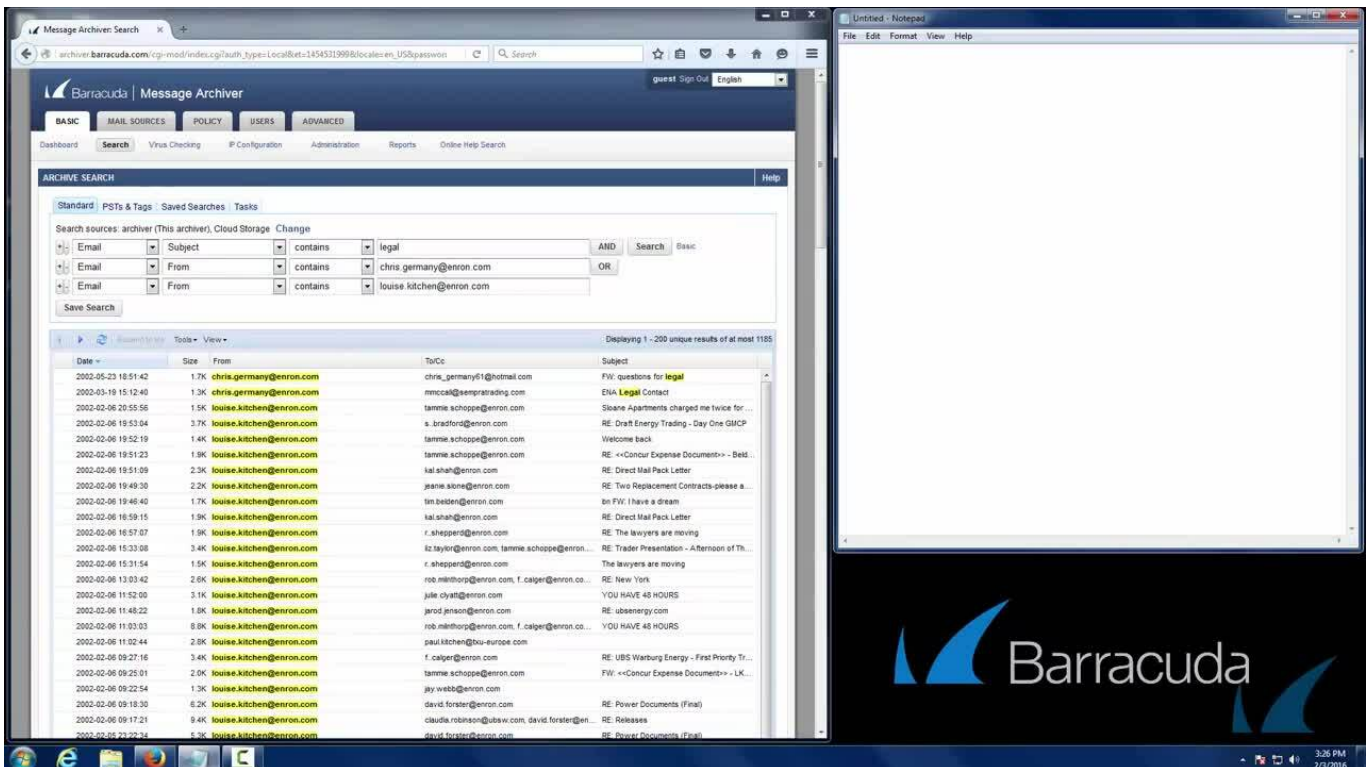


## Advanced Search Options

<https://campus.barracuda.com/doc/46891958/>

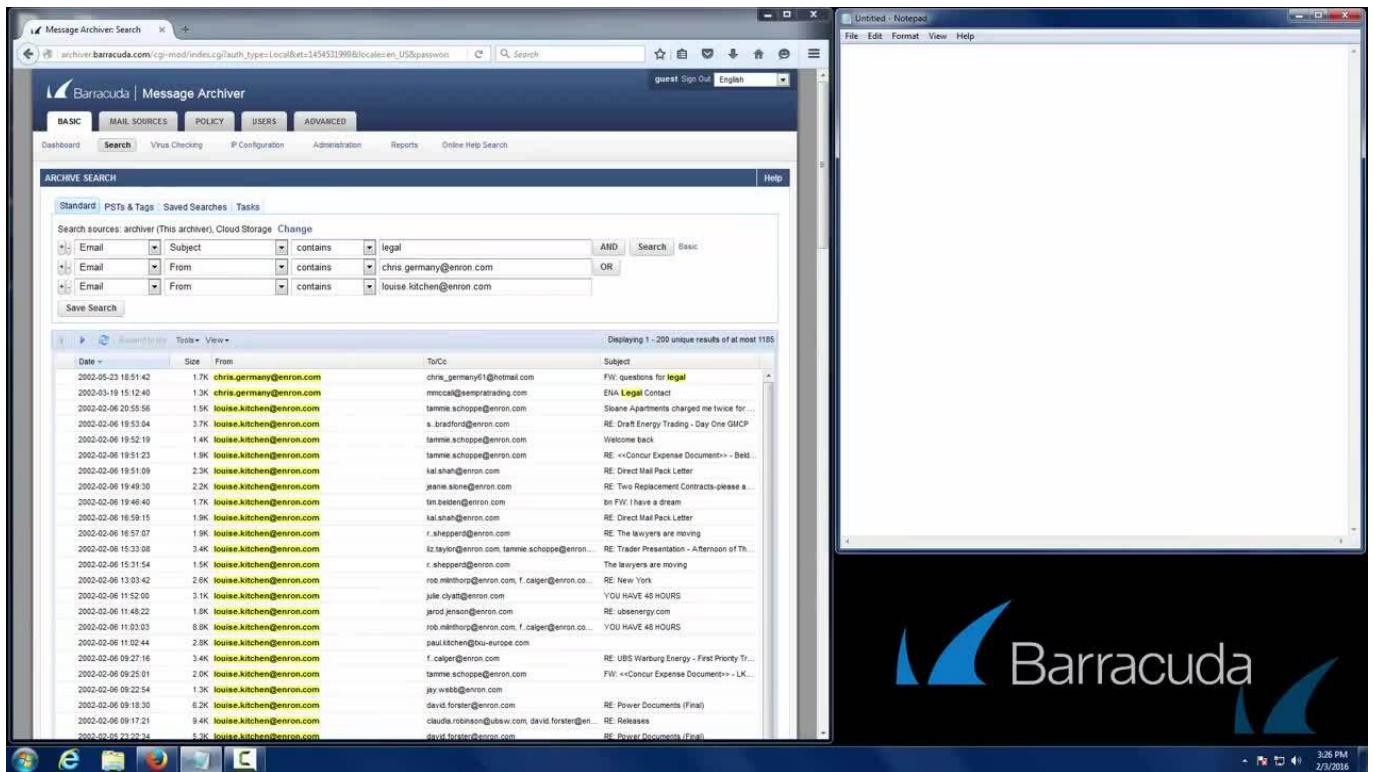
### ANDs and ORs Video

Watch this TechLib Video for a short walkthrough of searching with ANDs and ORs:



The screenshot displays the Barracuda Message Archiver web interface. The top navigation bar includes tabs for BASIC, MAIL SOURCES, POLICY, USERS, and ADVANCED. The ADVANCED tab is selected, showing a search interface with fields for Search sources, Email, Subject, and From. A search query is entered: "Email: Subject: contains: legal AND Email: From: contains: chris.germany@enron.com OR Email: From: contains: louse.kitchen@enron.com". The results table shows a list of emails with columns for Date, Size, From, To/Cc, and Subject. The search results are displayed in a table with columns: Date, Size, From, To/Cc, and Subject. The table shows a list of emails with their respective details. The search results are displayed in a table with columns: Date, Size, From, To/Cc, and Subject. The table shows a list of emails with their respective details.

