

Adding LDAP Users

<https://campus.barracuda.com/doc/4819/>

This article refers to Barracuda Message Archiver firmware 5.0 and higher.

Use the **USERS > LDAP Users Add/Update** page to associate an LDAP User or LDAP Group to a Barracuda Message Archiver role and list of email addresses. For example, you may want to prevent a user with the **Auditor** role from viewing specific user mailboxes.

Use the following steps to add an LDAP user or group:

1. Log in to the Barracuda Message Archiver, and go to the **USERS > LDAP Users Add/Update** page.
2. In the **LDAP User/Group** field, enter the LDAP User or Group name to which the permissions apply.

The LDAP User/Group value can be any type of group such as a distribution group. Note that this cannot be an organizational unit (OU).
3. From the **Role** drop-down menu, select the role associated with the **LDAP User/Group** entry:
 - If you select the role **User**, specify whether to include or exclude mailbox addresses from the LDAP account:
 - In the **Include these Addresses** field, enter a mailbox address you want to make available to the specified LDAP account, and then click **Add**.
 - In the **Exclude these Addresses**, enter a mailbox address to hide from the specified LDAP account, and then click **Add**.
 - If you select the role **Auditor**, configure the permissions:
 - In the **Domains** field, enter a domain for which the auditor can view mail, and then click **Add**.
 - If you have defined Saved Searches in the **BASIC > Search** page, select a **Saved Search** from the drop-down menu to filter the auditor's search results.
 - In the **Exclude these Addresses**, enter a mailbox address to hide from the specified LDAP account, and then click **Add**.
 - If you select the role **IT ADMIN**, the specified **LDAP User/Group** account has IT Admin permissions only.
 - If you select the role **Admin**, enter a mailbox address to hide from the account in the **Exclude these Addresses**, and then click **Add**.
4. Click **Save**.

In the **LDAP User/Group**, [Include these Addresses](#), and [Exclude these Addresses](#) fields, enter the first three letters of a user or group name to display all matching values from which you can select.

Continue with [LDAP User Include/Exclude Rules](#).

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