

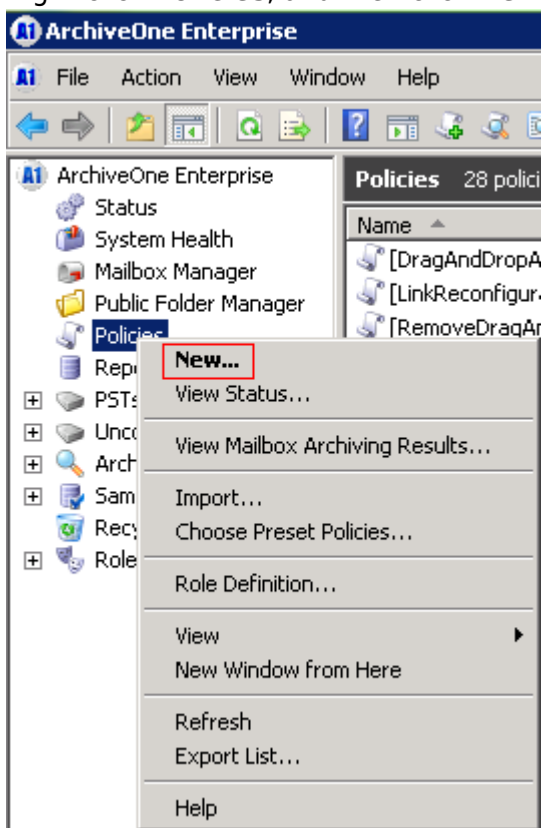
How to Create a Policy to Search Only Specified Folders

<https://campus.barracuda.com/doc/46206154/>

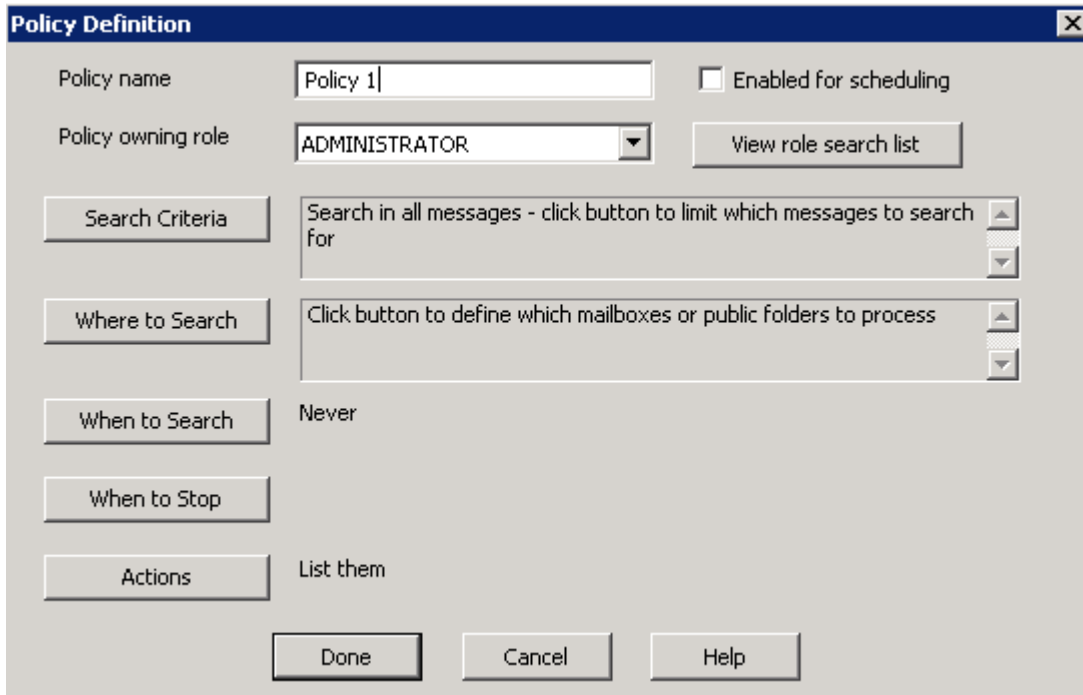
This article refers to the Barracuda ArchiveOne version 6.0 or higher.

This article describes the criteria to restrict a policy to examine a particular folder and its subfolders.