Date	Size	From	To/Cc	Subject
2002-05-23 10:51:42	1.7K	chris.germany@enron.com	chris.germany1@hotmail.com	FW: questions for legal
2002-05-19 15:12:40	1.3K	chris.germany@enron.com	mmccall@senpratrading.com	ENA Legal Contact
2002-02-06 20:55:56	1.5K	louse.kitchen@enron.com	tammie.schoppe@enron.com	Silvane Apartments charged me twice for...
2002-02-06 19:53:04	3.7K	louse.kitchen@enron.com	s.bradford@enron.com	RE: Draft Energy Trading - Day One GMCP
2002-02-06 19:52:19	1.4K	louse.kitchen@enron.com	tammie.schoppe@enron.com	Welcome back
2002-02-06 19:51:23	1.9K	louse.kitchen@enron.com	tammie.schoppe@enron.com	RE: <<Concur Expense Document>> - Beld...
2002-02-06 19:51:09	2.3K	louse.kitchen@enron.com	kai.shah@enron.com	RE: Direct Mail Pack Letter
2002-02-06 19:49:30	2.2K	louse.kitchen@enron.com	jane.alone@enron.com	RE: Two Replacement Contracts-please a...
2002-02-06 19:46:40	1.7K	louse.kitchen@enron.com	tim.belden@enron.com	bn FW: I have a dream
2002-02-06 16:59:15	1.9K	louse.kitchen@enron.com	kai.shah@enron.com	RE: Direct Mail Pack Letter
2002-02-06 16:57:07	1.9K	louse.kitchen@enron.com	r.shepperd@enron.com	RE: The lawyers are moving
2002-02-06 15:33:08	3.4K	louse.kitchen@enron.com	tz.taylor@enron.com, tammie.schoppe@enron...	RE: Trader Presentation - Afternoon of Th...
2002-02-06 15:31:54	1.5K	louse.kitchen@enron.com	r.shepperd@enron.com	The lawyers are moving
2002-02-06 13:03:42	2.6K	louse.kitchen@enron.com	rob.milthorpe@enron.com, f.caiger@enron.co...	RE: New York
2002-02-06 11:52:00	3.1K	louse.kitchen@enron.com	julie.dwyer@enron.com	YOU HAVE 48 HOURS
2002-02-06 11:48:22	1.9K	louse.kitchen@enron.com	jerod.jensen@enron.com	RE: ubanenergy.com
2002-02-06 11:03:03	8.9K	louse.kitchen@enron.com	rob.milthorpe@enron.com, f.caiger@enron.co...	YOU HAVE 48 HOURS
2002-02-06 11:02:44	2.9K	louse.kitchen@enron.com	paul.kitchen@nsw-europe.com	
2002-02-06 09:27:16	3.4K	louse.kitchen@enron.com	f.caiger@enron.com	RE: UBS Warburg Energy - First Priority Tr...
2002-02-06 09:25:01	2.0K	louse.kitchen@enron.com	tammie.schoppe@enron.com	FW: <<Concur Expense Document>> - UK...
2002-02-06 09:22:54	3.2K	louse.kitchen@enron.com	jay.webb@enron.com	
2002-02-06 09:18:30	5.2K	louse.kitchen@enron.com	david.foster@enron.com	RE: Power Documents (Final)
2002-02-06 09:17:21	5.4K	louse.kitchen@enron.com	david.foster@enron.com, david.foster@en...	RE: Releases
2002-02-06 23:22:34	5.3K	louse.kitchen@enron.com	david.foster@enron.com	RE: Power Documents (Final)

