

How to Create a Mailbox Repository

<https://campus.barracuda.com/doc/45712756/>

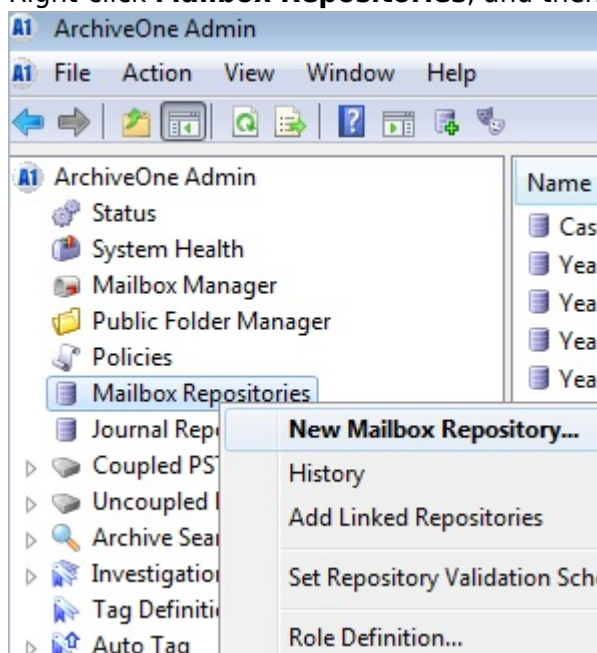
This article refers to the Barracuda ArchiveOne 6.6 and higher.

A mailbox repository stores data archived from end-user mailboxes. Before getting started, verify you have the following permissions:

- Proper file permissions on the server where the new repository is located;
- Proper user permissions to run ArchiveOne;
- ArchiveOne service account must have full control over the repository's parent directory.

Use the following steps to create a mailbox repository:

1. Create the parent directory for the repositories on your file system, for example, **C:\Repositories**. Note the following rules when creating the parent directory:
 - The ArchiveOne service account must have full control over the repository's parent directory.
 - Each repository consists of an **Index** location and a **Data** location. Both of these folders are usually stored within a single parent directory whose name corresponds with the repository name, for example, **C:\Repositories\Mailbox_Repository_Year_2015**.
 - Repositories must never share base directories, i.e., **Index/Data/Temp**.
2. Log in to the ArchiveOne Admin Console.
3. Right-click **Mailbox Repositories**, and then click **New Mailbox Repository**:

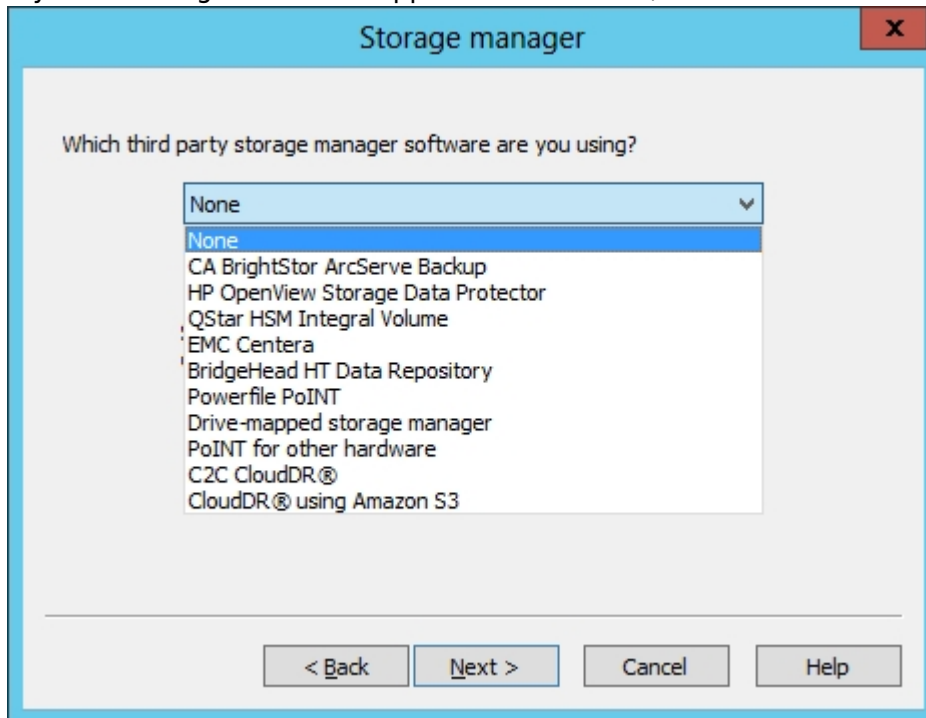


4. The **Repository Configuration Wizard** launches. Click **Next** in the initial page to proceed.
5. In the **Repository Name** page, enter a name to identify the repository, and then click **Next**.

