

How to Search Using Barracuda Archive Search for Mac OS X - Auditor

<https://campus.barracuda.com/doc/5726/>

This article refers to the Barracuda Message Archiver firmware version 5.2 or higher, Mac OS X 10.7 (Lion) or higher, and Barracuda Archive Search.

Use Barracuda Archive Search to resend search results to your own inbox and select a preferred mail viewer.

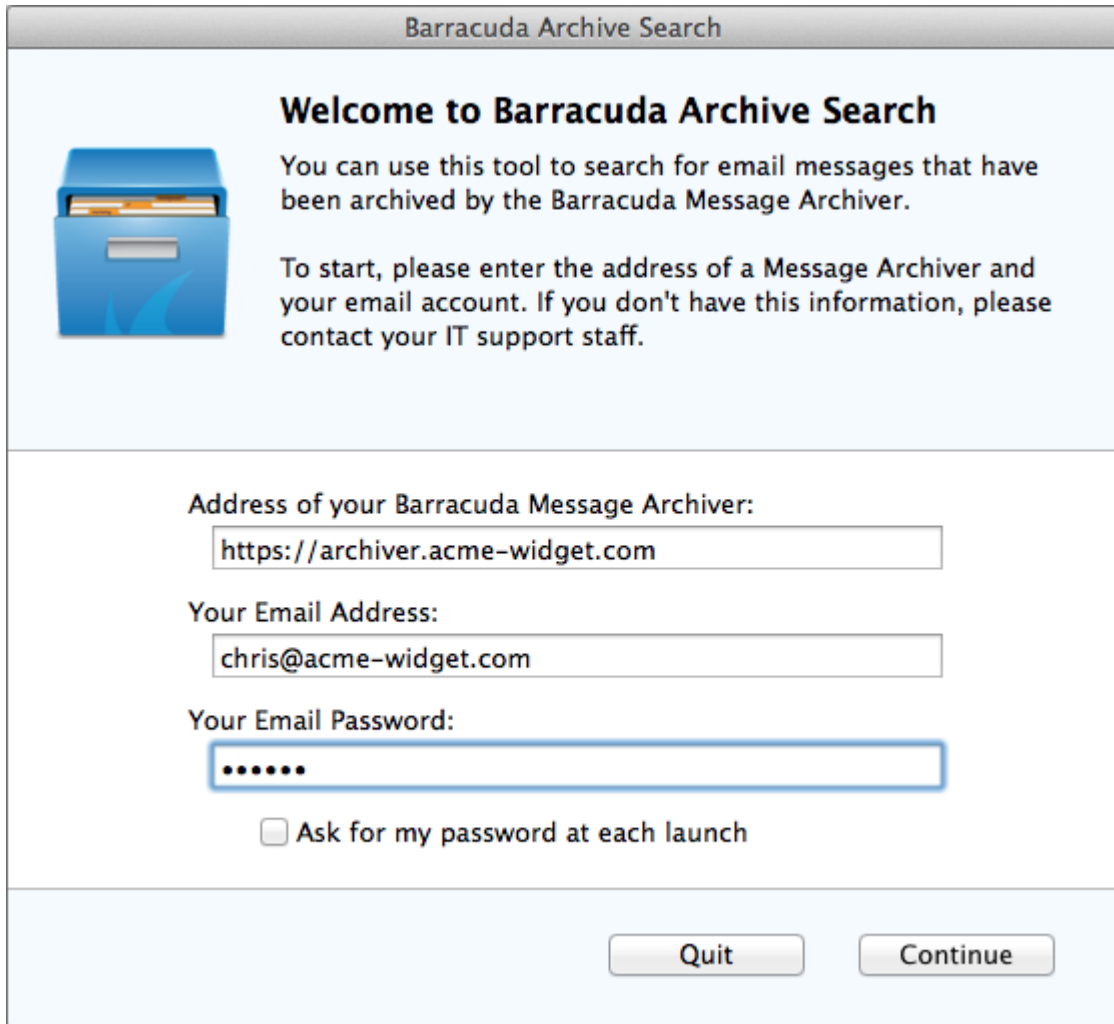
You can download and install Barracuda Archive Search on your Mac OS X-based system to allow archive searches without logging in to the Barracuda Message Archiver web interface.

The administrator must enable **Show Stand-Alone Search Utility** on the **USERS > Client Downloads** page before you can install the utility.

Install Utility

Use the following steps to install Barracuda Archive Search:

1. Log in to the Barracuda Message Archiver.
 1. If you are logged in as an administrator, go to the **USERS > Client Downloads** page.
 2. If you are logged in as an Auditor or user, go to the **BASIC > Client Downloads** page.
2. In the **Barracuda Archive Search** section, click **Download Now** to the right of the Mac Barracuda Archive Search to download the Mac OS X disk image (**.dmg**) file.
3. Locate and double-click the downloaded **.dmg** file to mount it.
4. Double-click the mounted volume on your desktop, and then double-click the application icon to launch the Barracuda Archive Search Wizard:



The image shows a screenshot of the 'Barracuda Archive Search' application window. The window has a title bar with the text 'Barracuda Archive Search'. Inside, there is a light blue header area with a blue folder icon on the left. The text in the header reads: 'Welcome to Barracuda Archive Search', 'You can use this tool to search for email messages that have been archived by the Barracuda Message Archiver.', and 'To start, please enter the address of a Message Archiver and your email account. If you don't have this information, please contact your IT support staff.' Below the header, there are three input fields: 'Address of your Barracuda Message Archiver:' with the value 'https://archiver.acme-widget.com', 'Your Email Address:' with the value 'chris@acme-widget.com', and 'Your Email Password:' with a masked password '.....'. Below the password field is a checkbox labeled 'Ask for my password at each launch'. At the bottom right, there are two buttons: 'Quit' and 'Continue'.

5. Select **Barracuda Message Archiver**, enter your Barracuda Message Archiver address, and enter your email address and associated password.
If you do not know your Barracuda Message Archiver address, contact your administrator.
6. To require that the password be entered each time the utility is launched, turn on **Ask for my password at each launch**.
7. Click **Continue**. Barracuda Archive Search attempts to connect to your Barracuda Message Archiver. If the connection fails, an error message displays, otherwise the Wizard displays the next setup page.
8. If your account is configured with message stores, the **Offline Searching** page displays, otherwise, the Wizard skips to the **Getting Started** page.
9. 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**:

Barracuda Archive Search



Offline Searching

For faster searches and offline access, Barracuda Archive Search can download recent messages from the Message Archiver and save them locally.

Would you like to enable offline message searches? New messages are downloaded automatically in the background.