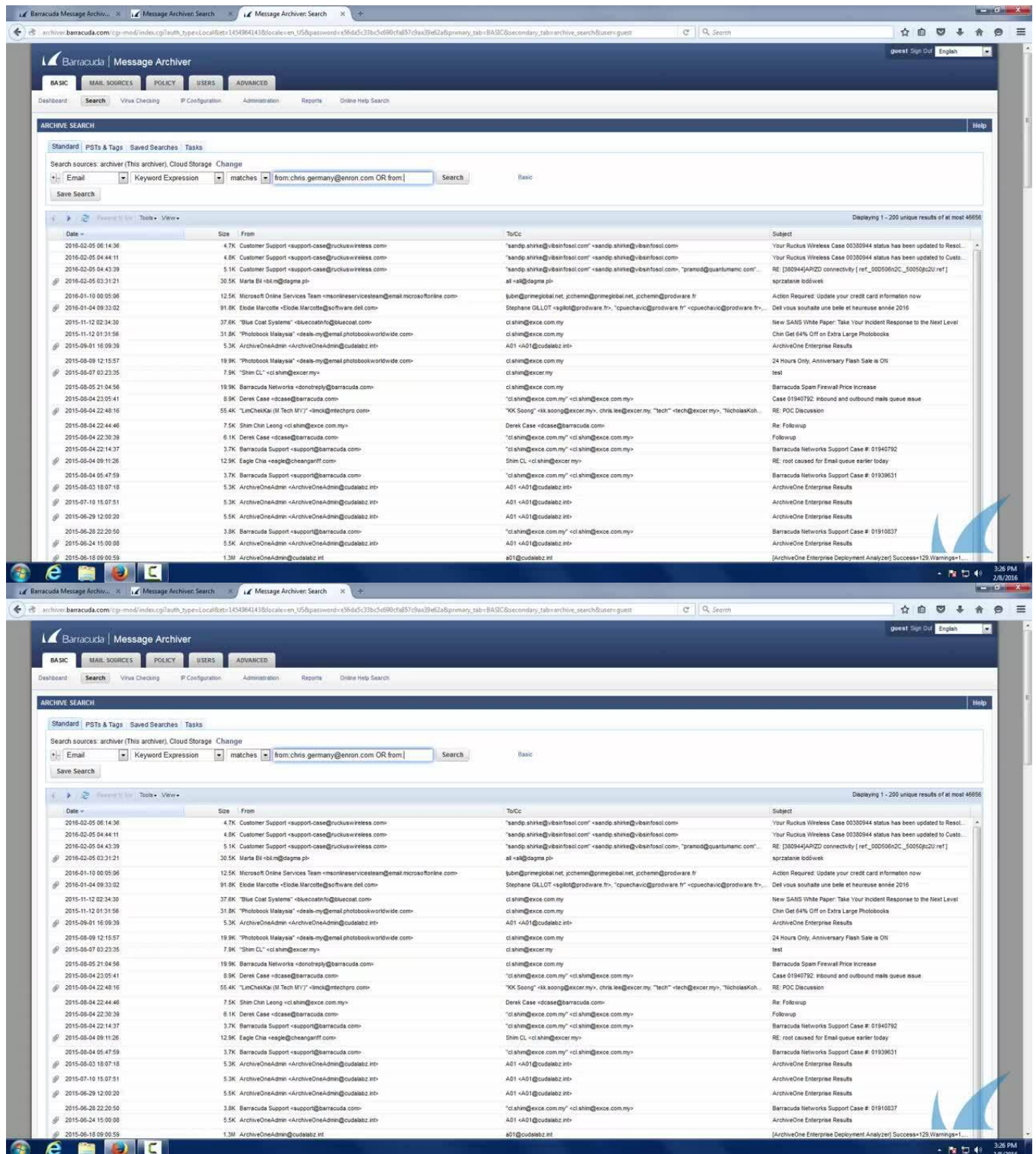


Videolink:

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

## Keyword Expressions

Watch this TechLib Video for a short walkthrough of searching with keyword expressions:



The screenshot displays the Barracuda Message Archiver web interface. The top navigation bar includes links for BASIC, MAIL SOURCES, POLICY, USERS, and ADVANCED. Below this, a search bar is visible with the query 'from:chris.germany@enron.com OR from:'. The main content area shows a list of search results with columns for Date, Size, From, To/Cc, and Subject. The results are sorted by date, showing messages from 2016-02-05 to 2015-06-18. The interface also includes a sidebar with 'Standard', 'PSTs & Tags', 'Saved Searches', and 'Tasks'.

