

## Step 4 - Configure ArchiveOne for Files Repositories

<https://campus.barracuda.com/doc/49054202/>

This section refers to the Barracuda ArchiveOne for Files version 7.2.0 and higher.

See also:

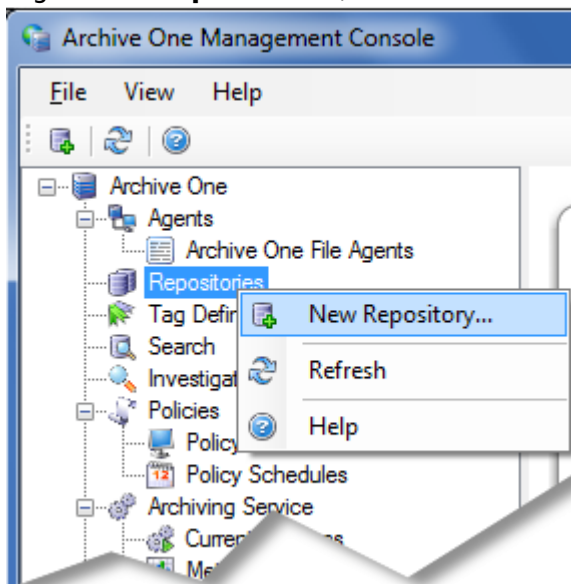
- [Understanding Repositories](#)
- [Designing Repositories](#)
- [How to Configure Network-Based Repositories](#)
- [How to Back Up a Repository](#)
- [How to Move a Repository](#)

A repository is a collection of files stored in a particular directory.

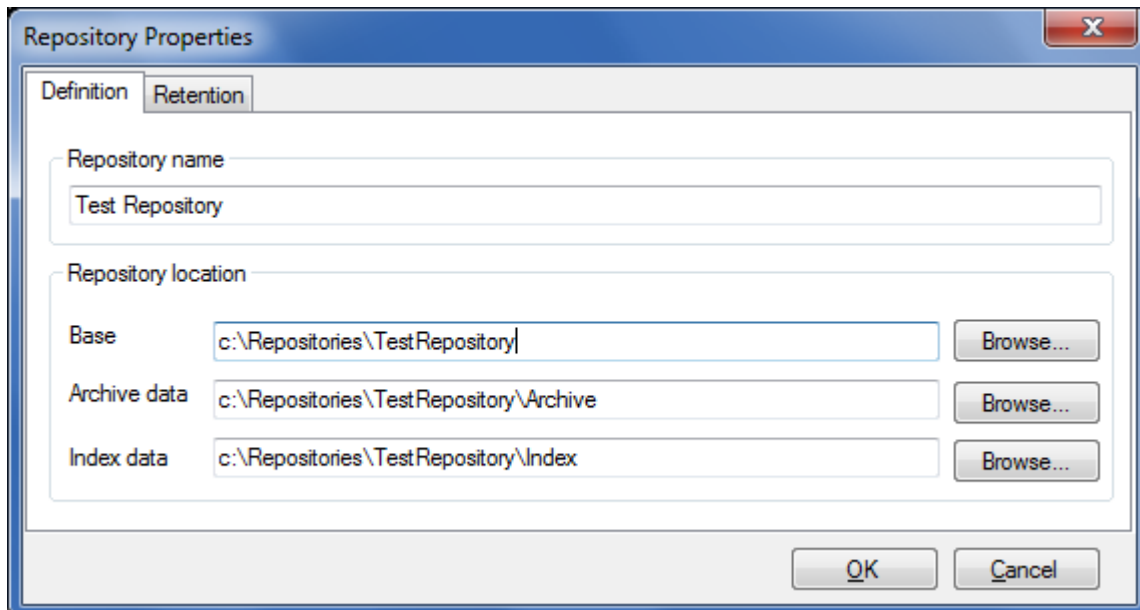
### Define Repository Location

Complete the steps in this section for each repository you want to define.

