

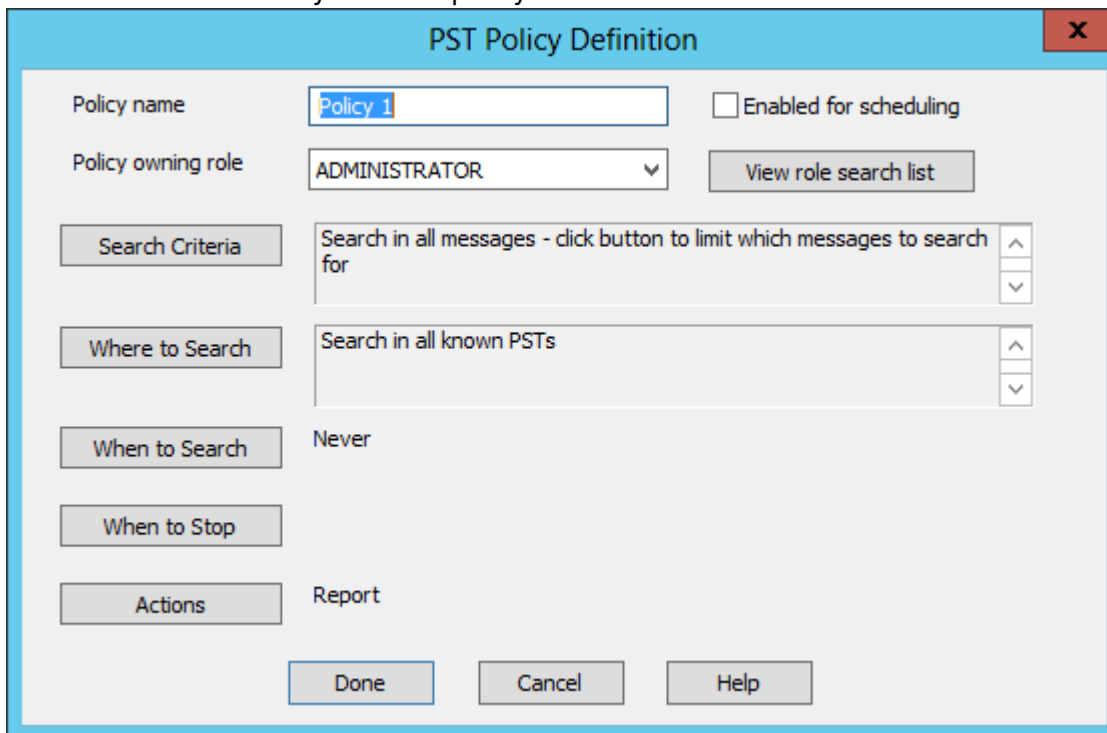
## How to Create a PST Policy

<https://campus.barracuda.com/doc/45712149/>

This article refers to the Barracuda ArchiveOne version 7.0.1 or higher.

Use PST policies to carry out various actions against PST files discovered across your network including reporting, archiving, and deleting messages.