Date	Size	From	To/Cc	Subject
2016-02-05 06:14:36	4.7K	Customer Support <support-case@ruckuswireless.com>	'sandy.shirke@vbsinfocsl.com' <sandy.shirke@vbsinfocsl.com>	Your Ruckus Wireless Case 00305944 status has been updated to Resol...
2016-02-05 04:44:11	4.8K	Customer Support <support-case@ruckuswireless.com>	'sandy.shirke@vbsinfocsl.com' <sandy.shirke@vbsinfocsl.com>	Your Ruckus Wireless Case 00305944 status has been updated to Custo...
2016-02-05 04:43:39	5.1K	Customer Support <support-case@ruckuswireless.com>	'sandy.shirke@vbsinfocsl.com' <sandy.shirke@vbsinfocsl.com>, 'pramed@quantuminc.com'...	RE: [380944]APZD connectivity [ ref_000506b2C_50059b2U ref ]
2016-02-05 03:31:21	30.5K	Marta Bl <bl.m@dagma.pl>	at <at@dagma.pl>	sprzatanie lodowki
2016-01-10 00:05:06	12.5K	Microsoft Online Services Team <monieserviceteam@microsoftonline.com>	Subj[prnegrlobal.net, jccchem@prnegrlobal.net, jccchem@prodware.fr]	Action Required: Update your credit card information now
2016-01-04 09:33:02	91.8K	Elodie Marcotte <Elodie.Marcotte@software.del.com>	Stephane GILLOT <sgil@prodware.fr>, 'cquechav@prodware.fr' <cquechav@prodware.fr>	Del vous souhaite une belle et heureuse année 2016
2015-11-12 02:34:30	37.8K	'Blue Coat Systems' <bluecoatinfo@bluecoat.com>	cl.shim@exce.com.my	New SANS White Paper: Take Your Incident Response to the Next Level
2015-11-12 01:31:56	31.8K	'Photobook Malaysia' <deals-my@email.photobookworldwide.com>	cl.shim@exce.com.my	Chin Get 64% Off on Extra Large Photobooks
2015-09-01 16:09:39	5.3K	ArchiveOneAdmin <ArchiveOneAdmin@cloudabz.int>	A01 <A01@cloudabz.int>	ArchiveOne Enterprise Results
2015-08-09 12:15:57	19.9K	'Photobook Malaysia' <deals-my@email.photobookworldwide.com>	cl.shim@exce.com.my	24 Hours Only, Anniversary Flash Sale is ON
2015-08-07 03:23:35	7.9K	'Shim CL' <cl.shim@exce.com.my>	cl.shim@exce.com.my	test
2015-08-05 21:04:56	19.9K	Barracuda Networks <donotreply@barracuda.com>	cl.shim@exce.com.my	Barracuda Spam Firewall Price Increase
2015-08-04 23:05:41	8.9K	Derek Case <dcase@barracuda.com>	'cl.shim@exce.com.my' <cl.shim@exce.com.my>	Case 01940792: Inbound and outbound mails queue issue
2015-08-04 22:48:16	55.4K	'LincHakai (M Tech MY)' <linc@intechpro.com>	'KK Soong' <kk.soong@exce.com.my>, chris.lee@exce.com.my, 'tech' <tech@exce.com.my>, 'NicholasKoh'...	RE: POC Discussion
2015-08-04 22:44:46	7.5K	Shin Chin Leong <cl.shim@exce.com.my>	Derek Case <dcase@barracuda.com>	Re: Followup
2015-08-04 22:30:39	6.1K	Derek Case <dcase@barracuda.com>	'cl.shim@exce.com.my' <cl.shim@exce.com.my>	Followup
2015-08-04 22:14:37	3.7K	Barracuda Support <support@barracuda.com>	'cl.shim@exce.com.my' <cl.shim@exce.com.my>	Barracuda Networks Support Case #: 01940792
2015-08-04 09:11:26	12.9K	Eagle Chia <eagle@cheangriff.com>	Shim CL <cl.shim@exce.com.my>	RE: root caused for Email queue earlier today
2015-08-04 05:47:59	3.7K	Barracuda Support <support@barracuda.com>	'cl.shim@exce.com.my' <cl.shim@exce.com.my>	Barracuda Networks Support Case #: 01939631
2015-08-03 18:07:18	5.3K	ArchiveOneAdmin <ArchiveOneAdmin@cloudabz.int>	A01 <A01@cloudabz.int>	ArchiveOne Enterprise Results
2015-07-10 15:07:51	5.3K	ArchiveOneAdmin <ArchiveOneAdmin@cloudabz.int>	A01 <A01@cloudabz.int>	ArchiveOne Enterprise Results
2015-06-29 12:00:20	5.5K	ArchiveOneAdmin <ArchiveOneAdmin@cloudabz.int>	A01 <A01@cloudabz.int>	ArchiveOne Enterprise Results
2015-06-28 22:20:50	3.8K	Barracuda Support <support@barracuda.com>	'cl.shim@exce.com.my' <cl.shim@exce.com.my>	Barracuda Networks Support Case #: 01910837
2015-06-24 15:00:08	5.5K	ArchiveOneAdmin <ArchiveOneAdmin@cloudabz.int>	A01 <A01@cloudabz.int>	ArchiveOne Enterprise Results
2015-06-18 09:00:59	1.3M	ArchiveOneAdmin@cloudabz.int	A01@cloudabz.int	[ArchiveOne Enterprise Deployment Analyzer] Success=125 Warnings=1

