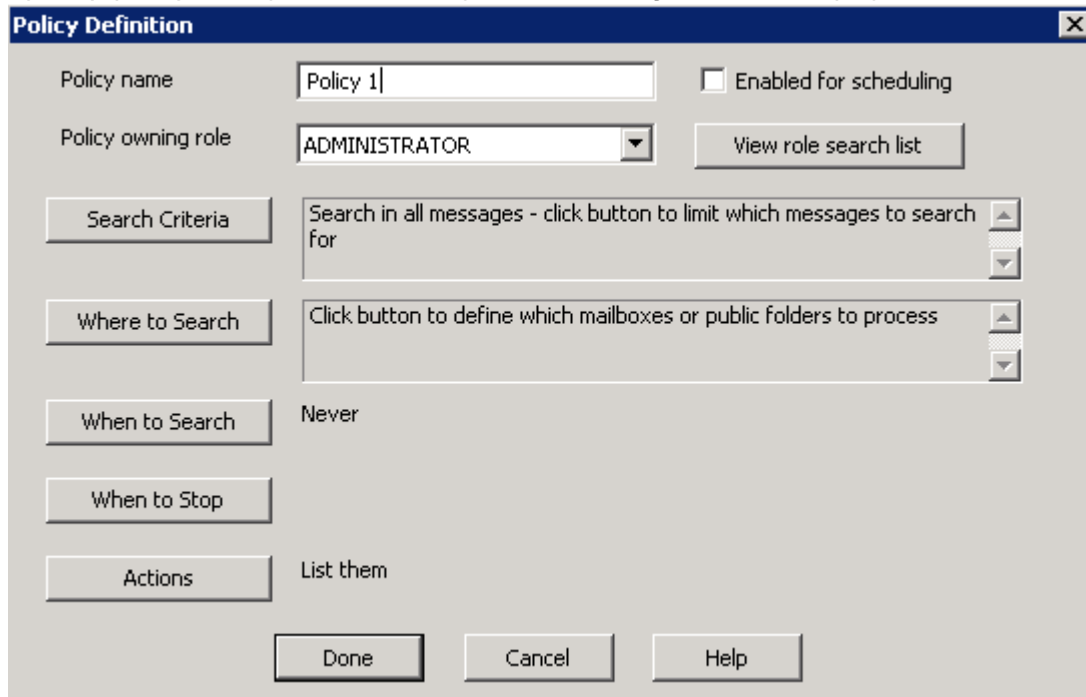


## Understanding Policy Configuration Options

<https://campus.barracuda.com/doc/43222962/>

Specify policy configuration settings in the **Policy Definition** page:



The screenshot shows the 'Policy Definition' dialog box with the following fields and controls:

- Policy name:** A text box containing 'Policy 1'.
- Policy owning role:** A dropdown menu showing 'ADMINISTRATOR' with a 'View role search list' button next to it.
- Enabled for scheduling:** An unchecked checkbox.
- Search Criteria:** A text box with the placeholder 'Search in all messages - click button to limit which messages to search for'.
- Where to Search:** A text box with the placeholder 'Click button to define which mailboxes or public folders to process'.
- When to Search:** A dropdown menu showing 'Never'.
- When to Stop:** A text box.
- Actions:** A text box showing 'List them'.
- Buttons:** 'Done', 'Cancel', and 'Help' at the bottom.

- **Policy name** – Enter a name to identify the policy.
- **Policy owning role** – Select the role that owns the policy. This option is disabled if the role the user is running under does not have **Change policy owner** rights.
- **Search criteria** – Specify what should be searched for, such as messages containing a particular word. If you do not specify any search criteria, all messages are returned.
- **Where to search** – Specify which mailboxes to search. When a policy is first created, it is configured to not search anywhere. You must specify where to search to make a valid policy.
- **When to search** – Specify the schedule of when the ArchiveOne Service should run the policy. This is set to **never** by default. If you do not specify a schedule, you can run a policy by clicking **Start now** in the toolbar when the policy is selected on the [Policies Node](#).
- **When to stop** – Sets a time limit. The policy stops searching for messages when this time limit is reached.
- [Understanding Policy Actions](#) – Specify what to do with the messages found. By default, messages are listed.
- **Enabled for scheduling** – Specify whether to enable policy scheduling. When disabled, the policy does not run automatically, but can be run by clicking **Start now** in the toolbar when the policy is selected on the [Policies node](#). You cannot enable a policy for scheduling unless you have specified a schedule in the **When to search** section.
- **View role search list** – Review the list of mailboxes that the current policy owning role can search. This list is read-only; to modify the list, see [How to Define the Mailbox Search List](#).



## Figures

1. policy\_def.png

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