

Mailbox Archiving Wizard

<https://campus.barracuda.com/doc/43222930/>

The following section details the Mailbox Archiving wizard. Click the **Status** node, and then click **Run Mailbox Archiving Wizard** to access the wizard to quickly configure a set of repositories and policies. This wizard allows you to let the system build and configure the various items instead of having to do it manually.

On the **Repositories** page, specify the number of years of back data you want to create a repository for. Additionally, you also specify how many years of future archiving you want to set up:

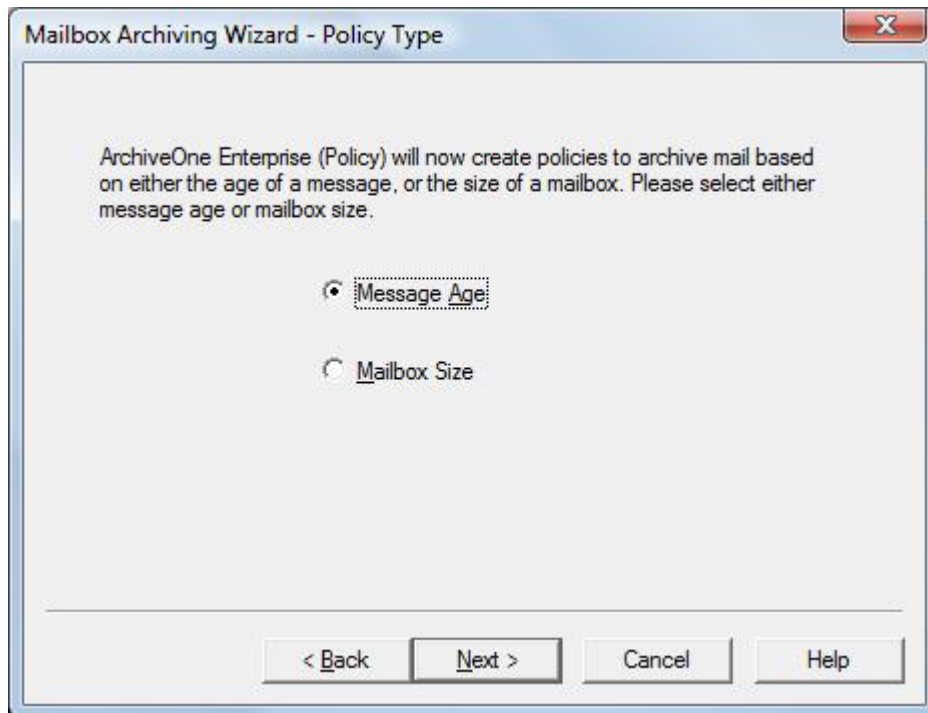
You can always rerun the wizard to extend these settings, any previously archived data is preserved.



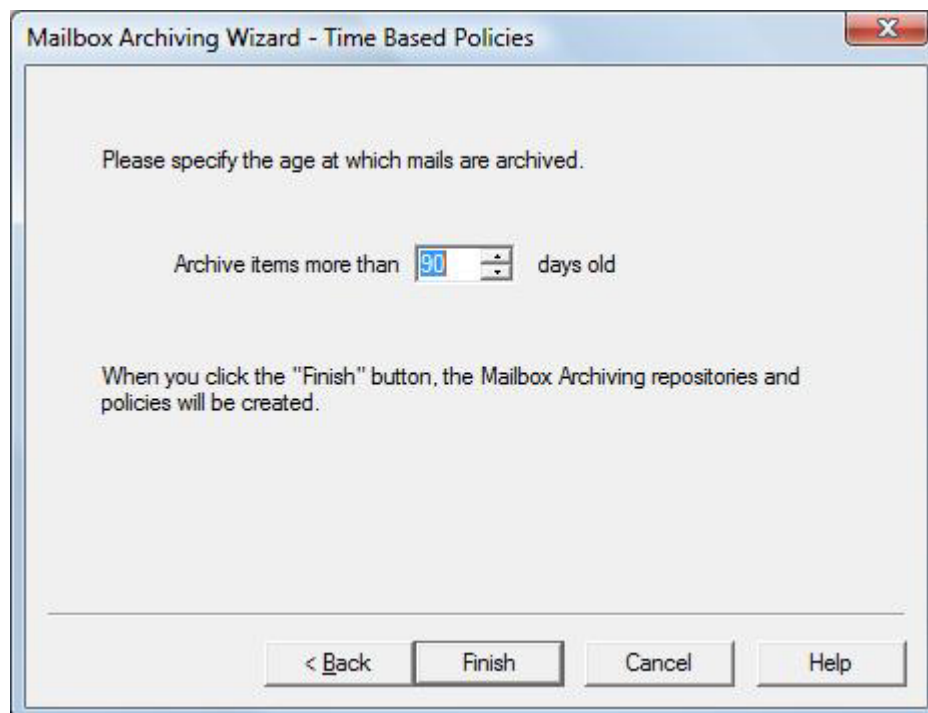
The screenshot shows the 'Mailbox Archiving Wizard - Repositories' dialog box. It contains the following elements:

- Text: 'ArchiveOne Enterprise (Policy) will now create yearly repositories for your archived emails.'
- Text: 'The number of years of back data your Exchange server holds:' followed by a spinner box set to '5'.
- Text: 'Specify the number of years for which you wish to continue archiving:' followed by a spinner box set to '5'.
- Text: 'All repositories will be created under the specified base folder:'
- Text input field containing 'C:\Repositories' and a 'Browse' button.
- Navigation buttons at the bottom: '< Back', 'Next >', 'Cancel', and 'Help'.

On the **Policy Type** page, select the type of policy criteria to use. Select to either create policies that archive messages based on their age, or, create policies based on the size of the mailbox:



If you decide to create policies based on the age of the message, you are presented with the **Time-Based Policies** page. Specify how old items must be before they are archived, and then click **Finish** to generate the policies and repositories:



If you decide to create policies based on the size of the mailbox, you are presented with the **Quota-Based Policies** page. Specify at what percentage of a mailbox's quota items are to be

archived, and then click **Finish** to generate a set of repositories and policies:



The image shows a Windows-style dialog box titled "Mailbox Archiving Wizard - Quota Based Policies". It contains instructions for specifying mail archiving policies based on mailbox size and age. The first policy is: "When mailbox size is greater than 80 % of quota, archive items over 90 days old." The second policy is: "And when mailbox size is greater than 90 % of quota, archive items over 30 days old." At the bottom, there are four buttons: "< Back", "Finish", "Cancel", and "Help".

Mailbox Archiving Wizard - Quota Based Policies

Please specify the age of mails that should be archived once a percentage of that mailbox's quota is used.

When mailbox size is greater than 80 % of quota,
archive items over 90 days old.

And when mailbox size is greater than 90 % of quota,
archive items over 30 days old.

When you click the "Finish" button, the Mailbox Archiving repositories and policies will be created.

< Back Finish Cancel Help

Figures

1. mailbox_wiz01.png
2. mailbox_wiz02.png
3. mailbox_wiz03.png
4. mailbox_wiz04.png

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