Videolink:

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

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## Punctuation

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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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## Available Actions

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Many different actions are possible from the Advanced Search interface that help you to build and save queries with multiple search parameters:

- Add search parameters – Click on the plus sign (+) located to the extreme left of a search criteria line; a new search parameter line is added.
- Remove a search parameter – Click on the minus sign (-) located to the left of the search parameter you wish to remove.
- AND or OR search parameters – Click **AND** at the end of a search parameter to signifies that it is to be logically ANDed to the next specified parameter. If your next criteria is to be logically ORed, click **AND** to toggle it to **OR**.
- Save a constructed query – In the **SAVE AS** field, enter the name under which the query is to be saved, and click **SAVE AS**. If you enter a name that already exists, the new search parameters overwrite the previously saved parameters under that name.
- Run a previously-saved search – Select the Saved Search from the pulldown menu to load the search parameters onto the page, then click **Search**.

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## Build Search Queries

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When including both AND and OR search terms in a query, the order in which these terms are placed is important. For example,

1. Add the first term "A", and then add term "and B"; the query searches as: **(A AND B)**
2. Add a term "or C"; the query searches as: **((A AND B) OR C)**
3. Add a term "and D"; the query searches as: **((A AND B) OR C) AND D)**

This affects preparation and ordering of Advanced Search queries as follows:

Typically, you first *build* a population of results by using "OR", and then *subtract* items from that population by using "AND". For example,

TermA OR  
TermB OR  
TermC AND  
TermD

If you wish to force a different order of operations by placing parentheses yourself, use the [Keyword Expressions](#) search mode and construct your query according to those guidelines.

## Advanced Search Parameters

Select the area of a message to which the search criteria applies.

Note that the 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.

From the **BASIC > Search** page, click on **Help** for additional search criteria details.

The following tables describe the available advanced search parameters.

**Table 1. Search Parameter = All**

<b>Entire Message</b>	Look in all fields and all data contained in each item for the entered text.
<b>Entire Message (Phrase)</b>	Look in all fields and all data contained in each item for the EXACT phrase as entered.
<b>From/Owner</b>	Look only in the <b>From</b> and <b>Owner</b> fields of each item, as applicable, for the entered text.



<b>To/Cc</b>	Look only in the <b>To</b> and <b>Cc</b> fields of each message for the entered text.
<b>Subject</b>	Look only in the <b>Subject</b> lines of each item for the entered text. For Distribution Lists, the name of the list is searched. For Contacts, the Full Name (both First and Last) is searched.
<b>Date</b>	Searches for all items with a timestamp that matches the specified date range. For Appointments, the Date is the scheduled start date and time of the Appointment, except when searching Date "is equal to". In that case, the search matches Appointments that span the provided Date. For Tasks, the Date is the date and time that the Task was created.
<b>hh:mm:ss</b>	Add after the date if you wish to specify a specific time on that date; the browser time zone is used unless the time zone is specified in the query, for example, 15:41:50 -0500.
<b>Archive Time</b>	Searches for all items added to the Barracuda Cloud Archiving Service in the specified date range.
<b>Body</b>	Look only in the body of each message for the entered text.
<b>Subject/Body</b>	Look only in the Subject line and the body of each message for the entered text.
<b>Attachment Name</b>	Look only in the names of message attachments for the EXACT phrase as entered

