Barracuda Stand-Alone Search Utility for mac OS X

https://campus.barracuda.com/doc/48202053/

> This article refers to mac OS X 10.7 (Lion) or higher.

You can download and install the Barracuda Stand-Alone Search Utility on your mac OS X-based system to search archives without using the Barracuda Outlook Add-In for Outlook or logging in to the Barracuda Cloud Archiving web interface.

> Barracuda Stand-Alone Search Utility for mac OS X results are limited based on your assigned role and customization options applied during deployment. For example, if you are assigned the User role, the search result is limited to 50,000 messages. For best results, refine your search criteria.
>
> For discovery purposes, Barracuda Networks recommends logging in to the web interface, and running your search using the **Advanced** options on the **Basic > Search** page.
>
> The administrator must enable **Enable Client Access** on the **Users > Client Downloads** page before you can install the Barracuda Stand-Alone Search Utility.

## Install the Barracuda Stand-Alone Search Utility

Use the following steps to install the Barracuda Stand-Alone Search Utility:

1. Log in to https://login.barracudanetworks.com, and click **Archiver** in the left pane.
2. Go to the **Client Downloads** page:
    1. If you have the Admin role, go to the **Users > Client Downloads** page.
    2. If you have the User or Auditor role, go to the **Basic > Client Downloads** page.
3. In the **Stand-Alone Search Utility** section, click **Download Now** to the right of the Mac Stand-Alone Search Utility to download the mac OS X disk image (.**dmg**) file.
4. Locate and double-click the downloaded .**dmg** file to mount it.
5. Double-click the mounted volume on your desktop, and then double-click the application icon to launch the setup Wizard.
6. Type your region-specific MAS hostname, for example: `mas.barracudanetworks.com`
    > See Data Centers by Region for a list of region-specific MAS hostnames. If you do not know your region-specific MAS hostname, contact your Barracuda Cloud Archiving Service administrator.
7. Enter your email address and associated password.

8. To require that the password be entered each time the utility is launched, turn on **Ask for my password at each launch**.
9. Click **Continue**. The utility connects to your Barracuda Cloud Archiving Service.
10. If your account is configured with message stores, the **Offline Searching** page displays, otherwise, the Wizard skips to the **Getting Started** page.
11. In the **Offline Searching** page, for offline message access, select **Download and store my archived messages for offline search**, select the number of days to store those messages, and then click **Continue**.
12. In the **Getting Started** page, select whether to **Show Stand-Alone Search Utility Tutorial at launch**.
13. When selected, the tutorial displays each time the utility is launched.
    You can launch the tutorial at any time from the Help menu within the utility.
14. Click **Done** to save your settings and close the Wizard.
15. The Barracuda Stand-Alone Search Utility icon displays in **Applications** in the Finder sidebar.
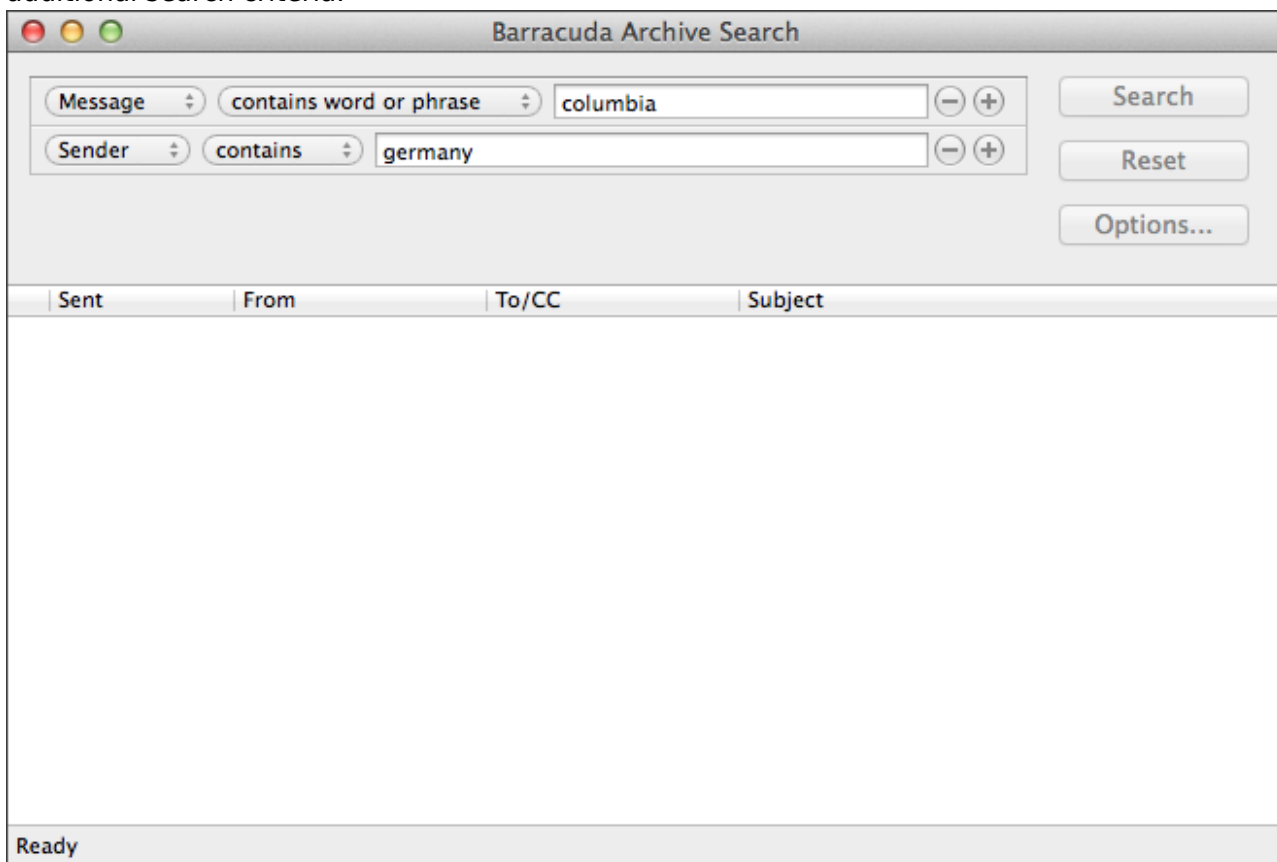
Search Archived Messages

