

How to Manually Publish Custom Forms to Forms Libraries

<https://campus.barracuda.com/doc/46203460/>

This article refers to the Barracuda ArchiveOne version 6.0 and higher.

The archived message **A** icon in Microsoft Outlook is provided by an Outlook custom form. You can publish custom forms to the Organizational Forms Library using the **Archive One Message Link Form Installer (AOnePolicyManageForm.exe)** utility. By default this forms library is available to all users, therefore the **A** icon displays against any archived messages for all users. You can also use this utility to manually publish forms to the Personal Forms Library so that the **A** icon displays only to that user.

When you run the utility, you are prompted for a profile. If you are publishing to the Organizational Forms Library, the profile you use must have rights to create or modify that library.

To manually publish a custom form,

1. On a machine with Outlook installed, download [AOnePolicyManageForm.exe](#) or [AOnePolicyManageFormx64.exe](#) as appropriate for the bitness of Outlook installed.
 1. In version 7.2 and earlier, these executables can be found in the ArchiveOne installation directory on the Archive server, by default: `\\ArchiveServerName\c$\Program Files (x86)\Barracuda\ArchiveOne`
2. Verify Outlook is not running on the client machine, and then launch **AOnePolicyManageForm.exe** or **AOnePolicyManageFormx64.exe** as appropriate for the version of Outlook installed on the client machine.
3. The **Archive One Message Link Form Installer** launches. Click **OK** to proceed.
4. In the **Choose Profile** page, select an appropriate profile from the drop-down menu, for example, select an Exchange Administrator if you are publishing to the Organizational Forms Library, and click **OK**.
5. Select whether to publish to the **Organization Forms Library** or the **Personal Forms Library**, and click **Publish Form**.
6. If successful, the following message displays:
ArchiveOne message link form published successfully.
7. Click **OK** to close the utility.

If the custom form is not successfully published, the following message displays:

ArchiveOne Setup could not find an Organization Forms Library and was unable to create one. Perhaps you do not have the necessary rights to perform this operation.

To resolve this issue, refer to the article [Understanding why Custom Form Fails to Publish to the Organizational Forms Library](#).

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