1. Start the ArchiveOne Management Console.
2. Right-click **Repositories**, and click **New Repository**:



3. The **Repository Properties** dialog box displays. In the **Definition** tab, enter a name to represent your repository and enter the **Base** location; the **Archive data** and **Index data** fields automatically populate based on your **Base** location:



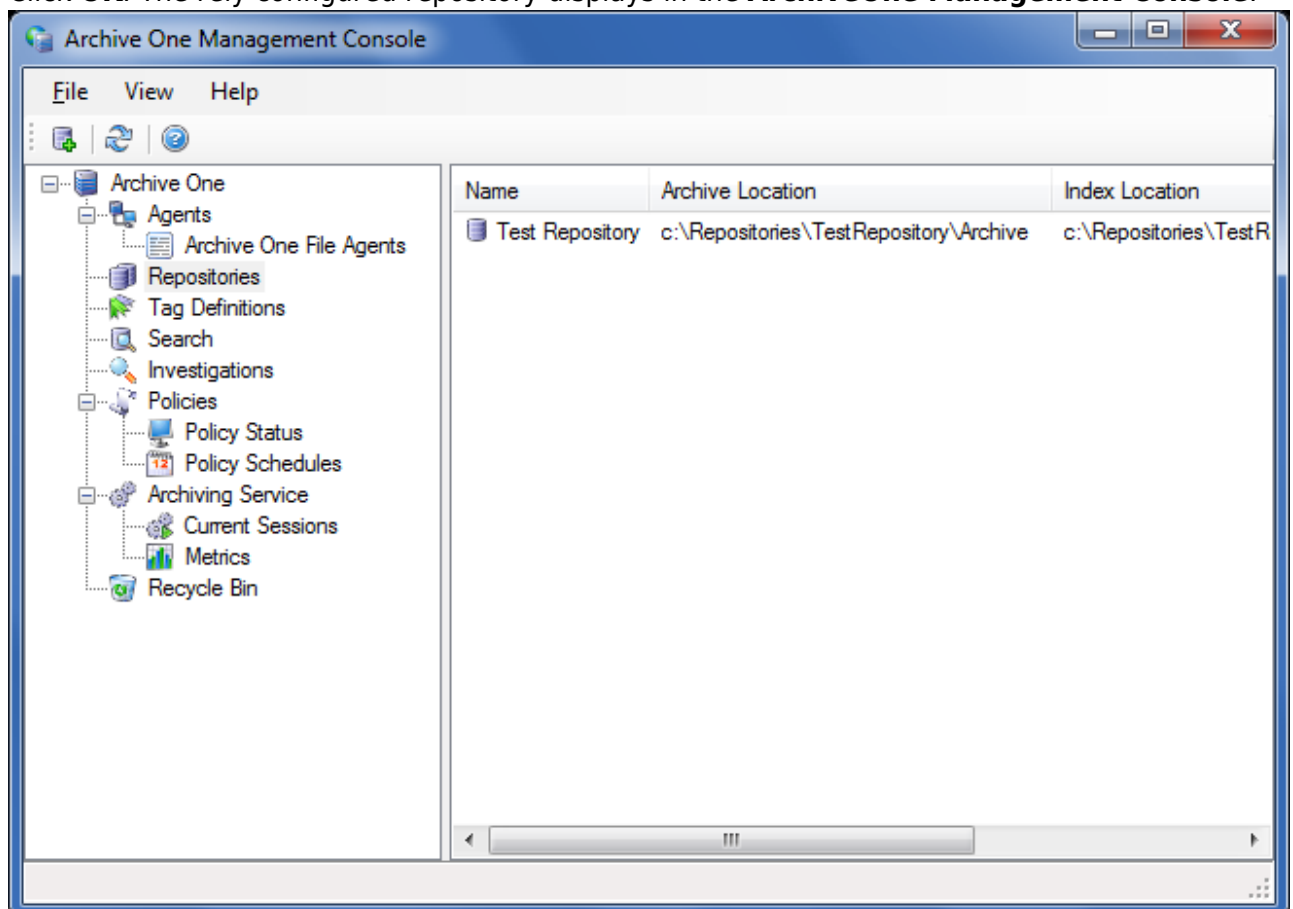
The **Repository Properties** dialog box is shown with the **Retention** tab selected. It contains the following fields:

- Repository name:** Test Repository
- Repository location:**
  - Base:** c:\Repositories\TestRepository (with a **Browse...** button)
  - Archive data:** c:\Repositories\TestRepository\Archive (with a **Browse...** button)
  - Index data:** c:\Repositories\TestRepository\Index (with a **Browse...** button)

At the bottom are **OK** and **Cancel** buttons.

You can override the **Archive data** and **Index data** fields, however, Barracuda Networks recommends using the default values.

4. Click **OK**. The newly configured repository displays in the **ArchiveOne Management Console**:



The repository is initially empty. Configure a policy in order to start archiving data to your repository.

Continue with [Step 5 - Configure ArchiveOne for Files Policies](#).

## Figures

1. new\_repository.png
2. repos\_properties.png
3. new\_repos.png

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