1. Launch the Barracuda Stand-Alone Search Utility:
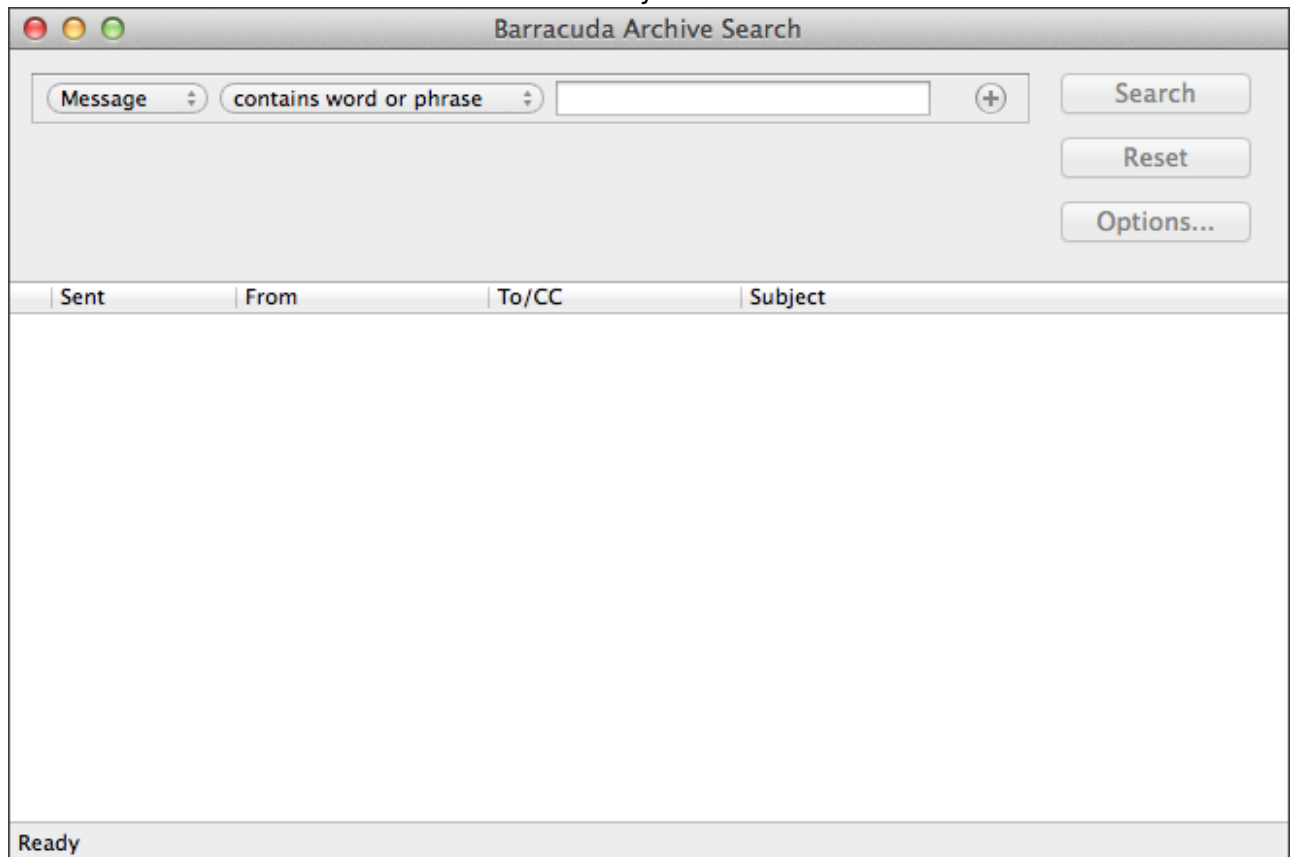
2. In the **Barracuda Archive Search** window, select your search criteria from the drop-down menus, and enter the search term