Best Practice

Enter a repository name relevant to the contained data, for example,
Mailbox_Repository_Year_2015.

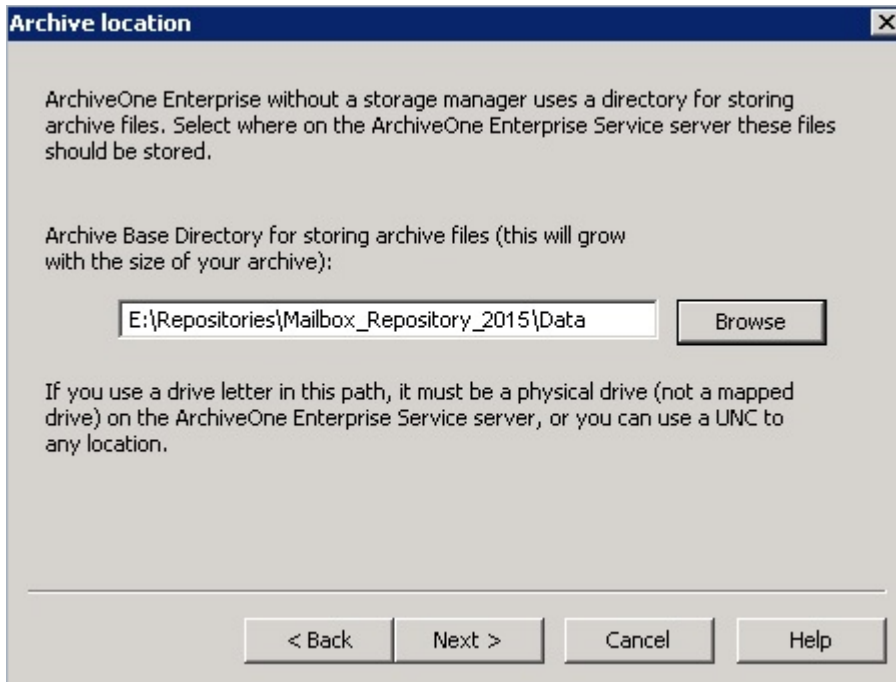
6. In the **Storage manager** page, from the drop-down menu make your selection:
- If you are using a specified device to hold archived data, select the appropriate [Storage Manager](#).
 - If you are using a local or mapped network drive, select **None**.



7. Click **Next**. In the **Index location** page, click **Browse** and navigate to and select the Index folder.

Barracuda Networks recommends using a local drive. For example,
C:\Repositories\Mailbox_Repository_Year_2015\Index.

8. Click **Next**. In the **Archive Location** page, browse to and select the **Data** folder, for example:
C:\Repositories\Mailbox_Repository_Year_2015\Data:



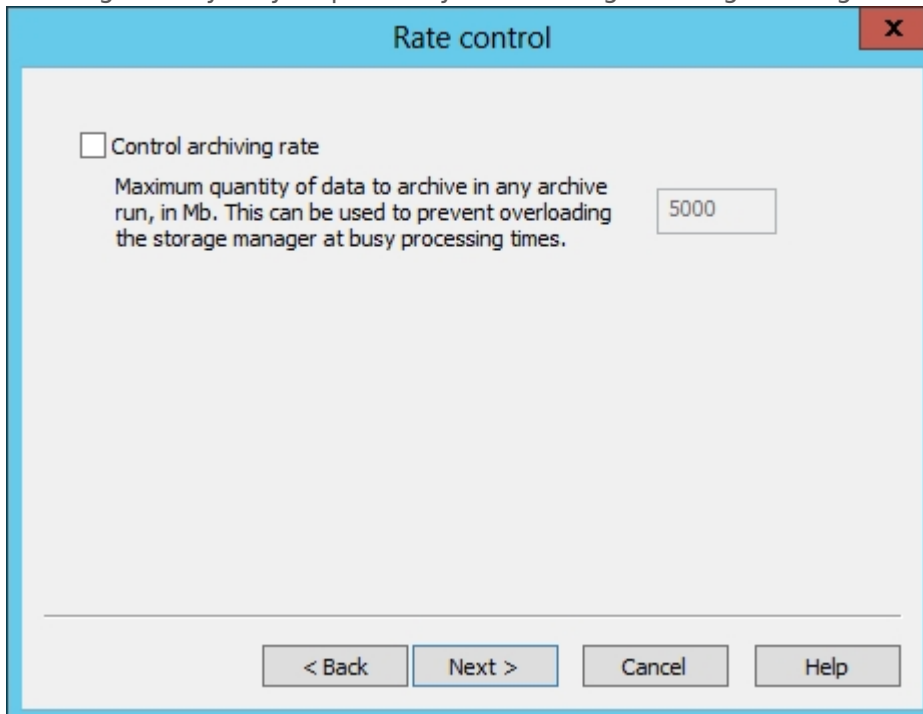
Archive location

ArchiveOne Enterprise without a storage manager uses a directory for storing archive files. Select where on the ArchiveOne Enterprise Service server these files should be stored.

