

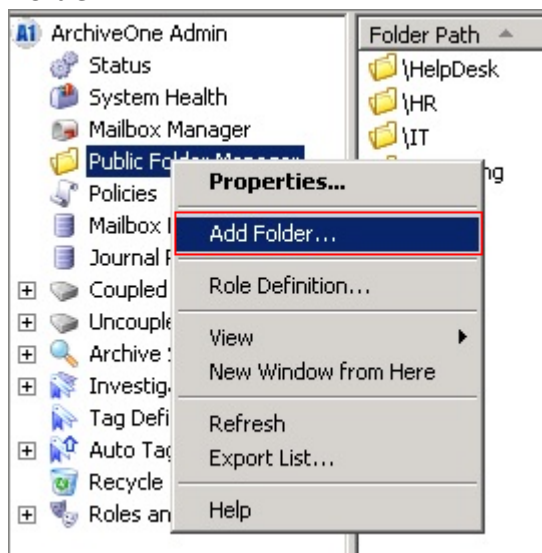
How to Add a Public Folder to the Public Folder Manager

<https://campus.barracuda.com/doc/5678/>

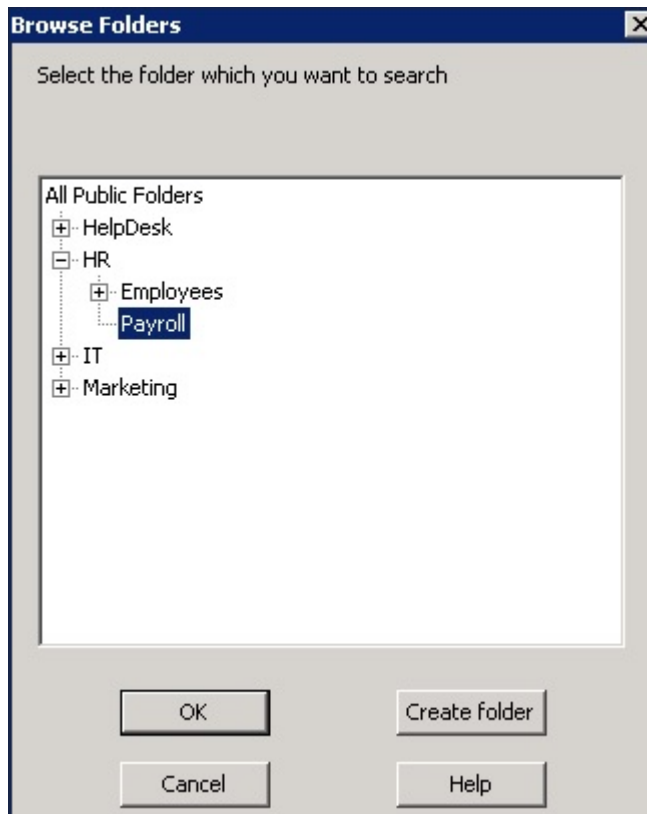
ArchiveOne can process and examine Public Folder content using the rules-based engine by creating policies. Note that public folder archiving is not supported for public folders hosted in Office 365.

Use the following steps to add Public Folders to the Public Folder Manager in order to assign archiving policies to them:

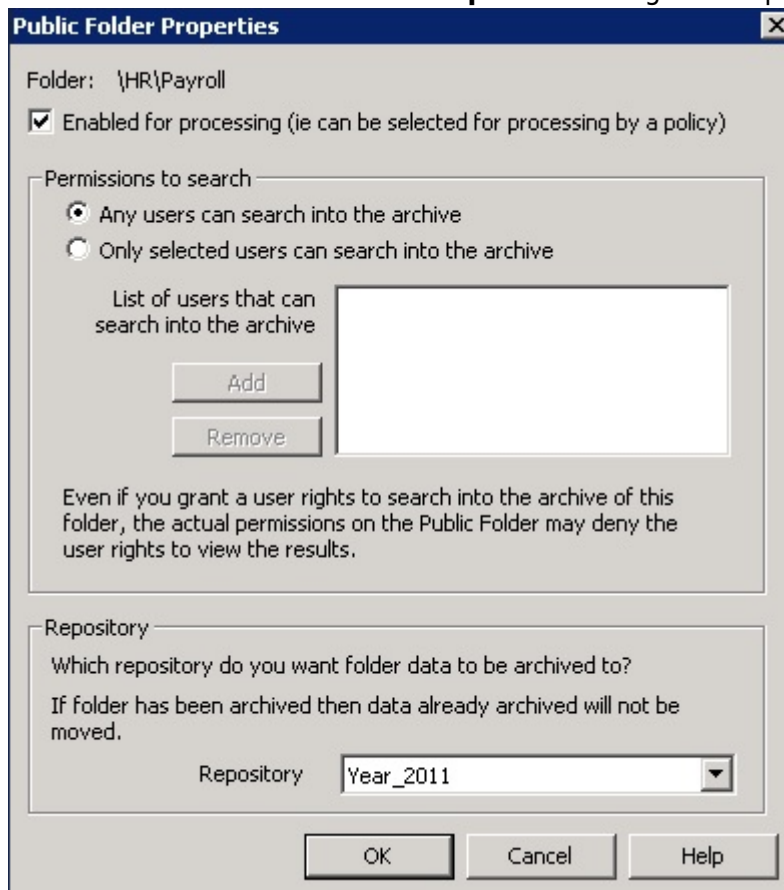
1. Open the ArchiveOne Admin console, right-click **Public Folder Manager**, and click **Add Folder**.



2. In the **Browse Folders** window, click on the public folder you want to add:



3. Click **OK**. The **Public Folders Properties** dialog box displays:



4. Set permissions and select the repository:

1. Select **Enabled for processing**.
2. Click the appropriate permissions.
3. Select the repository where archived data is to be stored from this Public Folder by default. Note that you can override the repository through your [policy](#) if required.
5. Click **OK** to save your settings.
6. The public folder is now listed under the **Public Folder Manager** in the ArchiveOne Admin console.

Figures

1. add_folder.png
2. browse_folders.png
3. public_folder_properties.png

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