you want to match in the associated field.
3. To further refine your search, click the plus (**+**) icon to the right of the field, and enter any
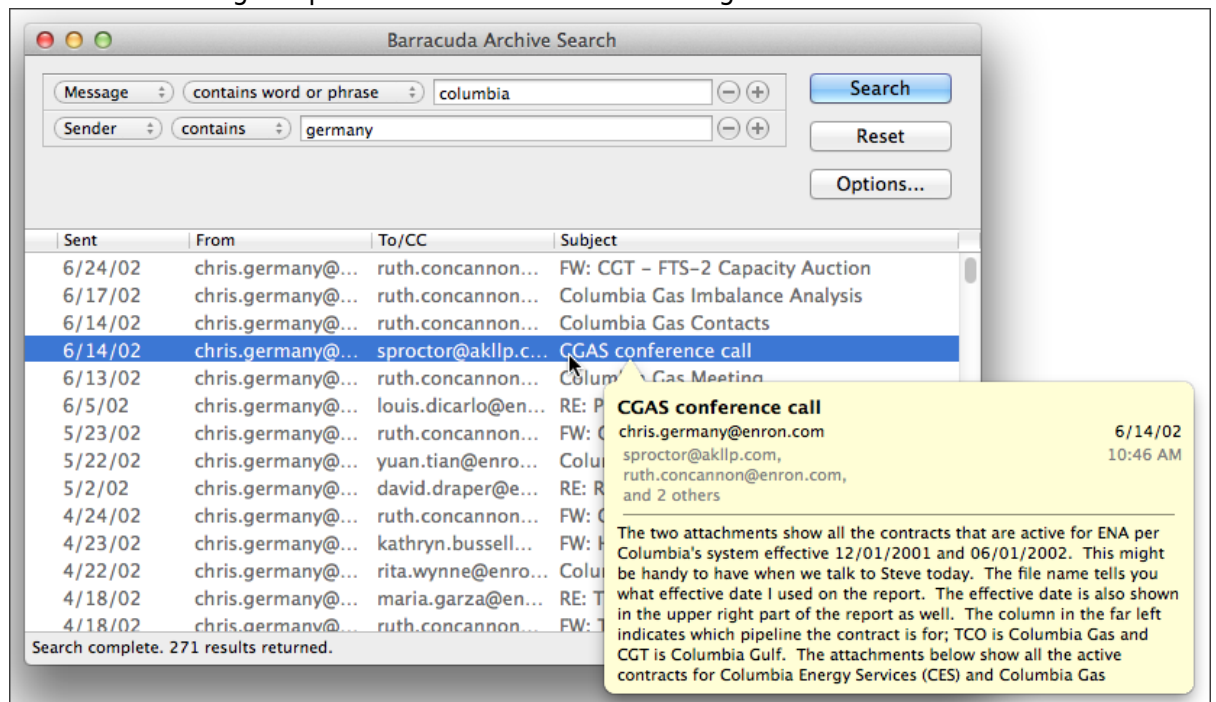
additional search criteria:

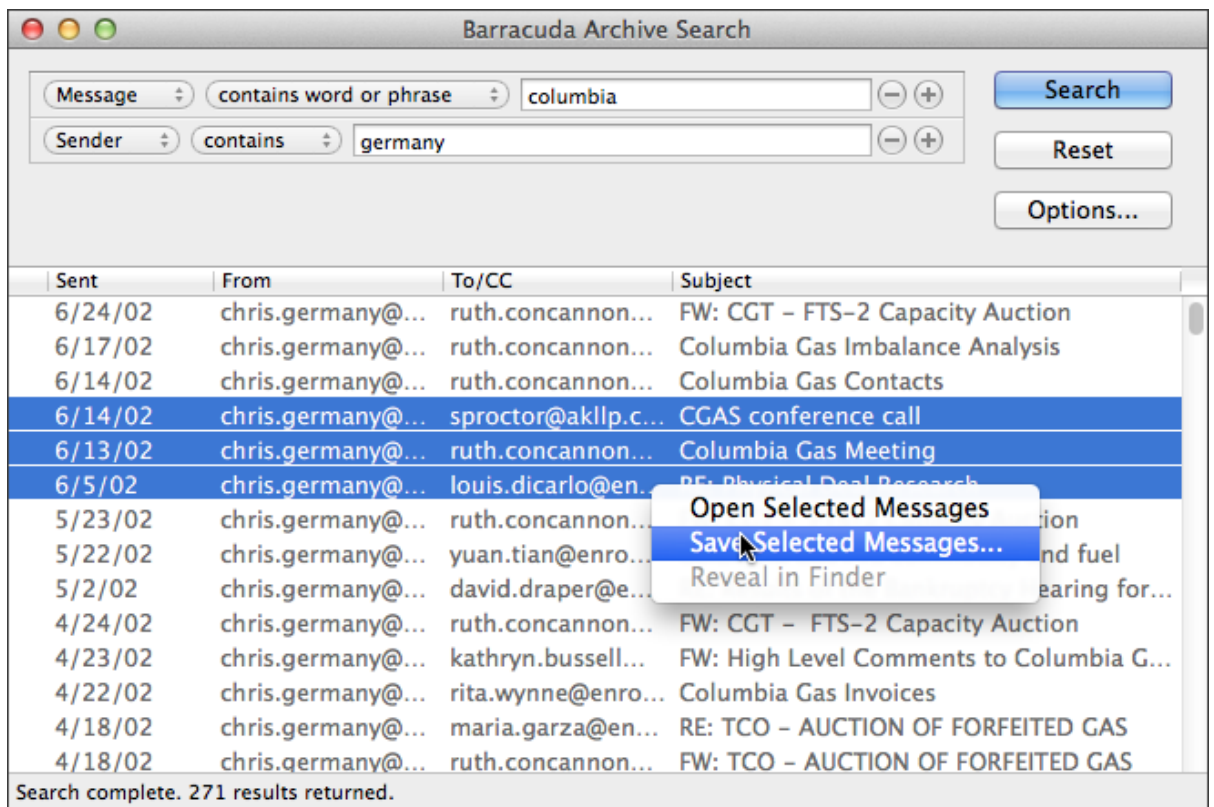4. Click **Search**. All matching search results display:
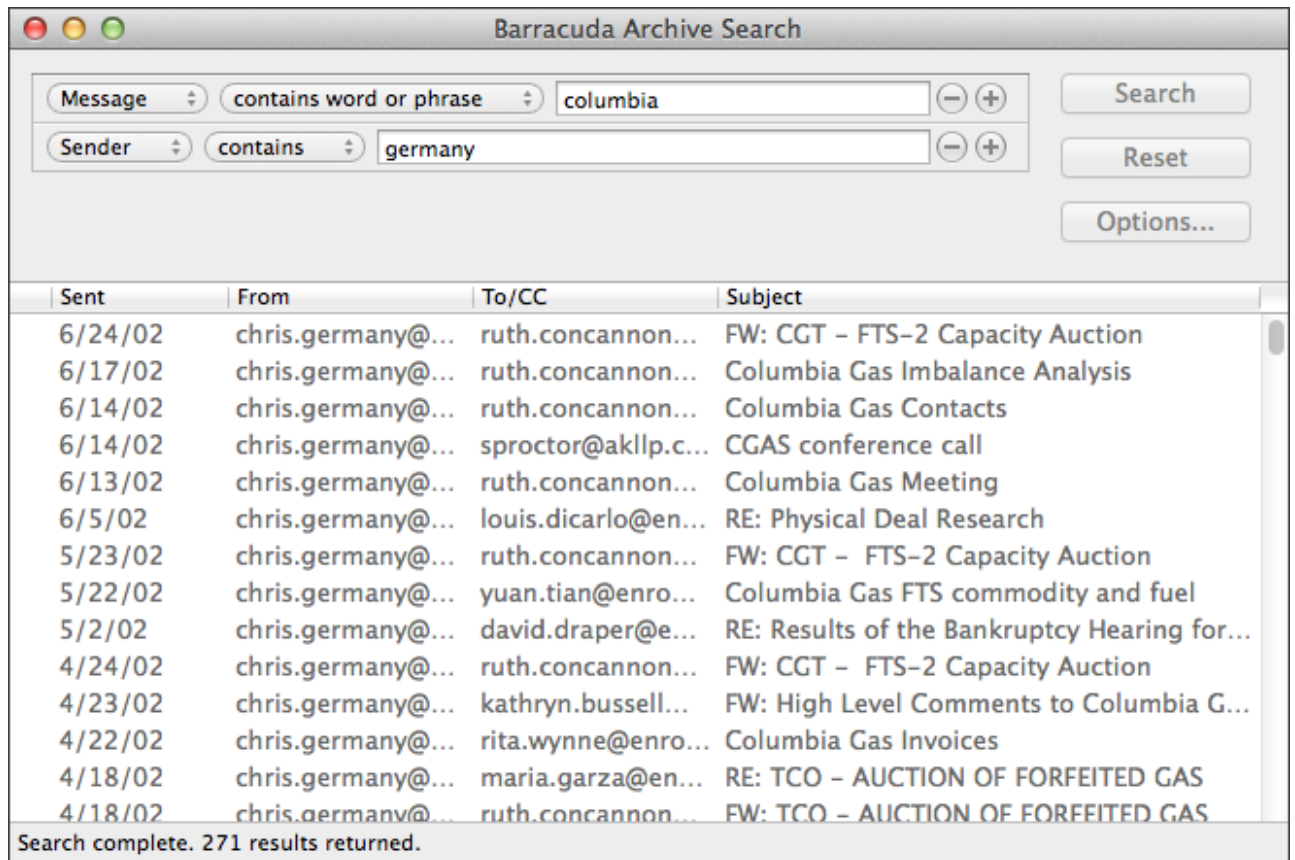