Table 2. Search Parameter = Email

<b>Entire Message</b>	Look in all fields and all data contained in each item for the entered text.
<b>Entire Message (Phrase)</b>	Look in all fields and all data contained in each message for the EXACT phrase as entered.
<b>Keyword Expressions</b>	Searches based on a custom query using keyword expressions. Each expression must be in the form <b>search_field:phrase</b>
<b>Subject/Body</b>	Look only in the Subject line and the body of each message for the entered text.
<b>From/To/Cc</b>	Look only in the <b>From</b> , <b>To</b> , and <b>Cc</b> fields of each message for the entered text.
<b>From</b>	Look only in the <b>From</b> field of each message for the entered text.
<b>To/Cc</b>	Look only in the <b>To</b> and <b>Cc</b> fields of each message for the entered text.
<b>Bcc</b>	Look only in the <b>Bcc</b> field of each message for the entered text.
<b>Domain</b>	Look in the <b>From</b> , <b>To</b> , <b>Cc</b> , and <b>Bcc</b> fields for an email address whose domain matches the entered text.
<b>Subject</b>	Look only in the Subject line of each message for the entered text.
<b>Has File Attachment</b>	Returns all messages that have at least one attachment.
<b>Has Linked Attachment</b>	Returns all messages that have at least one SharePoint link.

<b>Has Attachment</b>	Returns all messages that have at least one file attachment or linked attachment
<b>Attachment Name</b>	Look only in the names of message attachments for the EXACT phrase as entered.
<b>Contains Images</b>	Returns all messages that contain images embedded in the body.
<b>Image Type</b>	Look for messages with embedded images that are of the specified type. No dot (.) before the extension is needed. For example, enter <b>gif</b> to return all messages that contain images in the <b>.gif</b> format.
<b>Inbound</b>	Returns all messages received from an external source by any user in any domain listed in the <b>Local Domains</b> section of the <b>BASIC &gt; IP Configuration</b> page in the web interface.
<b>Outbound</b>	Returns all messages sent to an external mail server by any user of any domain listed in the <b>Local Domains</b> section of the <b>BASIC &gt; IP Configuration</b> page.
<b>Internal</b>	Returns all messages sent between any users of any domain listed in the <b>Local Domains</b> section of the <b>BASIC &gt; IP Configuration</b> page.
<b>Date</b>	Searches for all messages with a timestamp meeting the specified date range. Dates must be entered in the YYYY-MM-DD format.
<b>Body</b>	Look only in the body of the message for the entered text.
<b>Instant Message</b>	Look only in the text of Instant Messages for the EXACT phrase as written.

Table 3. Search Parameter = Note

<b>Entire Message</b>	Look in all fields and all data contained in each item for the entered text.
<b>Entire Message (Phrase)</b>	Look in all fields and all data contained in each item for the EXACT phrase as entered.
<b>Owner</b>	Look only in the Owner field of the item for the entered text.
<b>Subject</b>	Look only in the Subject line of each item for the entered text.
<b>Date</b>	Searches for all items with a timestamp that matches the specified date range. For Appointments, the Date is the scheduled start date and time of the Appointment. For Tasks, the Date is the date and time that the Task was created.
<b>Body</b>	Look only in the body of each item for the entered text.
<b>Attachment Name</b>	Look only in the names of attachments for the EXACT phrase as entered.

