

How to Recover Microsoft Exchange Non-Email Items

<https://campus.barracuda.com/doc/73695605/>

A nightly Exchange integration task to sync non-email items must be configured in order to archive and recover non-email Exchange items. For more information, see [How to Archive Microsoft Non-Email Items](#).

How to Recover Microsoft Exchange Non-Email Items Video



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Barracuda | Barracuda Message Archiver

stsbahn@barracuda.com Sign out English

Search help topics

Search Client Downloads Task Manager

Archive Search

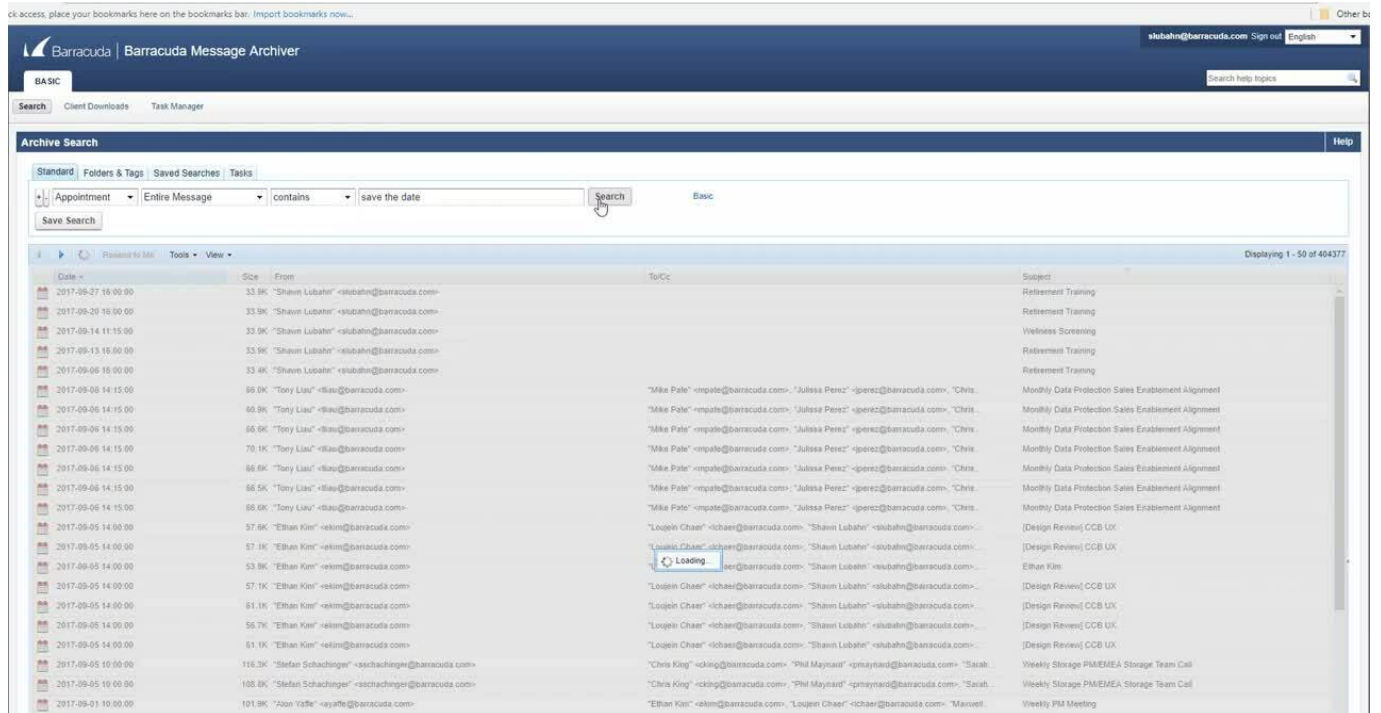
Standard Folders & Tags Saved Searches Tasks