5. Once the results are returned, you can take several actions on messages:
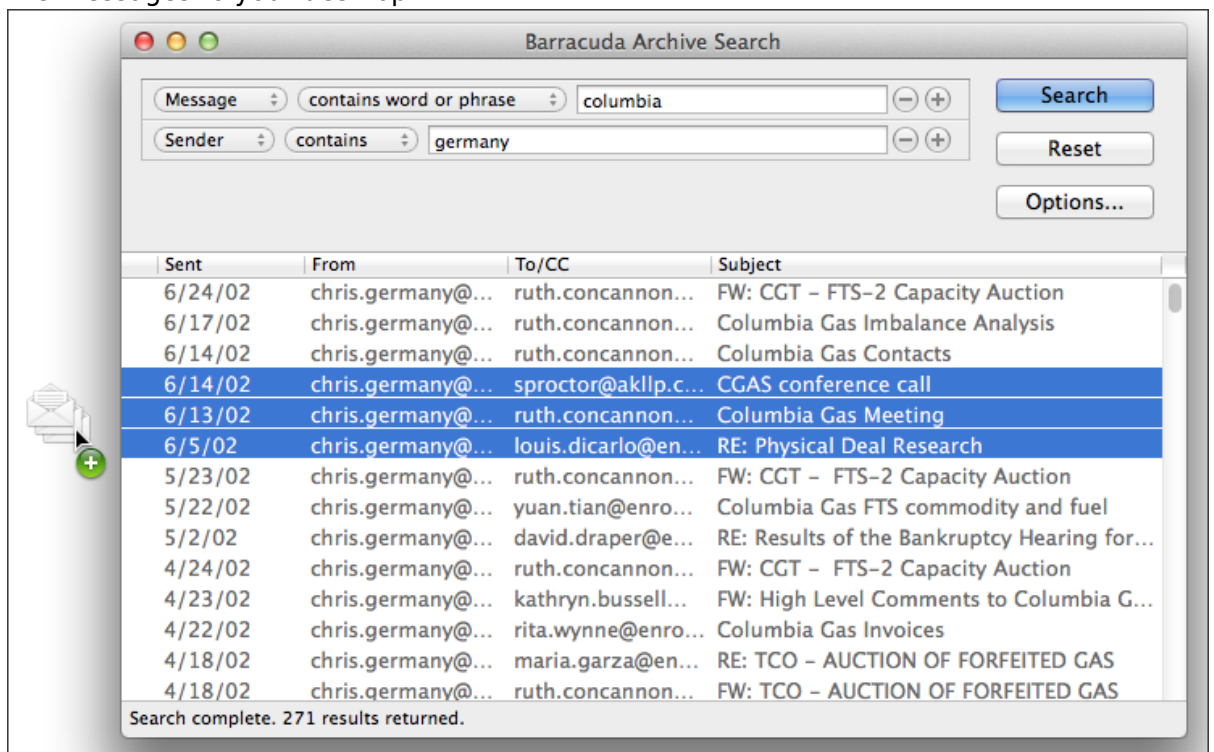   1. Click on a message to preview the header and message content:

   2. **Shift**- or **Ctrl**-click to save or open multiple messages to your local system:

3. Click on a message, or press **Shift**- or **Ctrl**-click to select multiple messages, and drag the messages to your desktop:

4. Double-click a message to view it in your preferred mail software.

Set Up Offline Search for Spotlight

You can enable offline search to synchronize user message stores to a local folder on disk, and search archived messages using Spotlight.

In order to use offline search with the stand-alone search utility, your account must be configured with message stores in the **Options** dialog box in Barracuda Stand-Alone Search Utility. Messages are downloaded and synchronized periodically throughout the day, or after account synchronization settings are modified, into your **Documents** folder.

To enable offline search,

1. In the **Barracuda Stand-Alone Search Utility** window, click **Options**. If the account supports message stores, you can turn on **Download and store my archived messages for offline search**.
2. Select the number of days to save the messages as well as the cache size limit.
3. Once the messages are downloaded, Apple's search utility Spotlight triggers to read and index messages for search.

Search Using Spotlight

Launch Spotlight search from one of these locations:

- Spotlight from the Search menu
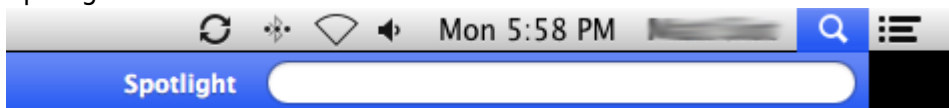
- Search using Finder
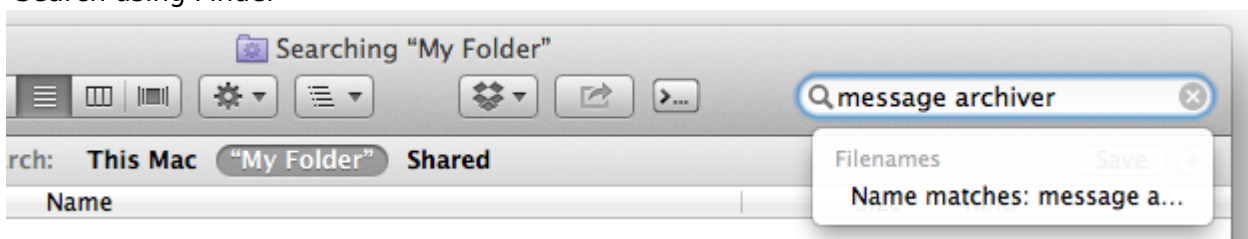
The resulting message set includes any archived messages that have been saved. Double-click a message to view it in your preferred mail software.

The first time you launch Barracuda Stand-Alone Search Utility, a shortcut is automatically added to