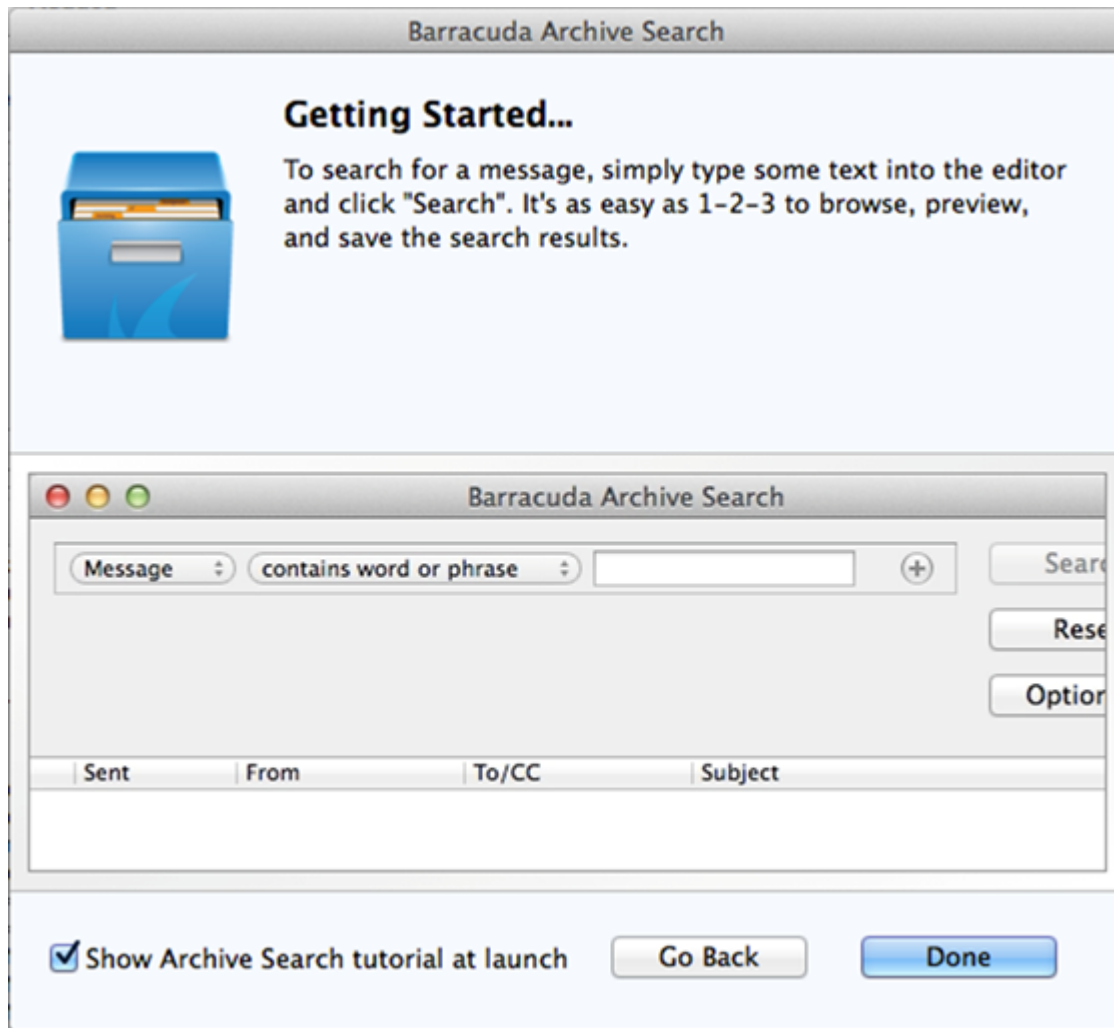
☒ Download and store my archived messages for offline search

For up to 30 days

Go Back

Continue

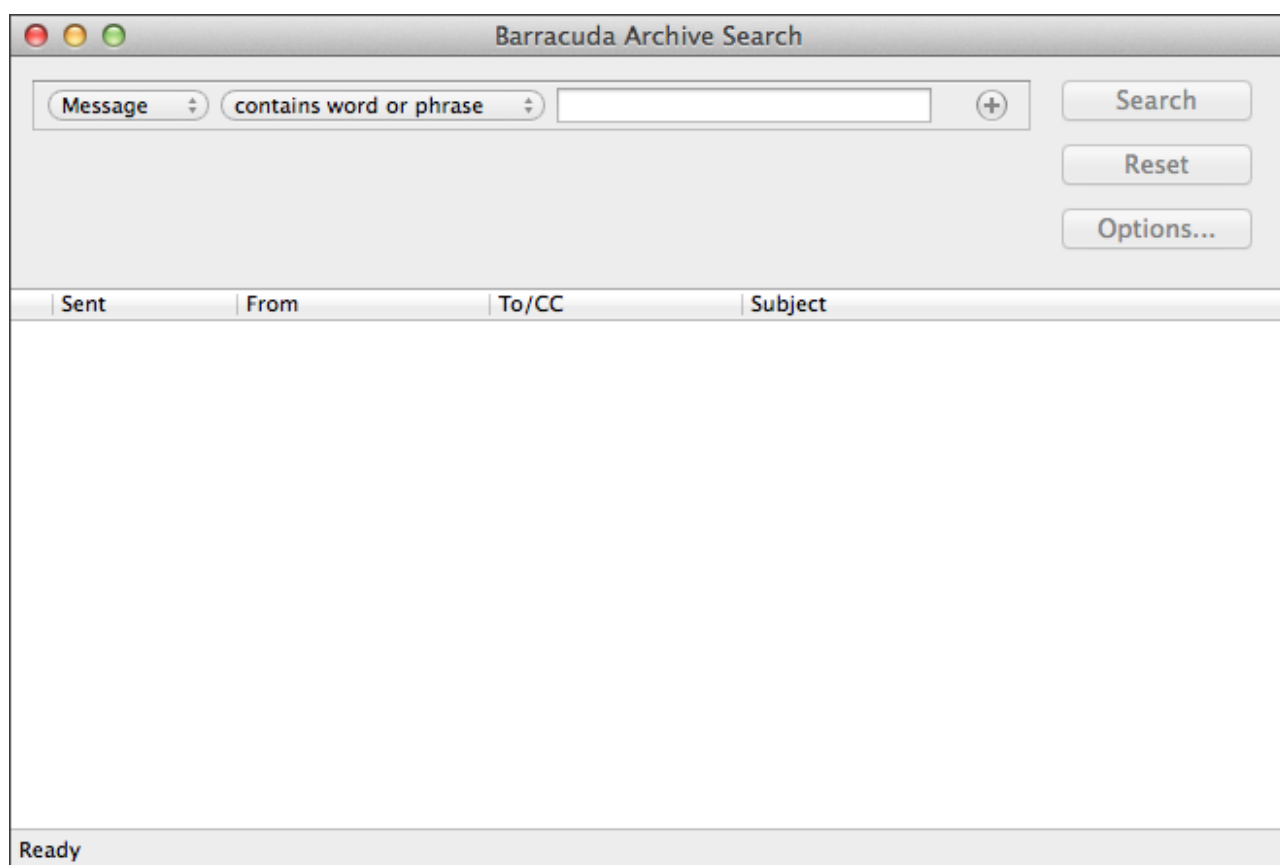
10. In the **Getting Started** page, select whether to **Show Archive Search Tutorial at launch**:



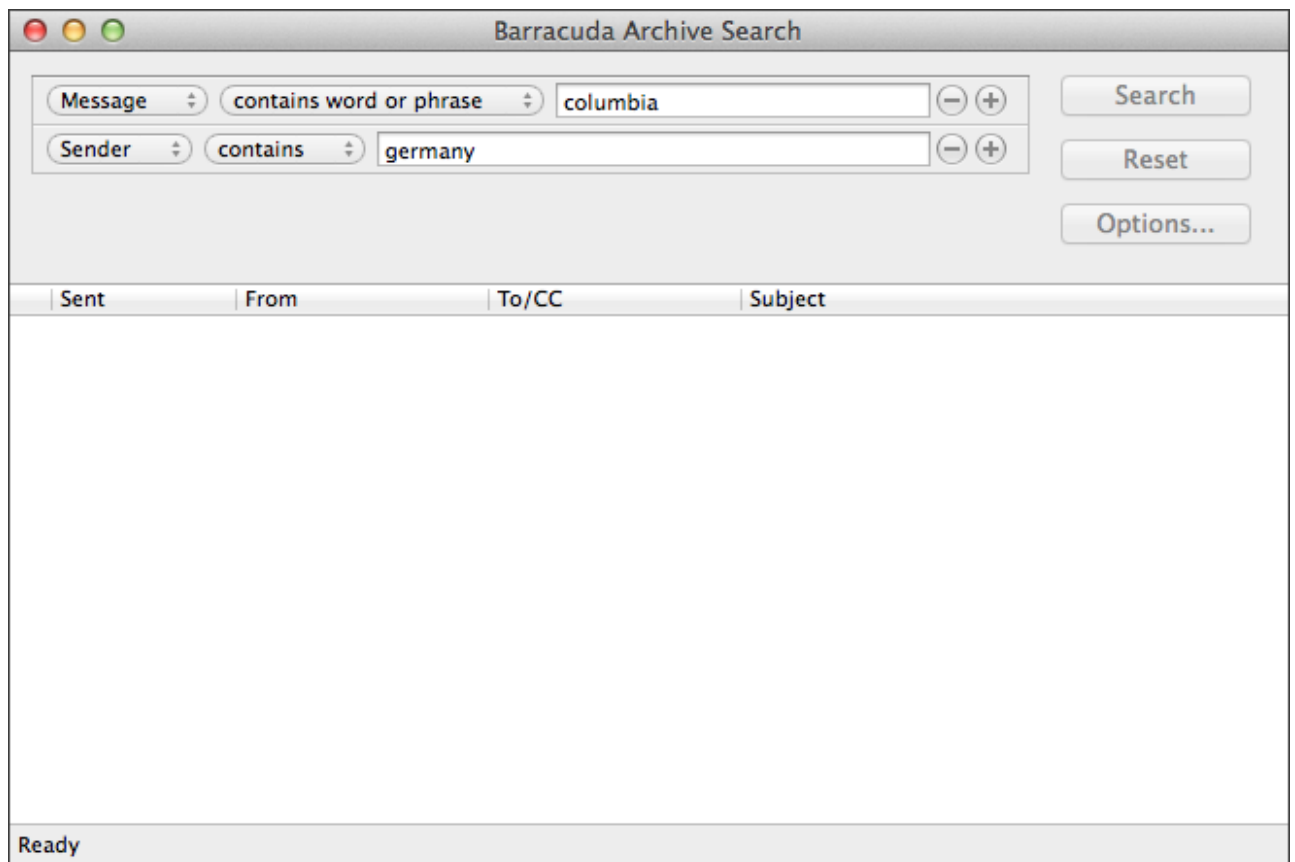
11. When selected, the tutorial displays each time the utility is launched.
You can launch the tutorial at any time from the Help menu within the utility.
12. Click **Done** to save your settings and close the Wizard.
13. The **Barracuda Archive Search** icon displays in the **Applications** icon in the Finder sidebar.

Search Archived Messages

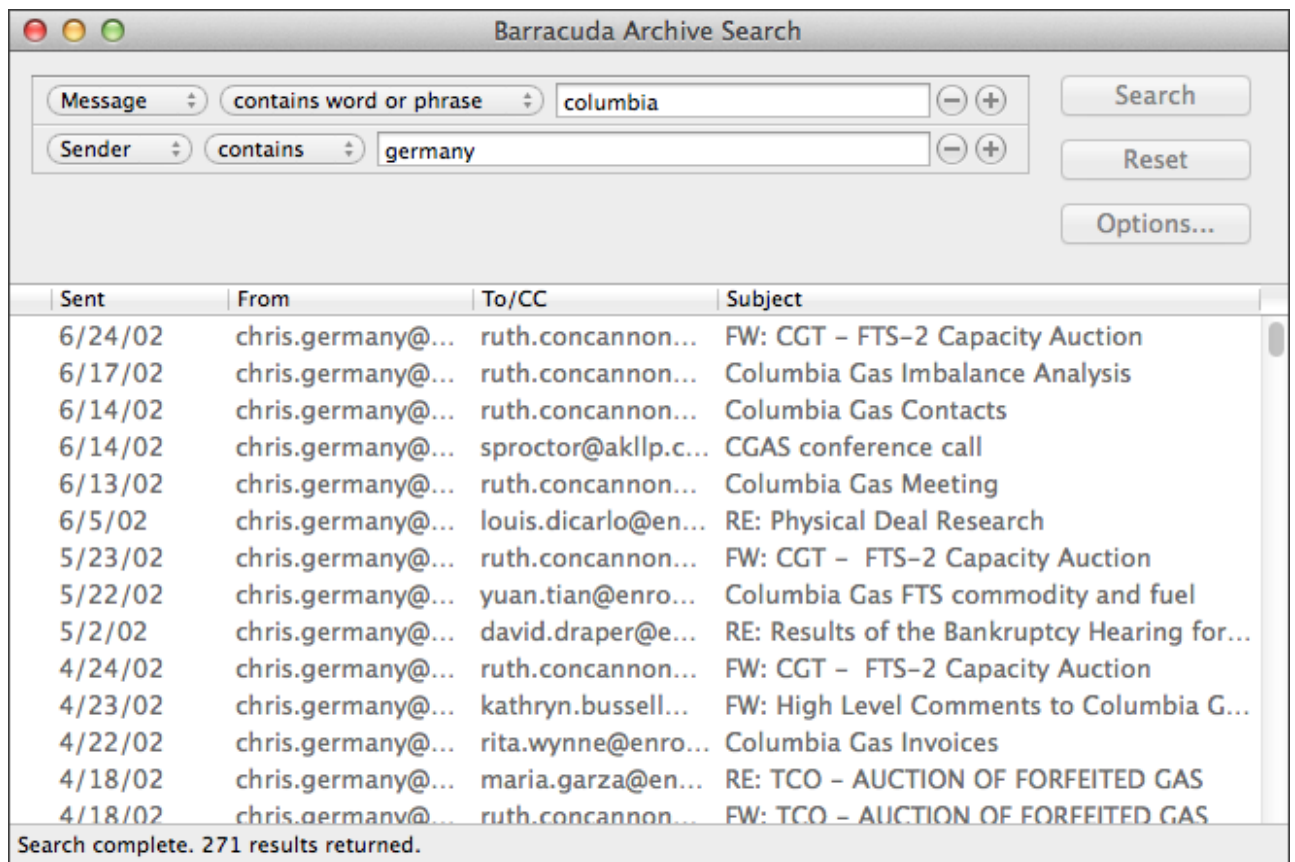
1. Launch the Barracuda Archive Search utility:



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:

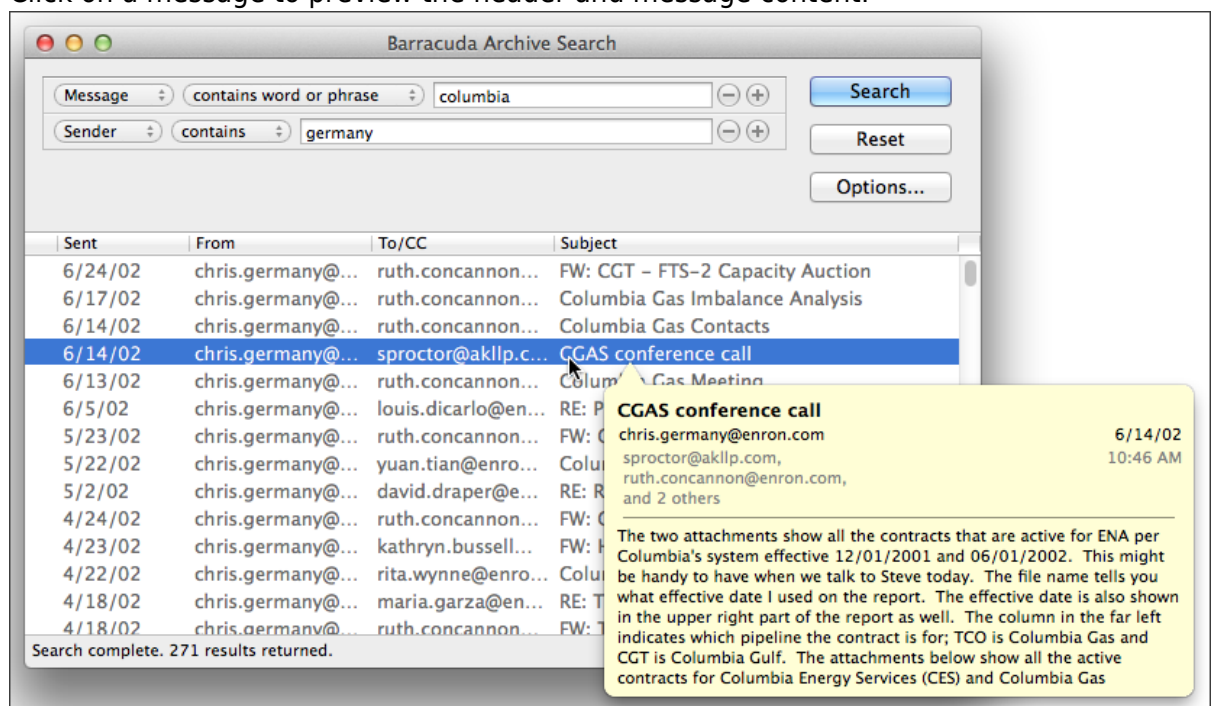


4. Click **Search**. All matching search results display:

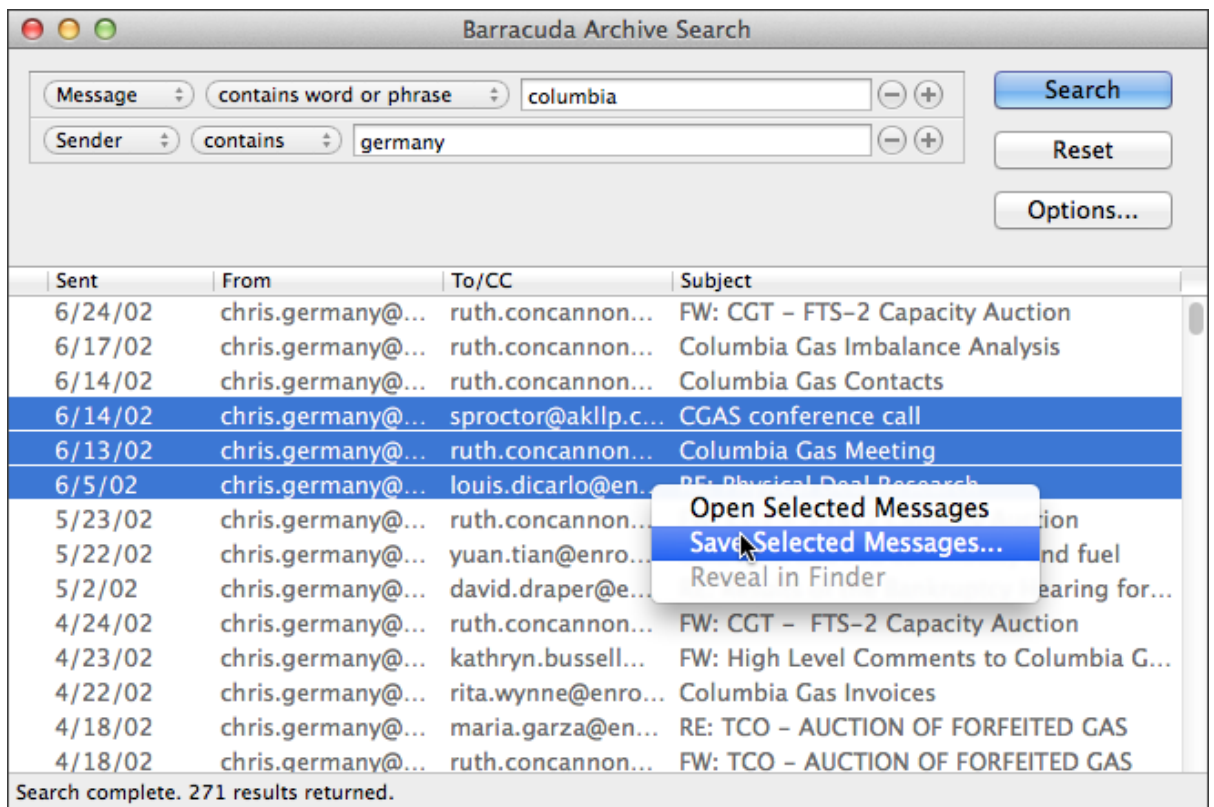


5. Once the results are returned, you can take several actions on messages:

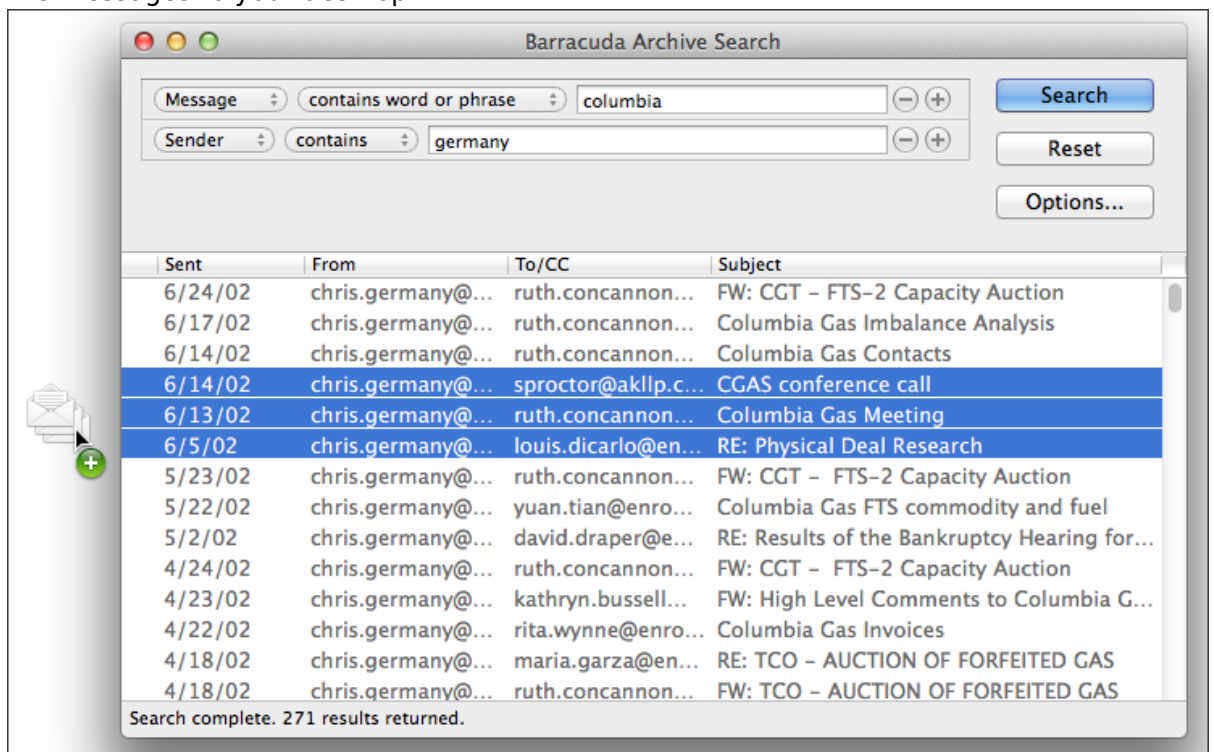
1. Click on a message to preview the header and message content:



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



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