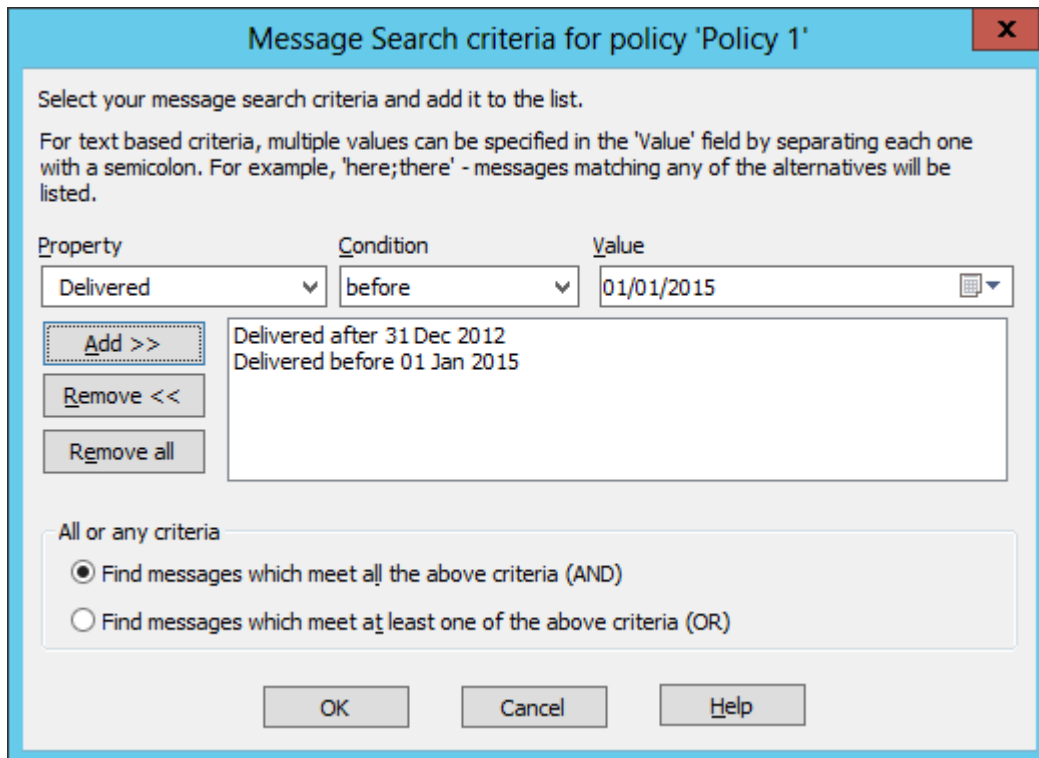
1. On the ArchiveOne Server, open the ArchiveOne Admin Console.
2. Right-click **Policies**, and then click **New PST Policy**. The **Policy** definition dialog box displays.
3. Enter a name to identify the new policy:



The screenshot shows the "PST Policy Definition" dialog box. It has a title bar with a close button (X). The dialog contains several fields and buttons:

- Policy name:** A text box containing "Policy 1".
- Policy owning role:** A dropdown menu showing "ADMINISTRATOR".
- Enabled for scheduling:** An unchecked checkbox.
- View role search list:** A button.
- Search Criteria:** A text box containing "Search in all messages - click button to limit which messages to search for".
- Where to Search:** A text box containing "Search in all known PSTs".
- When to Search:** A dropdown menu showing "Never".
- When to Stop:** A text box.
- Actions:** A text box containing "Report".
- Buttons:** "Done", "Cancel", and "Help" at the bottom.

4. Click **Search Criteria**. Specify the search criteria for the policy in the **Search criteria for policy** dialog box:
  1. **Property** - Select from the available properties. Note that some items are properties of message attachments.
  2. **Condition** - Select from the available conditions. Available conditions are dependent on whether the selected **Property** is a string or numeric.
  3. **Value** - Select a value to compare with the selected **Property** value:



Message Search criteria for policy 'Policy 1'

Select your message search criteria and add it to the list.

For text based criteria, multiple values can be specified in the 'Value' field by separating each one with a semicolon. For example, 'here;there' - messages matching any of the alternatives will be listed.

