

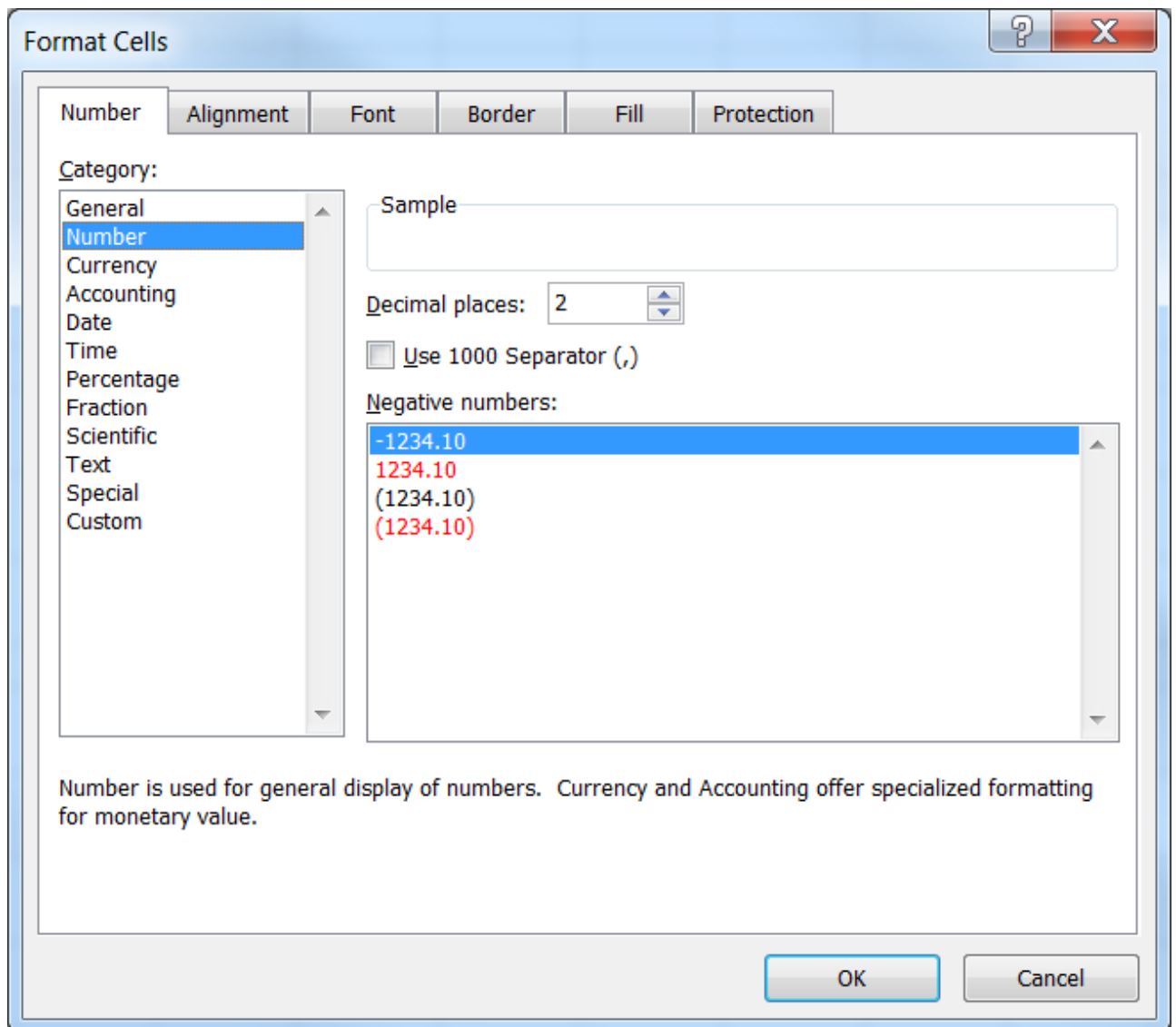
## How to Determine Total Size of User Archived Messages

<https://campus.barracuda.com/doc/46208586/>

Use the steps in this article to determine the total size of a single user's archived messages using Microsoft Excel.

The steps in this article assume the user has less than 500,000 items, which is the **Search** results window display limit.

1. Open the ArchiveOne Admin console.
2. Right-click **Archive Searches**, and click **New**.
3. In **Search name** field, type a name to represent the search.
4. Click **Source criteria**, click **Selected mailboxes or dlists**, and then click **Browse**.
5. In the **Choose mailboxes** dialog, select the user, click **Add**, and then click **OK** to close the dialog box.
6. Click **OK** to save your source criteria, and then click **Done** to save your search criteria.
7. Right-click the newly created search name, and click **Run**. When the **Search Results** window displays, click **View summary**.
8. When the matching results displays, on the **View** menu, click **Add/Remove Columns**.
9. In the **Displayed columns** lists, remove all columns except **Status**, **Store**, and **Size**. Click **OK**.
10. Click **Export**, or on the **Action** menu, click **Export List**, and save the file as a **.csv** file.
11. Open the saved **.csv** file in Excel.
12. Select the entire **Size** column, right-click the column, and click **Format Cells**.
13. On the **Number** tab, click **Number** in the **Category** section:



14. Click **OK**. With the **Size** column selected, in the Excel toolbar, click **Find & Select**, and click **Replace**.
15. In the **Replace** tab, in the **Find what** field, press the spacebar once and type **KB** (**<space>KB**). Leave the **Replace with** field blank.
16. Click **Replace All** to remove **KB** from the **Size** column.
17. With the **Size** column selected, in the Excel toolbar, click **Find & Select**, and click **Replace**.
18. In the **Replace** tab, in the **Find what** field, press the spacebar once and type **MB** (**<space>MB**).
19. In the **Replace with** field, type **000**.
20. Click **Replace All** to convert every instance of MB to KB in the **Size** column.
21. Create a formula to SUM the entire **Size** column and the result is the size of the user's archived items in KB.

## Figures

### 1. archive\_size01.png

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