Appointment Entire Message contains save the date Search Basic

Save Search

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Date	Size	From	To/Cc	Subject
2017-09-27 16:00:00	33.9K	"Shawn Lubahn" <slubahn@barracuda.com>		Retirement Training
2017-09-20 16:00:00	33.9K	"Shawn Lubahn" <slubahn@barracuda.com>		Retirement Training
2017-09-14 11:15:00	33.9K	"Shawn Lubahn" <slubahn@barracuda.com>		Wellness Screening
2017-09-13 16:00:00	33.9K	"Shawn Lubahn" <slubahn@barracuda.com>		Retirement Training
2017-09-06 16:00:00	33.4K	"Shawn Lubahn" <slubahn@barracuda.com>		Retirement Training
2017-09-06 14:15:00	96.0K	"Tony Liu" <tliu@barracuda.com>	"Mike Pale" <mpale@barracuda.com>, "Julissa Perez" <jperez@barracuda.com>, "Chris King" <cking@barracuda.com>, "Phil Maynard" <pmaynard@barracuda.com>, "Sarah" <rsarah@barracuda.com>	Monthly Data Protection Sales Enablement Alignment
2017-09-06 14:15:00	66.8K	"Tony Liu" <tliu@barracuda.com>	"Mike Pale" <mpale@barracuda.com>, "Julissa Perez" <jperez@barracuda.com>, "Chris King" <cking@barracuda.com>, "Phil Maynard" <pmaynard@barracuda.com>, "Sarah" <rsarah@barracuda.com>	Monthly Data Protection Sales Enablement Alignment
2017-09-06 14:15:00	66.8K	"Tony Liu" <tliu@barracuda.com>	"Mike Pale" <mpale@barracuda.com>, "Julissa Perez" <jperez@barracuda.com>, "Chris King" <cking@barracuda.com>, "Phil Maynard" <pmaynard@barracuda.com>, "Sarah" <rsarah@barracuda.com>	Monthly Data Protection Sales Enablement Alignment
2017-09-06 14:15:00	70.1K	"Tony Liu" <tliu@barracuda.com>	"Mike Pale" <mpale@barracuda.com>, "Julissa Perez" <jperez@barracuda.com>, "Chris King" <cking@barracuda.com>, "Phil Maynard" <pmaynard@barracuda.com>, "Sarah" <rsarah@barracuda.com>	Monthly Data Protection Sales Enablement Alignment
2017-09-06 14:15:00	66.8K	"Tony Liu" <tliu@barracuda.com>	"Mike Pale" <mpale@barracuda.com>, "Julissa Perez" <jperez@barracuda.com>, "Chris King" <cking@barracuda.com>, "Phil Maynard" <pmaynard@barracuda.com>, "Sarah" <rsarah@barracuda.com>	Monthly Data Protection Sales Enablement Alignment
2017-09-06 14:15:00	66.8K	"Tony Liu" <tliu@barracuda.com>	"Mike Pale" <mpale@barracuda.com>, "Julissa Perez" <jperez@barracuda.com>, "Chris King" <cking@barracuda.com>, "Phil Maynard" <pmaynard@barracuda.com>, "Sarah" <rsarah@barracuda.com>	Monthly Data Protection Sales Enablement Alignment
2017-09-06 14:15:00	66.8K	"Tony Liu" <tliu@barracuda.com>	"Mike Pale" <mpale@barracuda.com>, "Julissa Perez" <jperez@barracuda.com>, "Chris King" <cking@barracuda.com>, "Phil Maynard" <pmaynard@barracuda.com>, "Sarah" <rsarah@barracuda.com>	Monthly Data Protection Sales Enablement Alignment
2017-09-05 14:00:00	57.6K	"Ethan Kim" <ekim@barracuda.com>	"Loujein Chae" <lchae@barracuda.com>, "Shawn Lubahn" <slubahn@barracuda.com>	(Design Review) CCB UX
2017-09-05 14:00:00	57.1K	"Ethan Kim" <ekim@barracuda.com>	"Loujein Chae" <lchae@barracuda.com>, "Shawn Lubahn" <slubahn@barracuda.com>	(Design Review) CCB UX
2017-09-05 14:00:00	53.9K	"Ethan Kim" <ekim@barracuda.com>	"Loujein Chae" <lchae@barracuda.com>, "Shawn Lubahn" <slubahn@barracuda.com>	(Design Review) CCB UX
2017-09-05 14:00:00	57.1K	"Ethan Kim" <ekim@barracuda.com>	"Loujein Chae" <lchae@barracuda.com>, "Shawn Lubahn" <slubahn@barracuda.com>	(Design Review) CCB UX
2017-09-05 14:00:00	61.1K	"Ethan Kim" <ekim@barracuda.com>	"Loujein Chae" <lchae@barracuda.com>, "Shawn Lubahn" <slubahn@barracuda.com>	(Design Review) CCB UX
2017-09-05 14:00:00	56.7K	"Ethan Kim" <ekim@barracuda.com>	"Loujein Chae" <lchae@barracuda.com>, "Shawn Lubahn" <slubahn@barracuda.com>	(Design Review) CCB UX
2017-09-05 14:00:00	61.1K	"Ethan Kim" <ekim@barracuda.com>	"Loujein Chae" <lchae@barracuda.com>, "Shawn Lubahn" <slubahn@barracuda.com>	(Design Review) CCB UX
2017-09-05 10:00:00	116.3K	"Stefan Schachinger" <sschachinger@barracuda.com>	"Chris King" <cking@barracuda.com>, "Phil Maynard" <pmaynard@barracuda.com>, "Sarah" <rsarah@barracuda.com>	Weekly Storage PM/EMEA Storage Team Call
2017-09-05 10:00:00	108.8K	"Stefan Schachinger" <sschachinger@barracuda.com>	"Chris King" <cking@barracuda.com>, "Phil Maynard" <pmaynard@barracuda.com>, "Sarah" <rsarah@barracuda.com>	Weekly Storage PM/EMEA Storage Team Call
2017-09-01 10:00:00	101.9K	"Alan Yaffe" <ayaffe@barracuda.com>	"Ethan Kim" <ekim@barracuda.com>, "Loujein Chae" <lchae@barracuda.com>, "Manuel" <mmanuel@barracuda.com>	Weekly PM Meeting

