

Understanding Message Basics

<https://campus.barracuda.com/doc/46891939/>

You can conduct a search on the following aspects of a message:

- Message body content;
- Recipients and senders;
- Attachment type and content;
- Date

Searches can only be made over messages that the searcher has read access to, so privacy is always preserved. Use the Basic Search page for quick one-time searches, or go to the Advanced Search page for a full array of search options including complex search queries and the ability to save searches. Saved Searches are the basis for Policy Alerts, used by Auditors and Administrators to monitor compliance, and Retention Policies, to purge messages from the archiver that are older than a specified date.

Punctuation is treated as white space in search strings with the following exceptions:

- **Email addresses** and **Internet hostnames** – Treated as single searchable tokens.
*Example: **user1@mycompany.com** is treated as a single searchable token.*
- **Period (.)** – When not followed by whitespace, a period is treated as part of a word.
*Example: **1.2** is treated as a single searchable token.*
- **Hyphen (-)** – When a token containing a hyphen also contains a number, the complete item is treated as a part of the number.
Examples:
MD-1800 is considered a searchable word, including the hyphen.
hyphen-madness is treated as two words ("hyphen" "madness") with the hyphen treated as whitespace.

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