

## Advanced Search Tips

<https://campus.barracuda.com/doc/46891956/>

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.

The search query tips in this article apply to both Basic and Advanced search queries.

- **Searches are performed across only the items to which you have access.** Only messages that are *owned* by you, or those to which your account has been given access either as a *Auditor* or as an administrator, are searched on by your query.
- **All searches are case insensitive.** The string *polish* matches both "Polish sausage is not a hot dog" and "Please polish this".
- **Partial, or substring, matches are not performed in text-based searches.** If your search string is *age*, it matches only the 3-letter word "age", but not any words containing those three letters in sequence, such as "messages".
- **Wildcards can be used to perform a substring search**, but they **cannot be used as the first character** of a search string. Entering *\*son* will be the same as entering *son*.
- **Wildcards** may not be used in multi-word phrases even when double-quoted.
- **Order does not matter, unless the words are in quotes.** Searching for *meeting room* (no quotes) matches "Meeting in Room 23", "Room 34 is available for your meeting", and "the meeting room is empty". However, entering "*meeting room*" (with quotes) matches only "the meeting room is empty".
- **Certain common English words are ignored.**
- **Wildcard searches also respect Stop Words**, so attaching wildcards to a Stop Word should be avoided since this is the same as if the word was not there at all. Entering *to\** does NOT match all words starting with the letters "to" such as "today" and "tomorrow", but is treated as if just *\** was entered, and therefore matches all words.
- **New messages received on the Barracuda Cloud Archiving Service may not appear in search results for up to 30 minutes.** While messages are archived and indexed as they are received, the searchable index is updated every 30 minutes for performance reasons.
- **Browser time zone is used unless the time zone is specified in a search query.** For example, set the search criteria to **All - Date - is equal to - 2013-01-21 15:41:50 -0500** where **-500** is the time zone.

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## Stop Words

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Stop Words are common words that are ignored in searches, and may be omitted. Recognized Stop Words are:

- a, an, and, are, as, at, be, but, by, for, if, in, into, is, it, no, not, of, on, or, such, that, the, their, then, there, these, they, this, to, was, will, with

Stop Words are also ignored in wildcard searches, so make sure that the wildcards are attached to letters that do not comprise a Stop Word in its entirety. For example:

- **(the AND meeting)** - Equivalent to entering *meeting* or "*the meeting*". Matches both "no meeting minutes" and "the meeting". Does not match "the meetings"
- **be\*** - "be" is ignored, so this is treated as just \*, which ends up matching all words

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