

How to Output Messages to a PST File

<https://campus.barracuda.com/doc/46206428/>

This article refers to the Barracuda ArchiveOne Enterprise and Express version 5.8 and higher.

You can retrieve messages from the archive to a PST to distribute to another user or third-party by running an archive search from the ArchiveOne Admin console.

To retrieve search results to a PST file,

1. Open the ArchiveOne Admin Console, and click the **Archive Searches** node.
2. Right-click the search you wish to run, and click **Run**.
If necessary, create a new search.
3. Once the search is complete, click **View summary**, and click **OK** to view the search results.
4. Right-click in the **Search Results** pane, and click **Change Retrieval Location**.
5. Select **Pub results into a PST**, and enter a name for the PST file.
Note the location where the PST file is to be generated, for example:
\\SERVERNAME\AOnePol_PST_for_retrievals
6. Click **OK** to save the configuration.
7. Select and right-click the messages for retrieval, and click **Retrieve Message**.

The messages are retrieved to the named PST file in the **AOnePol_PST_for_retrievals** shared folder.

© Barracuda Networks Inc., 2024 The information contained within this document is confidential and proprietary to Barracuda Networks Inc. No portion of this document may be copied, distributed, publicized or used for other than internal documentary purposes without the written consent of an official representative of Barracuda Networks Inc. All specifications are subject to change without notice. Barracuda Networks Inc. assumes no responsibility for any inaccuracies in this document. Barracuda Networks Inc. reserves the right to change, modify, transfer, or otherwise revise this publication without notice.