Property	Condition	Value
Delivered	before	01/01/2015

Delivered after 31 Dec 2012  
Delivered before 01 Jan 2015

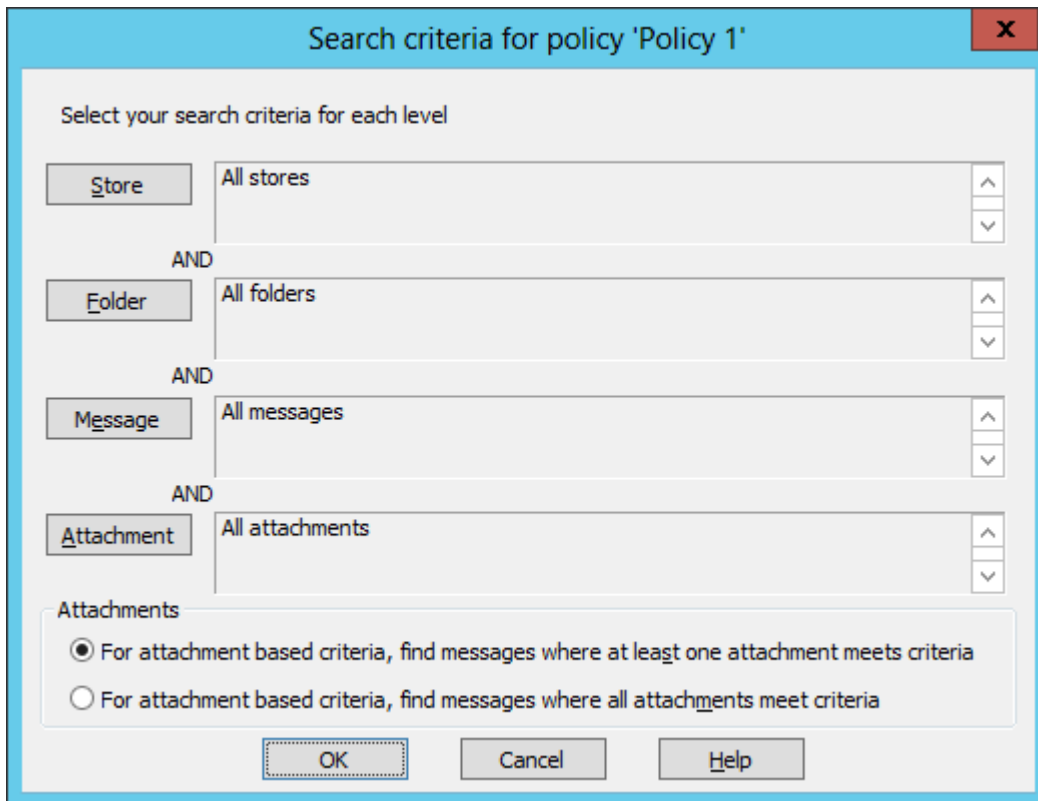
All or any criteria

☒ Find messages which meet all the above criteria (AND)

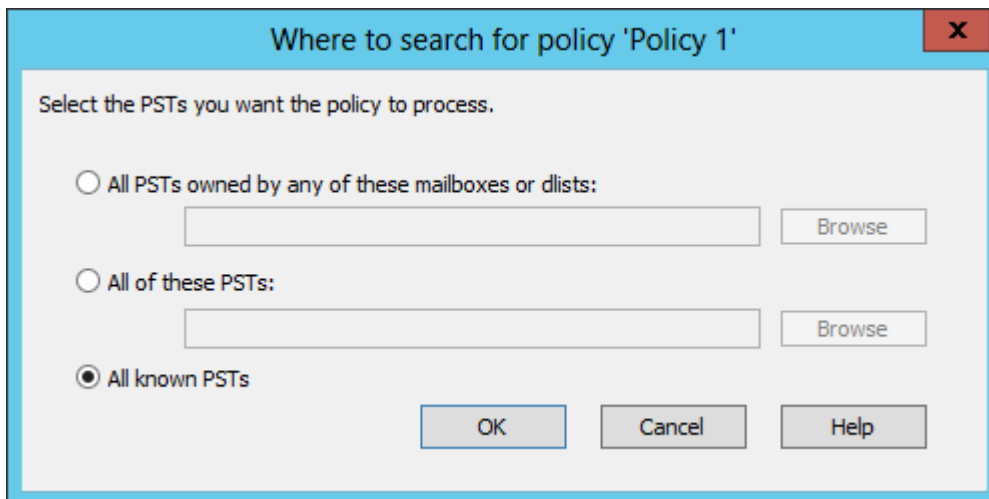
☐ Find messages which meet at least one of the above criteria (OR)