1. On the Archive Server, open the ArchiveOne Admin Console.
2. Right-click **Policies**, and then click **New**:



3. In the **Policy Definition** dialog box in the **Policy name** field, enter a name to identify the new policy:



Policy Definition

Policy name: Policy 1 Enabled for scheduling

Policy owning role: ADMINISTRATOR

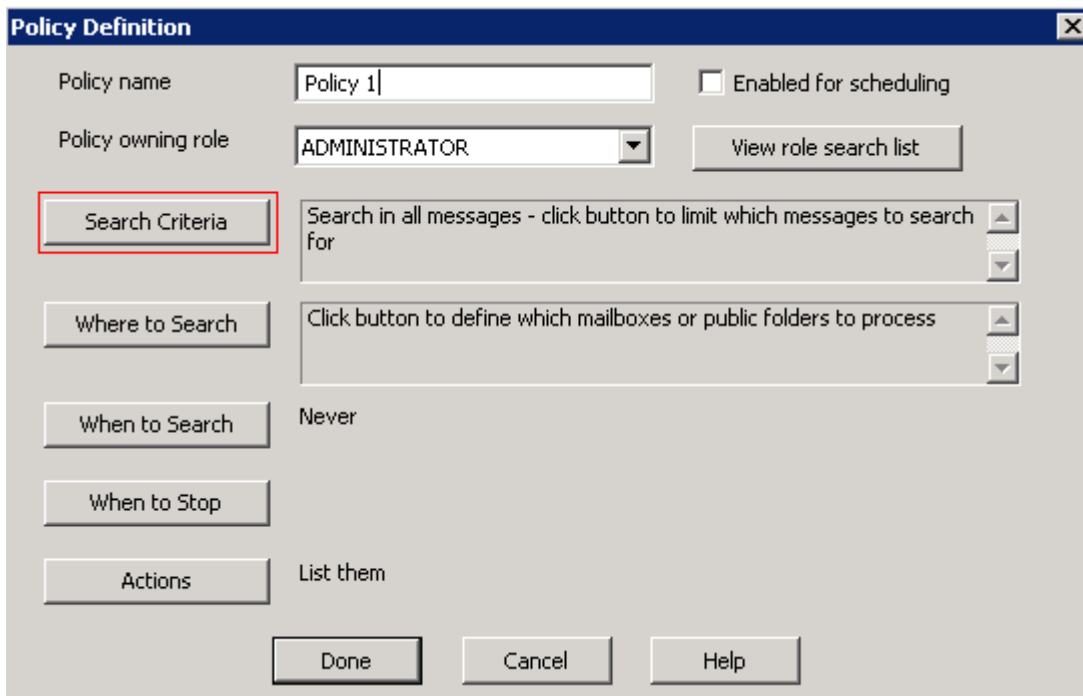
Search in all messages - click button to limit which messages to search for

Click button to define which mailboxes or public folders to process

Never

List them

4. Click **Search Criteria**:



Policy Definition

Policy name: Policy 1 Enabled for scheduling

Policy owning role: ADMINISTRATOR

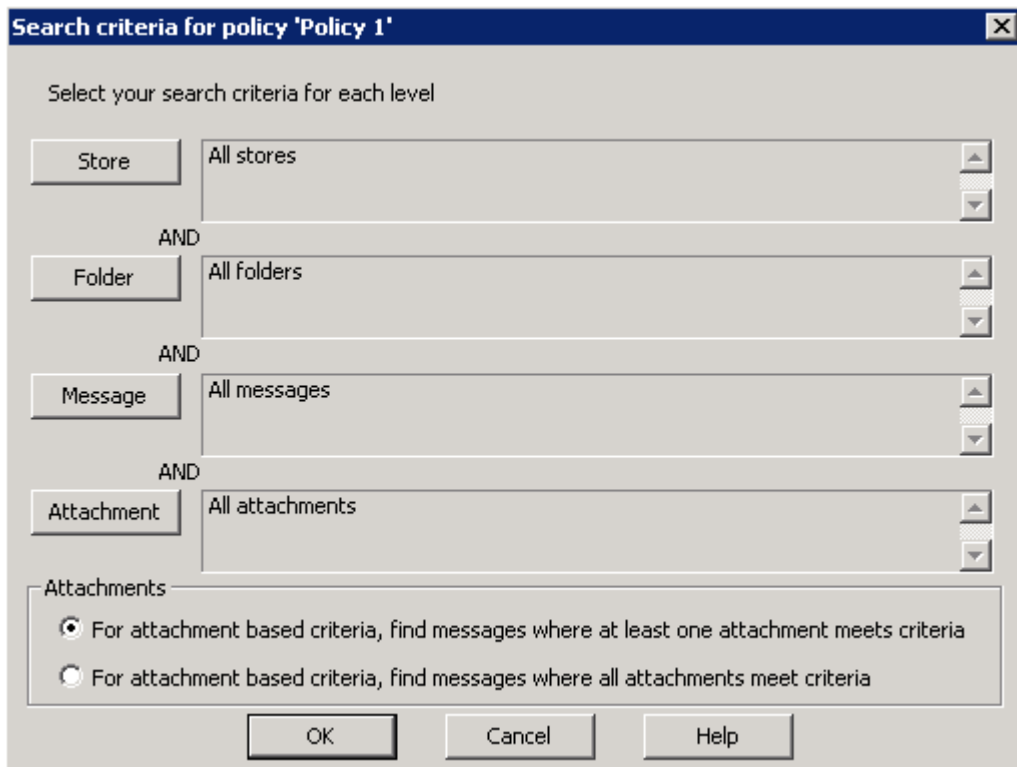
Search in all messages - click button to limit which messages to search for

Click button to define which mailboxes or public folders to process

Never

List them

5. Click **Folder**:



Search criteria for policy 'Policy 1'

Select your search criteria for each level

Store All stores

AND

Folder All folders

AND

Message All messages

AND

Attachment All attachments

Attachments

For attachment based criteria, find messages where at least one attachment meets criteria

For attachment based criteria, find messages where all attachments meet criteria

OK Cancel Help

6. In the **Property** section, click **Folder Path**.
7. Select the desired option in the **Conditions** section:
 - Select **contains** to match any folder paths containing the specified folder name at any level in the hierarchy, *or*
 - Select **starts with** to match only folder paths starting with the specified folder name.
8. In the **Value** field, type the folder name.
9. Click **Add** to set the criteria. Click **OK** to save your settings, and then click **OK** to return to the **Policy Definition** window.
10. Configure additional criteria for the policy as required.

Figures

1. new_policy.png
2. policy_def.png
3. click_search_criteria.png
4. search_criteria.png

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