Table 4. Search Parameter = Appointment

<b>Entire Message</b>	Look in all fields and all data contained in each item for the entered text.
-----------------------	------------------------------------------------------------------------------

<b>Entire Message (Phrase)</b>	Look in all fields and all data contained in each item for the EXACT phrase as entered.
<b>From</b>	Look only in the From field of each item for the entered text. For Appointments, the <b>From</b> field is usually equivalent to the Organizer of the Appointment, and is the sender or creator of the Appointment.
<b>Subject</b>	Look only in the Subject line of each item for the entered text.
<b>Date</b>	Searches for all Appointments scheduled for the specified time period. Combine two (or more) Date searches to get a list of Appointments scheduled to occur between a specific start and end date.
<b>Location</b>	Look only in the Location field of each item for the entered text.
<b>Attendees</b>	Look only in the Attendees field of each item for the entered text. For Appointments, the <b>Attendees</b> field is usually the equivalent of the <b>To</b> , <b>Cc</b> and <b>Bcc</b> fields, and contain the recipients of the Appointment or Meeting Request.
<b>Attachment Name</b>	Look only in the names of Appointment attachments for the EXACT phrase as entered.

Table 5. Search Parameter = Distribution List

<b>Entire Message</b>	Look in all fields and all data contained in each item for the entered text. This is the default search scope, and is equivalent to the Basic Search mode.
<b>Entire Message (Phrase)</b>	Look in all fields and all data contained in each item for the EXACT phrase as entered.
<b>Owner</b>	Look only in the Owner field of the item for the entered text.
<b>Subject</b>	Look only at the names of each Distribution List for the entered text.
<b>Date</b>	Searches for all Distribution Lists that were last modified during the specified time period. Dates must be entered in the YYYY-MM-DD format.
<b>Members</b>	Look only in the Members field of each item for the entered text. Matches are based on the individual members' email address as well as their First and Last Names.

Table 6. Search Parameter = Task

<b>Entire Message</b>	Look in all fields and all data contained in each item for the entered text. This is the default search scope, and is equivalent to the Basic Search mode.
<b>Entire Message (Phrase)</b>	Look in all fields and all data contained in each item for the EXACT phrase as entered.
<b>Delegator (From)</b>	Look only in the From field of each item for the entered text. For Tasks, the From field is usually equivalent to the originator of the Task, and is the sender or creator of the Task.



<b>Subject</b>	Look only in the Subject line of each item for the entered text.
<b>Date</b>	Searches for all Tasks scheduled to end at specified time period. Dates must be entered in the YYYY-MM-DD format.
<b>Assignee (To)</b>	Look only through the owners, of the Task for the entered text. For Tasks, the Owners are usually the equivalent of the To field of a Task Request, and are the ones who are responsible for, or have ownership of, the Task. Matches are based on the attendees' email address as well as their First and Last Names.
<b>Attachment Name</b>	Look only in the names of Task attachments for the EXACT phrase as entered.
<b>Due Date</b>	Searches for all Task due dates, modified dates, and completion dates based on the specified time period.
<b>Body</b>	Look only in the body of each Task for the entered text.
<b>Subject/Body</b>	Look only in the Subject line <i>and</i> the body of each Task for the entered text.

**Table 7. Search Parameter = Contact**

<b>Entire Message</b>	Look in all fields and all data contained in each item for the entered text. This is the default search scope, and is equivalent to the Basic Search mode.
<b>Entire Message (Phrase)</b>	Look in all fields and all data contained in each item for the EXACT phrase as entered.
<b>Owner</b>	Look only in the Owner field of the item for the entered text.
<b>Name (Subject)</b>	Look only in the Subject of the Contact item for the entered text. This is usually equivalent to the First and Last Names of the Contact.
<b>Date</b>	Searches for all items with a timestamp that matches the specified date range.
<b>Address</b>	Look only in the Address field of each Contact for the entered text.
<b>Company</b>	Look only in the Company field of each Contact for the entered text.
<b>Email Address</b>	Look only in the Email Address field of each Contact for the entered text.

**Table 8. Search Parameter = Social Media**

<b>Entire Message</b>	Look in all fields and all data contained in each item for the entered text. This is the default search scope, and is equivalent to the Basic Search mode.
<b>Entire Message (Phrase)</b>	Look in all fields and all data contained in each item for the EXACT phrase as entered.
<b>Site</b>	Select a social media site from the drop-down list to search for all messages from the selected site.
<b>User</b>	Look only for the user who submitted the social media message.

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<b>Date</b>	Searches for all items with a timestamp that matches the specified date range.
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## Figures

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