

## Installing and Configuring Barracuda Archive Search for Outlook

<https://campus.barracuda.com/doc/48201992/>

If you are using Windows Defender Antivirus, you must disable the **Block Office applications from creating child processes** policy to use Archive Search for Outlook.

This article refers to the Barracuda Cloud Archiving Service and Archive Search for Outlook version 5.2 or higher. For best results, verify you are using the latest Archive Search for Outlook client version. Archive Search for Outlook supports Outlook versions 2013, 2016, 2019, 2021, and Outlook for Microsoft 365.

### Note the following are not supported by Archive Search for Outlook:

- Outlook for Mac versions
- New version of Windows Mail, [Outlook for Windows](#).

Archive Search for Outlook is not supported on the Microsoft App Store version of Outlook.

Alternatively, the Barracuda Cloud Archiving Service administrator can deploy the Archive Search for Outlook for both 32- and 64-bit versions of Outlook. See [Barracuda Archive Search for Outlook Deployment](#).

To download the latest version of Archive Search for Outlook:

1. Log into your Barracuda Cloud Control account, and click **Archiver** in the left pane.
2. Go to **Users > Client Downloads**, and scroll to the **Microsoft Outlook Add-In** section.
3. Click **Download Now** to the right of the **Outlook Add-In Installer**.

### Message Archive and Search

For Search and Archive options, refer to [How to Search and Archive Messages Using Barracuda Archive Search for Outlook](#).

Barracuda Archive Search for Outlook allows you to perform various functions with messages that are stored through your organization's Barracuda Cloud Archiving Service, including:

- Synchronize your archived folders with Outlook
- Search for archived messages and other Microsoft Outlook data such as Contacts
- View and interact with (forward, reply to, etc.) all your archived Outlook items
- Archive messages

These functions are available directly from within Outlook, allowing transparent access to your messages and attachments, all with no browser interaction required. All that is needed is a network connection to your organization's mail server and to the Barracuda Cloud Archiving Service.

### Locale

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The language for the Barracuda Archive Search for Outlook options is determined by your Microsoft Office installation locale; supported languages include:

- German
- US English
- Spanish (Continental)
- French
- Italian
- Japanese
- Dutch
- Polish
- Chinese

### Install Archive Search for Outlook

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Before installing the Archive Search for Outlook, you must close Outlook.

1. Log into the Barracuda Cloud Archiving Service, and navigate to the **Users > Client Downloads** page.
2. Click **Download Now** to the right of the **Archive Search for Outlook Installer** to download the executable file to your local system.
3. Run the .exe file to launch the Setup Wizard.
4. Follow the onscreen instructions to install Archive Search for Outlook.

### Configuration

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Typically, the pre-configured Archive Search for Outlook settings do not require any modification. However, in some instances a location configuration screen may display. Adjust these settings through the **Options** dialog box.

## Initial Log In

The first time you use Archive Search for Outlook, you are prompted to enter the following details:

- Select **Barracuda Cloud Archiving Service** and type your region-specific MAS hostname, for example: `mas.barracudanetworks.com`  
See [Data Centers by Region](#) for region-specific MAS hostnames.
- Type your complete email address, for example, `myname@company.com`
- Type your domain password, typically your email password

Once you enter these details and click **OK**, Microsoft Outlook automatically remembers your login credentials, and there is no need to enter this information again unless you change your password. If you forget your password or are unable to access Archive Search for Outlook, contact your system administrator.

### Important

If your organization configures local users in the Barracuda Cloud Archiving Service, each user receives a User Rollout email. If the login credentials differ from your email address, use the account information provided in the Rollout email to log into the system.

## Options Dialog Box

To access the **Options** dialog box, click the **File** tab, click **Barracuda Networks** in the list, and then click **Configure**.