- 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 Barracuda Archive Search, your account must be configured with message stores in the **Options** dialog box in Barracuda Archive Search. Messages are downloaded and synchronized periodically throughout the day, or after account synchronization settings are modified, into your **Documents** folder.

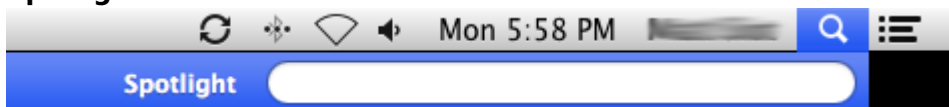
To enable offline search,

1. In **Barracuda Archive Search** 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.

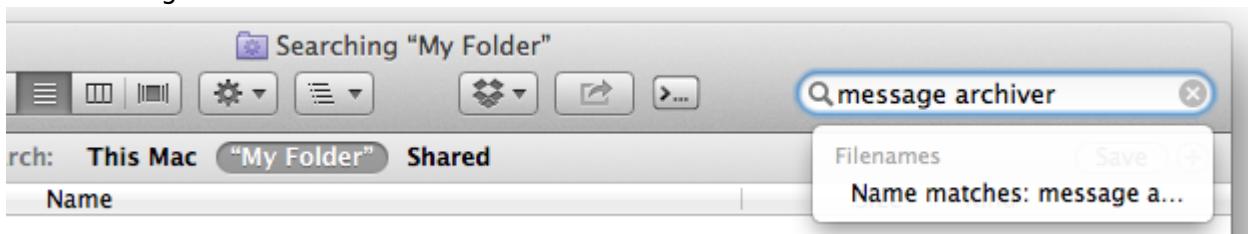
Search Using Spotlight

Launch **Spotlight** search from one of these locations:

- **Spotlight** from the **Search** menu



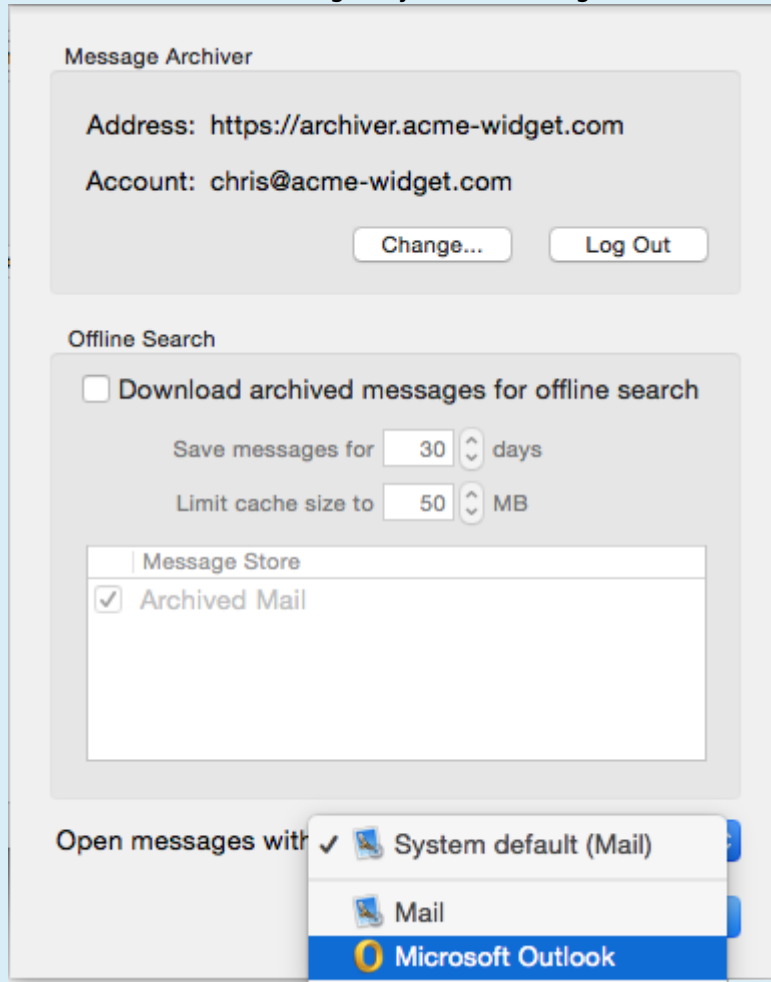
- Search using Finder



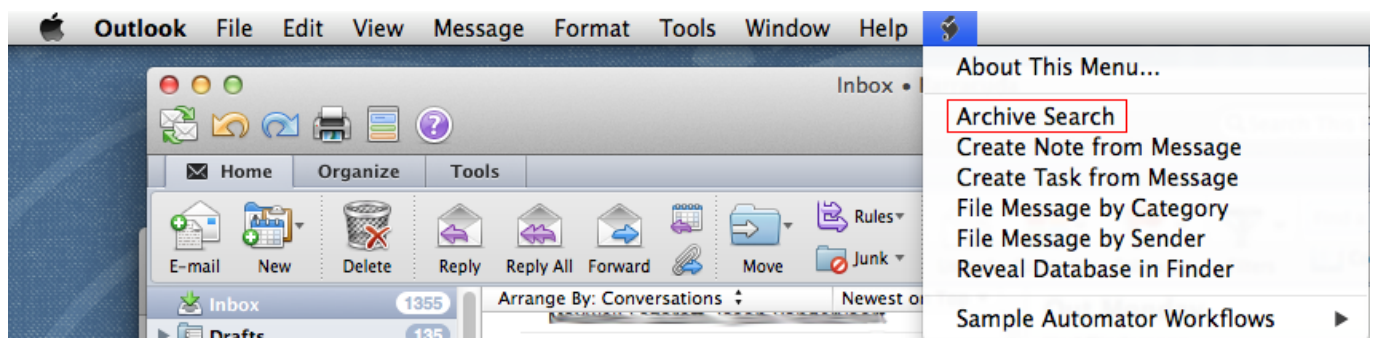
The resulting message set includes any archived messages that have been saved. Double-click a message to view it in your preferred mail software.

Integrate with Microsoft Outlook

In version 1.2.2.4 and higher you can configure the default mail client to open messages:



The first time you launch Barracuda Archive Search, a shortcut is automatically added to the AppleScript menu in Microsoft Outlook where you can launch the Barracuda Archive Search tool:

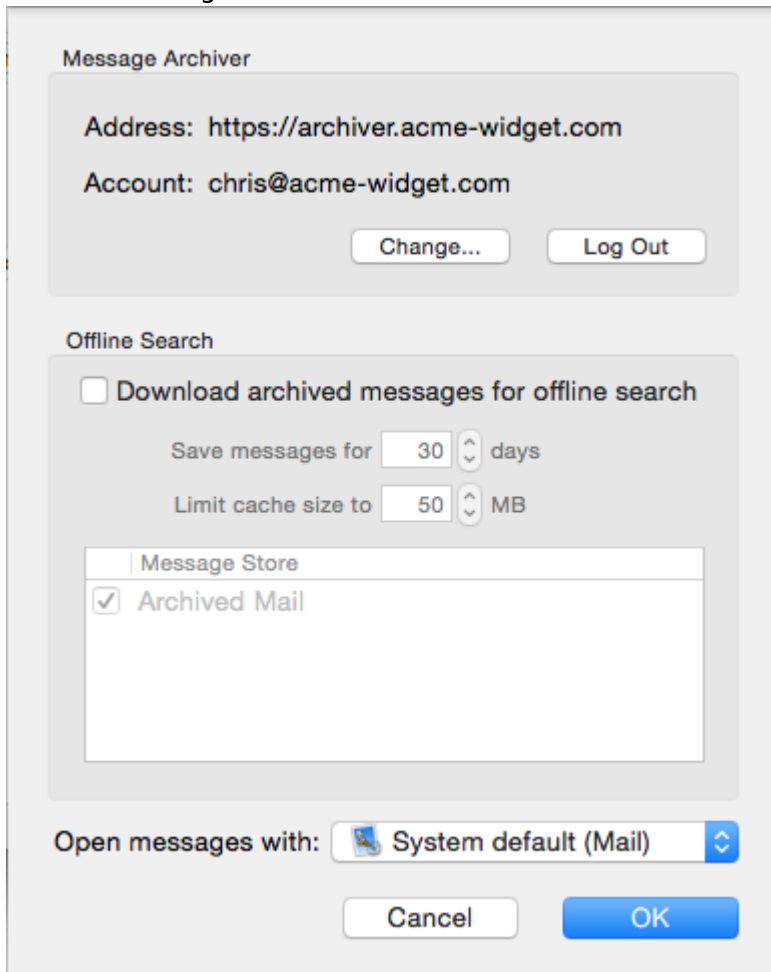


Note that Microsoft Outlook for Mac 2011 does not provide any other support for UI plugins or toolbar integration.

