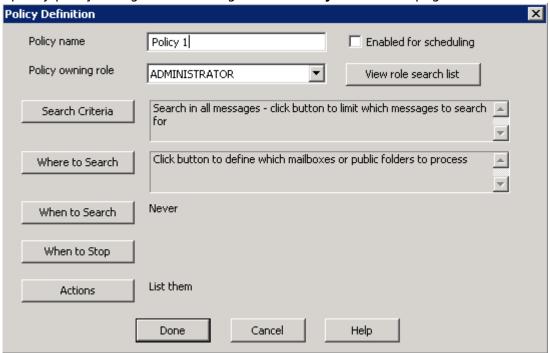# Understanding Policy Configuration Options

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

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

- **Policy name** – Enter a name to identify the policy.
- **Policy owning role** – Select the 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 much 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