OK Cancel Help

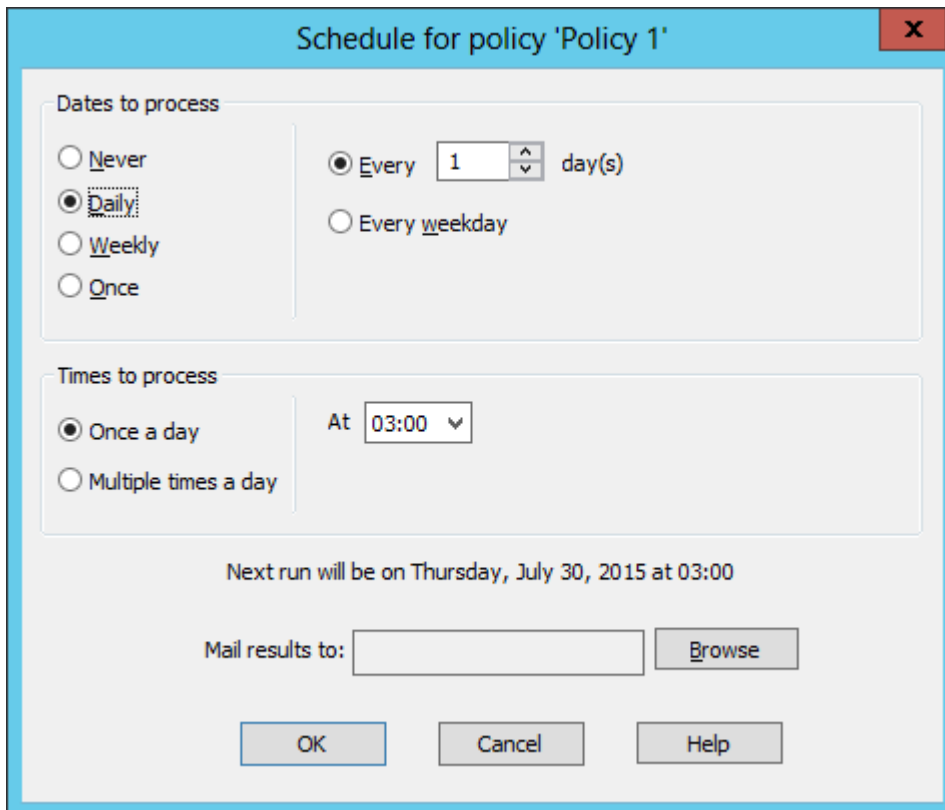
5. Click **Add**. Select whether to find messages that meet *all* or *any* criteria, and then click **OK** to save your search criteria.
6. In the **Search criteria for policy**, select search criteria for each level:
  1. **Store** – Click to display criteria based on the mailbox store itself: mailbox name, mailbox size in MB or % of warn/send/receive limits, or total number of items.
  2. **Folder** – Click to display criteria based on folders: folder name/type/path, if replicated, or how many items it holds.
  3. **Message** – Click to display criteria based on messages: text in the subject and/or body, from, to, delivered, etc.
  4. **Attachment** – Click to display criteria based on attachments: file name, size in K, file date, last modified, or text within the document if the attachment has been indexed as well:



7. Click **OK** to save your search criteria and return to the **Policy Definition** dialog box. Click **Where to Search**:



8. In the **Where to search for policy** dialog box, specify the sources to process:
- **All PSTs owned by any of these mailboxes or dlists** - Specify mailboxes to search for all PSTs that belong to that mailbox.
  - **All of these PSTs**- Specify which discovered PSTs to process.
  - **All know PSTs**- Process PSTs that are not associated with Outlook.
9. Click **OK** to save your settings and return to the **Policy Definition** dialog box. Click **When to Search**:



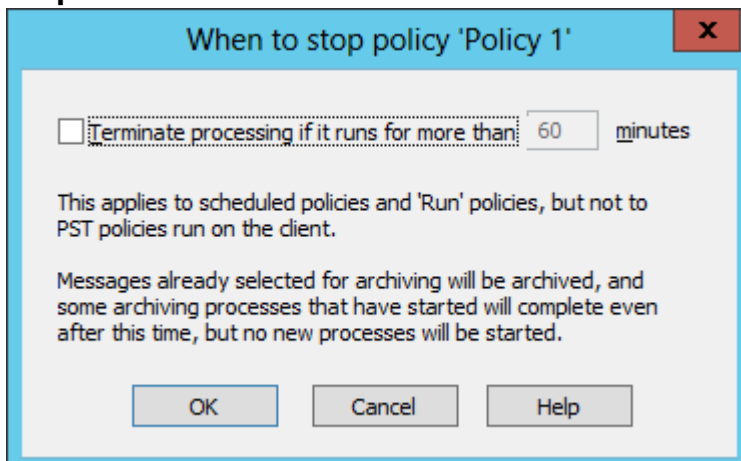
10. In the **Schedule for policy** dialog box, specify scheduling options:

1. **Dates to process/Times to process:**

- **Never** – Default setting, no schedule is set.
- **Daily** – Set the schedule to run every *n* days (or every weekday), and at which time(s) to run the policy.
- **Weekly** – Set the schedule to run every *n* weeks on a set day(s) of the week, and at which time(s) to run the policy.
- **Once** – Set the schedule to run on a specific date, and at which time(s) to run the policy.

2. **Mail results to** – Email the policy results to the selected mailbox:

11. Click **OK** to save your settings and return to the **Policy Definition** dialog box. Click **When to Stop**:

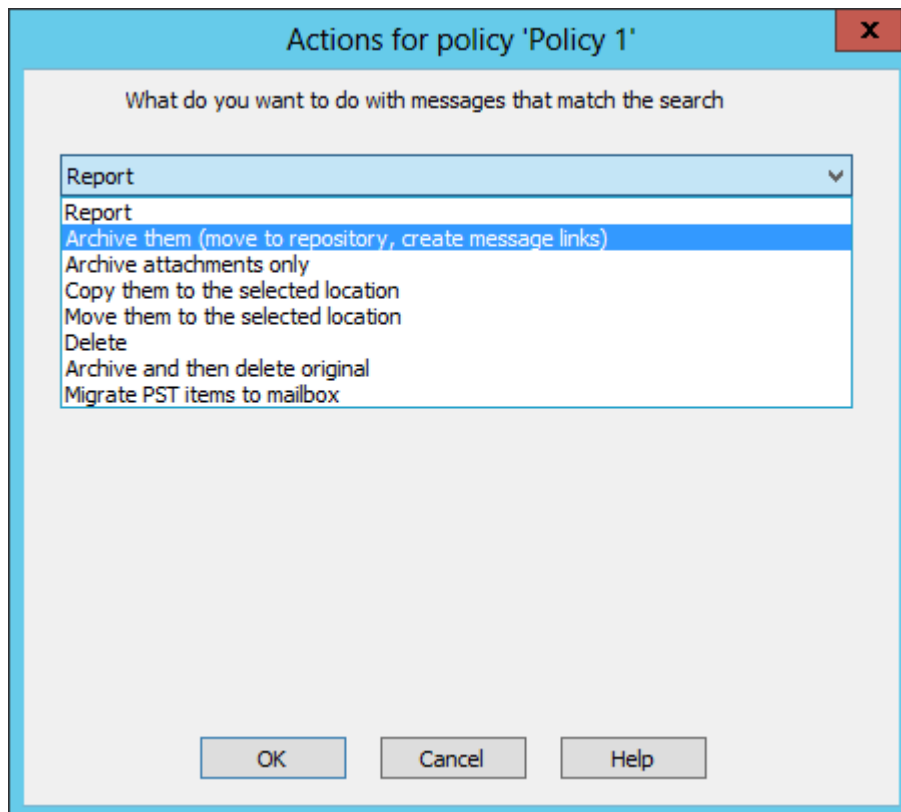


12. In the **When to stop policy** dialog box, select whether to stop the policy after a certain

number of minutes:

- **Terminate processing if it runs for more than *n* minutes** – Turn on to stop the first phase of the policy run after it has been running for the specified amount of time. The second phase is not affected by this setting.

13. Click **OK** to save your settings and return to the **Policy Definition** dialog box. Click **Actions**:
14. In the **Actions for policy** dialog box, select the action to take on messages that match the search criteria:



15. Click **OK** to save your settings, and then click **Done** in the **Policy Definition** dialog box to save your policy.

You can wait until the schedule time for your policy to run, or to run the policy immediately, right-click the policy and click **Run**.

## Figures

1. pst\_policy01.png
2. pst\_policy02.png
3. pst\_policy04.png
4. pst\_policy03.png
5. pst\_policy05.png
6. pst\_policy06.png
7. pst\_policy07.png

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