## Configuration Options

### Important

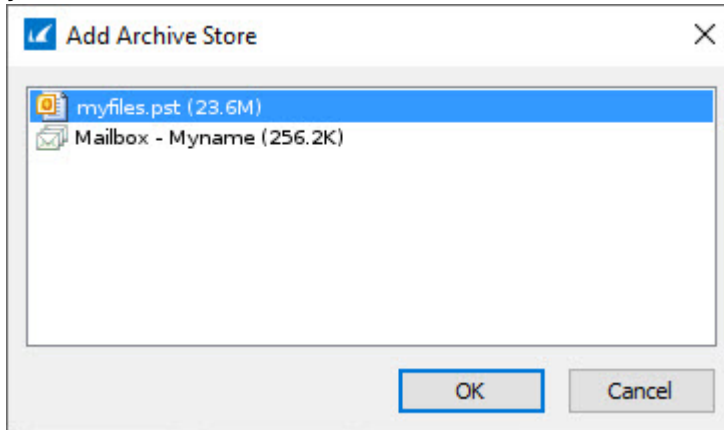
To configure local archive stores you must first configure active directory and run nightly Folder Sync tasks. For more information, see:

- [How to Synchronize Folders](#)
- [Configure Active Directory](#)

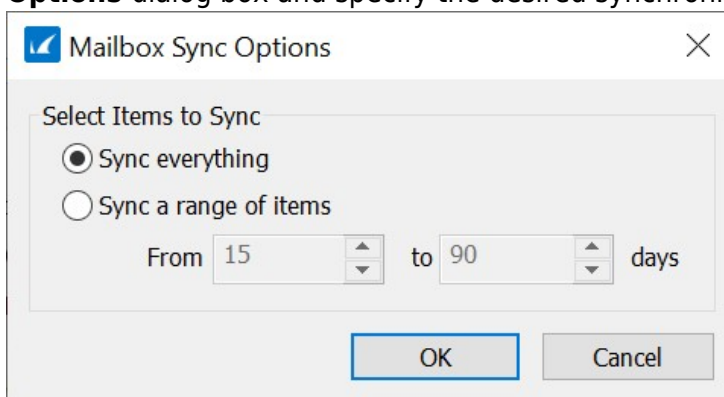
In the **URI/Logged on as** sections, you can configure the following options:

- **Change** – Click to change user access details.
- **Log Off** – Click to log out the current user.

- **Archive Stores** – This section displays the Barracuda Cloud Archiving Service stores (Mailboxes) to which you have access.
  - **Add** – Click to select additional stores; once folders are retrieved, Archive Stores to which you have access, and that are not already being synchronized, display. Select the store you wish to add, and click **OK**:



- **Remove** – Click on a store in the list, and then click **Remove** to remove it from the list of available stores
- **Options** – Click on a store in the list, and then click **Options** to open the **Mailbox Sync Options** dialog box and specify the desired synchronization settings:



Specify the number of days in the **Sync a range of items** field to specify the period of time messages are stored. Messages within the range of these values are synchronized and saved. Set these values to a closer range to reduce synchronization time and reduce the size of the store.


- Select **Check for updates automatically** to automatically update Archive Search for Outlook
- In the **Outlook Instant Search** section, select **Enable Outlook Instant Search integration** to search in your Outlook search box based on **All Mailboxes** or **All Outlook Items**


For Instant search query syntax and search options, see [How to Use Instant Search](#).

## Change Your Email Address or Password


1. In the **Options** dialog box, click **Change**.
2. If your email address or password has changed, enter your new email address and password in the associated fields.  
If you received a User Rollout email, enter the credentials provided in the email.
3. Click **OK**. Microsoft Outlook automatically remembers your login credentials.

## Folder Synchronization

When items are syncing, a system tray icon displays until synchronization is complete. When synchronization is successful and is scheduled, there is no notification and no further action is needed. However, if a problem is encountered, or if the user clicks the **Sync Archive Stores** (  **Sync Archive Stores** ) icon on the toolbar, a tooltip displays additional information.

Store synchronization occurs when either the user clicks the **Sync Archive Stores**  **Sync Archive Stores** ( ) icon, after nightly synchronization jobs are complete, or shortly after Outlook is started.

## Manual Folder Content Synchronization

To manually synchronize all folder content in the Barracuda Cloud Archiving Service, click the **Sync Archive Stores** (  **Sync Archive Stores** ) icon in the Outlook toolbar.

## Figures

1. archivestore.jpg
2. mailboxSyncOptions.jpg
3. SyncArchiveStores.png
4. SyncArchiveStores.png
5. SyncArchiveStores.png

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