How to Import PST and ZIP Files

https://campus.barracuda.com/doc/6629/

A PST (`.pst`) file is an MS Personal Storage Table, and contains email messages exported from Microsoft Outlook. Some PST files also contain additional Microsoft Outlook items such as Appointments and Contacts.

You can import the contents of any PST file from Microsoft Outlook 2000 and later into the Barracuda Cloud Archiving Service from the **Mail Sources > PST Import** page. Password-protected PST files are accepted as well as non-password-protected files. To allow users to import their own PST files directly from the **Mail Sources > PST Import** page, set **Allow PST File Uploads** to **Yes**.

> **Important**
>
> Before importing PST files, ensure that LDAP services for your Active Directory (AD) server are configured. This ensures that SMTP aliases associated with the message sender and recipients are resolvable.
>
> Barracuda Networks highly recommends running your PST files through `scanpst.exe` prior to uploading the files to the Barracuda Cloud Archiving Service to ensure there is no data corruption. For more information, refer to the Microsoft Support article https://learn.microsoft.com/en-US/outlook/troubleshoot/data-files/how-to-repair-personal-folder-file.

The Barracuda Cloud Archiving Service can accept one PST file at a time for immediate import from the web interface. Files that are imported directly in this manner are processed immediately and their contents are added. Because processing files for import can be resource-intensive, immediate import only supports files less than 250MB in size.

> To upload PST files larger than 250MB, upload multiple PST files, or large ZIP files, administrators can enable SFTP transfer from the **Advanced > SFTP transfer** page.

SFTP Transfer

To upload PST files larger than 250MB, upload multiple PST files, or large ZIP files, on the **Advanced > SFTP transfer** page, toggle the option to **Yes**. The page will reload and provide the regional hostname, username (`bma_account-id`), and password. You will need this information to connect your SFTP client (i.e. FileZilla, WinSCP, etc.) to the SFTP share.

- Files larger than 50GB will not be processed.
- Exports expire after 45 days.

Only the following files will be processed:

- ZIP files (`.tar.gz, .tgz, .zip`)

Note the following limitations:

- ZIPs must only contain EML (`.eml`) files. All other file types within a ZIP file will not be processed. For example, a PST file in a zipped folder will not be processed.
- Files that have been split into smaller ZIP files using a Zip utility, such as 7-Zip, will not be processed.

- PST files (`.pst`)

The progress of PST files imported using **SFTP Transfer** is logged in the user interface on the **Basic > Search** page, under the **Tasks** tab.

Note that the progress of ZIP transfers are not logged in the user interface. Once an item has been processed successfully, the item will be removed from SFTP Transfer and logged in the **Advanced > Audit Log** page.

For further assistance or questions, contact [Barracuda Networks Technical Support](#).