline_Repositories" and a "Browse" button. Below this, it says "Local directory on user's PC that will store the offline archive:" with two radio button options: "Use logged on user's Application Directory" (which is selected) and "Directory" (which is unselected). The second section, "Offline archive Synchronization schedule", shows "Current schedule: Every Day at 6:00" and has "Schedule" and "Synchronize now" buttons. At the bottom of the window are four buttons: "< Back", "Next >", "Cancel", and "Help".

For more information see [How to Prepare for Offline Synchronization](#) and [How to Rebuild an Offline Archive](#).

Figures

1. offline.png

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