

How to Create a Search to Delete Archived Messages

<https://campus.barracuda.com/doc/6391/>

Best Practice

Note the size of the repositories containing the archived messages for the mailbox users you intend to delete, and then, after performing the steps in this article, refresh the repositories screen and compare the total size difference to determine if the deletion captured all of the expected messages.

Use the steps in the article [Configure Search Criteria](#) to create a new archive search, with the following changes:

1. Select the user mailboxes where you want to delete archived messages.
2. Under **Status criteria**, select **Search items archived by ArchiveOne Enterprise (Compliance)**.
3. Click **OK**, and then click **Done**.
4. Right-click the new search, and click **Run**.
5. In the **Search Results** pop-up dialog that displays at the end of the search, click **View summary** to review the search results.
6. An indication of the number of messages returned displays. Click **OK** to view the search results.
7. Select the messages to remove, right-click and click **Delete**. The selected messages are moved to the **Recycle bin**.
8. Open your original search.
9. Go to **Status criteria**, and turn on **Search Recycle Bin**.
10. Click **OK**, and then click **Done**.
11. Right-click the modified search, and click **Run**.
12. An indication of the number of messages returned displays. Click **OK** to view the search results.
13. Select the messages to remove, right-click and click **Delete** to permanently delete the messages from the repository.

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