Update Barracuda Archive Search Settings

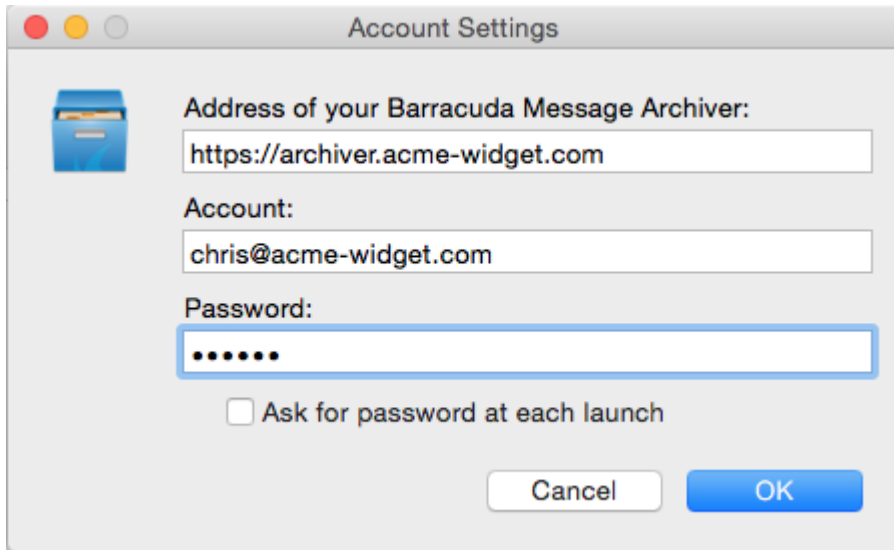
Use the following steps to modify the Barracuda Archive Search settings:

1. Launch **Barracuda Archive Search**, and click **Options** to view your Barracuda Message Archiver settings:



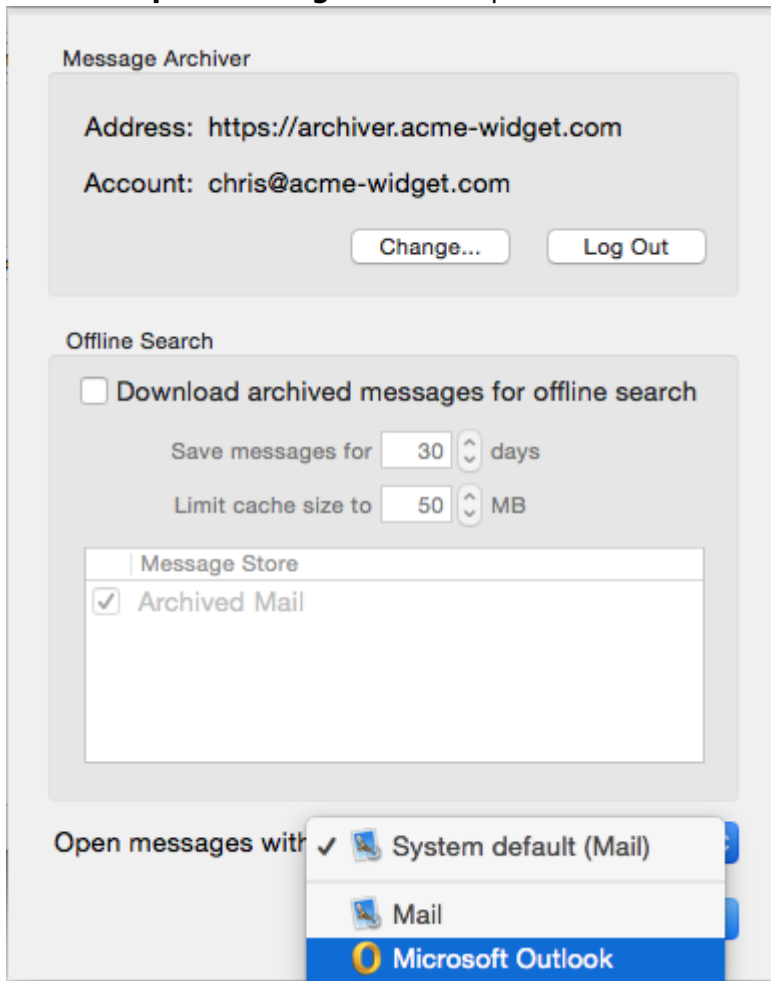
The screenshot shows the 'Message Archiver' options dialog box. It has a title bar 'Message Archiver'. Inside, there's a section for account information with 'Address: https://archiver.acme-widget.com' and 'Account: chris@acme-widget.com'. Below these are 'Change...' and 'Log Out' buttons. The next section is 'Offline Search', which includes a checkbox for 'Download archived messages for offline search'. Below this checkbox are two settings: 'Save messages for 30 days' and 'Limit cache size to 50 MB'. There is a list box titled 'Message Store' containing 'Archived Mail' with a checked checkbox. At the bottom, there's a dropdown menu for 'Open messages with:' set to 'System default (Mail)', and 'Cancel' and 'OK' buttons.

2. Click **Change** below your account name if you want to update your settings:



The 'Account Settings' dialog box is shown. It has a title bar with standard Mac OS window controls. Inside, there is a blue folder icon on the left. The main area contains three text input fields: 'Address of your Barracuda Message Archiver:' with the value 'https://archiver.acme-widget.com', 'Account:' with the value 'chris@acme-widget.com', and 'Password:' with masked characters. Below these is an unchecked checkbox labeled 'Ask for password at each launch'. At the bottom are 'Cancel' and 'OK' buttons.

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:



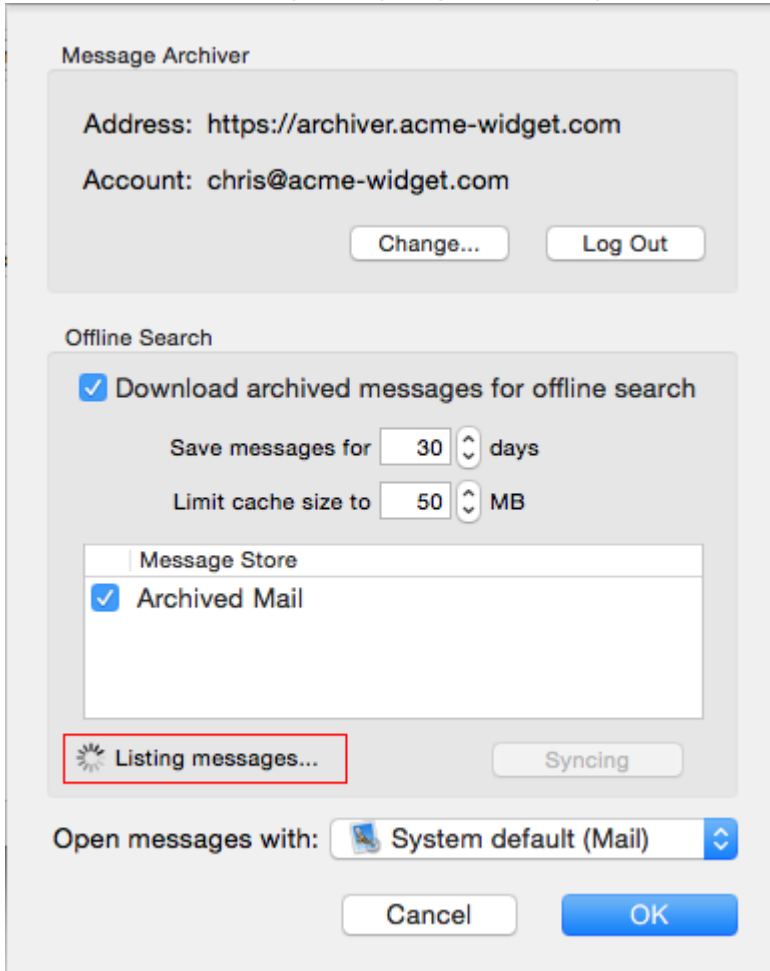
The 'Message Archiver' settings window is shown. It has a title bar and a 'Message Archiver' section with 'Address: https://archiver.acme-widget.com' and 'Account: chris@acme-widget.com', plus 'Change...' and 'Log Out' buttons. Below is an 'Offline Search' section with an unchecked checkbox 'Download archived messages for offline search', 'Save messages for 30 days', and 'Limit cache size to 50 MB'. A 'Message Store' list shows 'Archived Mail' checked. At the bottom, the 'Open messages with' dropdown menu is open, showing 'System default (Mail)' selected, 'Mail', and 'Microsoft Outlook'.

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

In order to use offline search with Barracuda Archive Search, 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 set **Offline Search** to **On**, select the message stores you want to synchronize, and click **OK**. Your messages begin synchronizing:



Message Archiver

Address: <https://archiver.acme-widget.com>

Account: chris@acme-widget.com

[Change...](#) [Log Out](#)

Offline Search

☒ Download archived messages for offline search

Save messages for days

Limit cache size to MB

Message Store

☒ Archived Mail

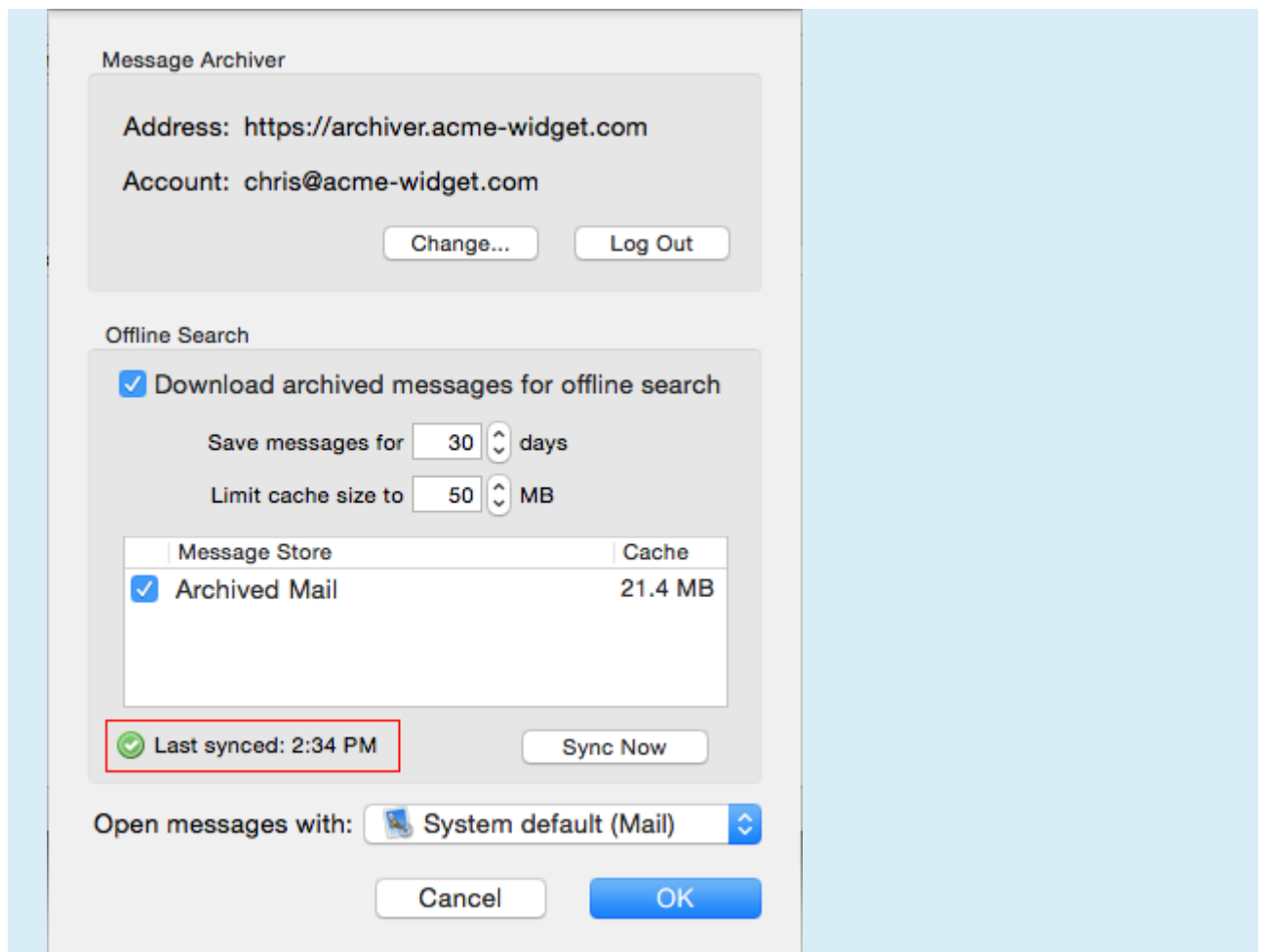
 Listing messages...

[Syncing](#)

Open messages with:  System default (Mail)

[Cancel](#) [OK](#)

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:



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

Figures

1. wizard1.png
2. wizard2.png
3. tutorial.png
4. search1-blank.png
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6. search3-complete.png
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8. search5-contextual.png
9. search6-dragging.png
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13. outlook_toolbar.png
14. 2-settings.png
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16. 3-popup-blue.png
17. 6-synching.png
18. 7-synched.png

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