Archive Base Directory for storing archive files (this will grow with the size of your archive):

If you use a drive letter in this path, it must be a physical drive (not a mapped drive) on the ArchiveOne Enterprise Service server, or you can use a UNC to any location.

9. Click **Next**. In the **Rate Control** page, select **Control archiving rate** and enter the maximum amount of data to archive during any archive run in MB if you want to specify that policy runs archive a set maximum amount of data at a time. This can prevent overloading at busy times. This is generally only required if you are using a Storage Manager.

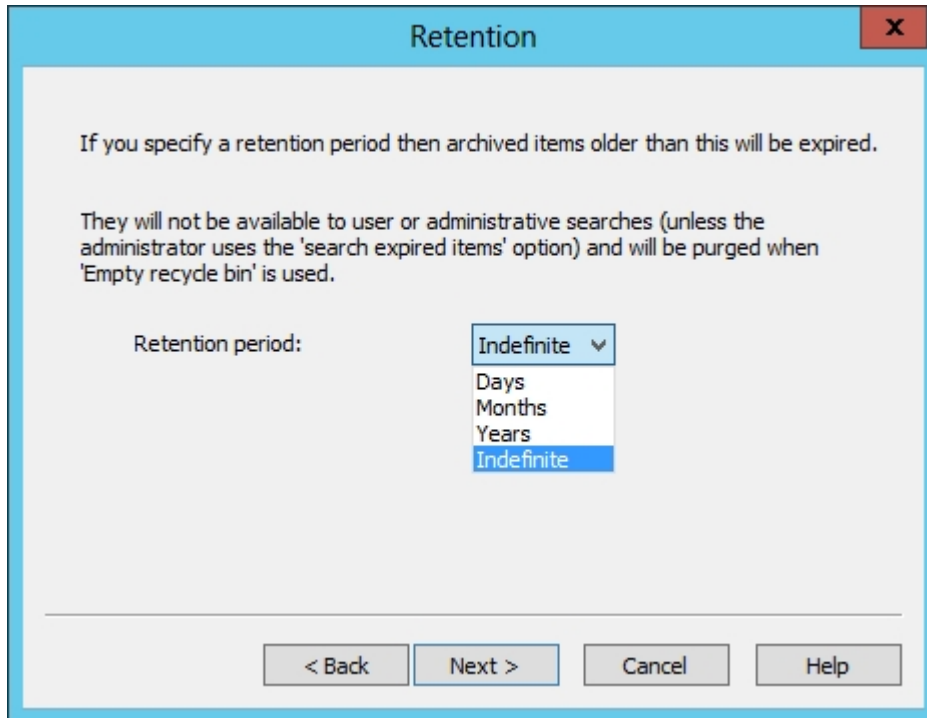


Rate control

☐ Control archiving rate

Maximum quantity of data to archive in any archive run, in Mb. This can be used to prevent overloading the storage manager at busy processing times.

10. Click **Next**. In the **Retention** page, select a period of time to retain messages from the drop-down menu:



The image shows a 'Retention' dialog box with a blue title bar and a red close button. The main area is light gray and contains the following text: 'If you specify a retention period then archived items older than this will be expired.' and 'They will not be available to user or administrative searches (unless the administrator uses the 'search expired items' option) and will be purged when 'Empty recycle bin' is used.' Below this text is a label 'Retention period:' followed by a dropdown menu. The dropdown menu is open, showing the following options: 'Indefinite' (selected), 'Days', 'Months', 'Years', and 'Indefinite'. At the bottom of the dialog box are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

Retention

If you specify a retention period then archived items older than this will be expired.

They will not be available to user or administrative searches (unless the administrator uses the 'search expired items' option) and will be purged when 'Empty recycle bin' is used.

Retention period:

Indefinite
Days
Months
Years
Indefinite

< Back Next > Cancel Help

11. Click **Next**. In the **Browse Archive** page, select **Index data in this repository into the browse Archive database** if you want the repository index synchronized to the [BrowseArchive database](#) so that users see the data archived to this repository in their archive folder hierarchy in the [Search Archive view](#) in Outlook.
12. The **Configuration Wizard** completion page displays once the repository is created. Click **Finish** to close the wizard.

Figures

1. mailbox01.png
2. mailbox02.png
3. mailbox03.png
4. mailbox04.png
5. mailbox05.png

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