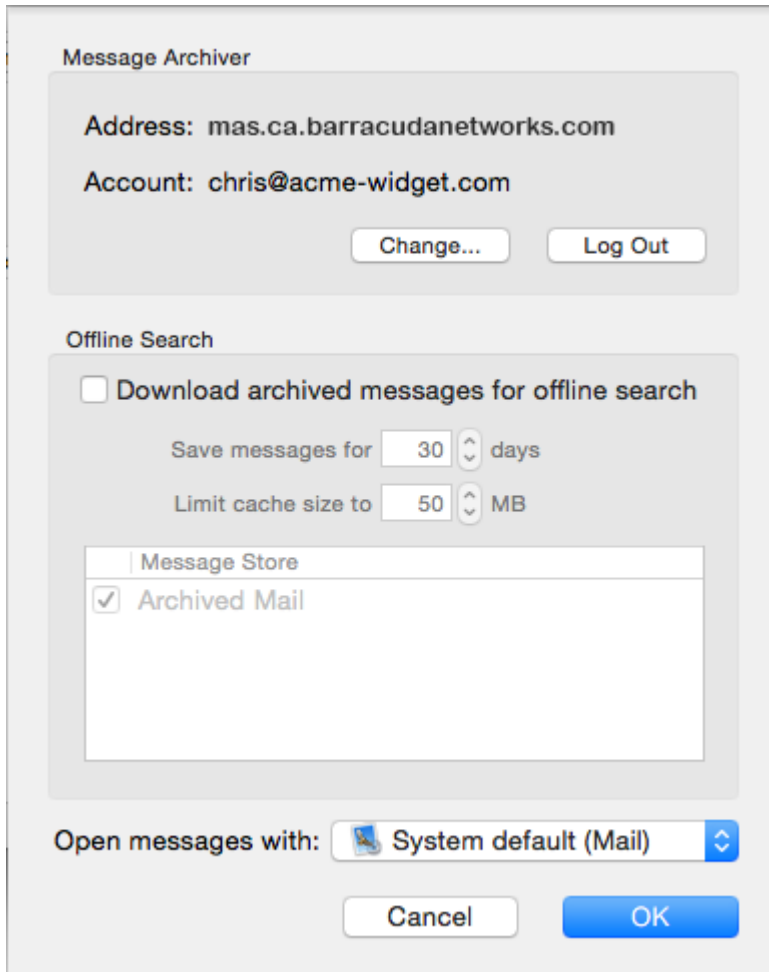the AppleScript menu in Microsoft Outlook where you can launch the tool:
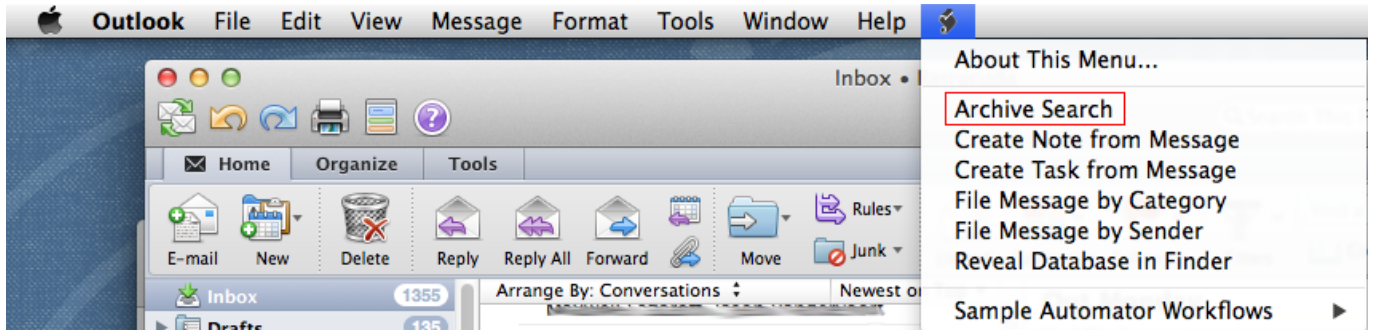
> Microsoft Outlook for Mac 2011 does not provide any other support for UI plugins or toolbar integration.

Update Barracuda Stand-Alone Search Utility Settings

Use the following steps to modify the Barracuda Stand-Alone Search Utility settings:

1. Launch the **Barracuda Stand-Alone Search Utility**, and click **Options** to view your settings:
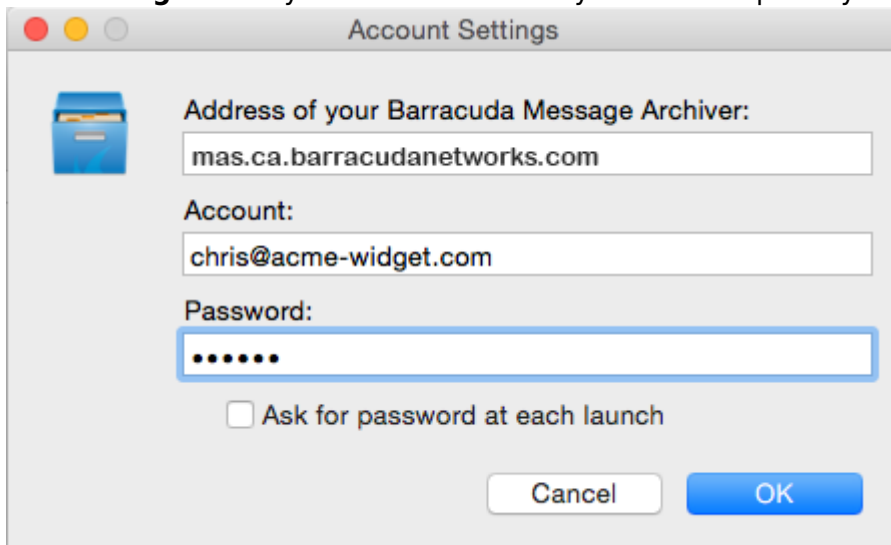
2. Click **Change** below your account name if you want to update your email address or password:
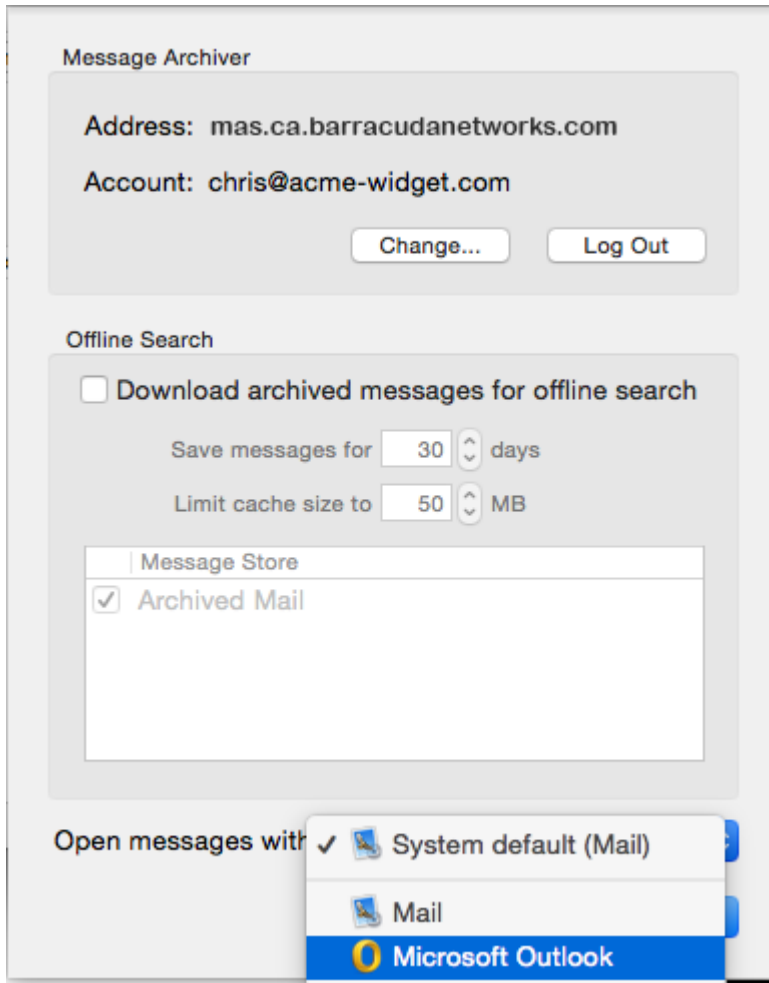
3. Click **OK** to save your changes and close the **Account Settings** dialog box.
4. Click the **Open messages with** drop-down menu to select your preferred mail viewer:

5. You can also change your offline search settings in the **Options** dialog box.

> In order to use offline search with Barracuda Stand-Alone Search Utility, your account must be configured with message stores. Messages are downloaded and synchronized once daily, or after account synchronization settings are modified, into your **Documents** folder. The **Download archived message for offline search** option does not display when offline search is not configured.

6. If you turn offline search **On**, select which message stores you want to synchronize, and then click **OK**. Your messages begin synchronizing:

7. When **Download archived message for offline search** is enabled, and you return to the **Options** dialog box, the last sync timestamp displays, and you can click **Sync Now** to sync archived messages:

8. Click **OK** to save your changes and close the **Options** dialog box.

Figures

1. search1-blank.png
2. search2-criteria.png
3. search3-complete.png
4. search4-preview.png
5. search5-contextual.png
6. search6-dragging.png
7. spotlight_search_toolbar.png
8. finder_search.png
9. outlook_toolbar.png
10. bcas_settings.png
11. click_change.png
12. config_mail_client.png
13. syncing.png
14. last_sync.png