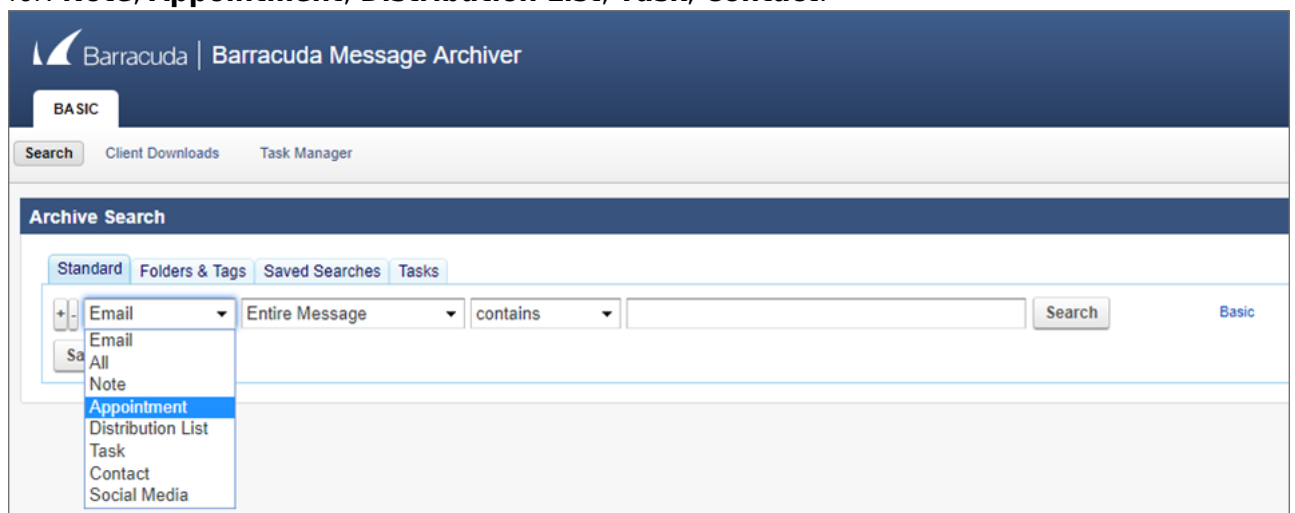


Videolink:

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

How to Recover Microsoft Exchange Non-Email Items

1. Log in to your Barracuda Message Archiver, go to **BASIC > Search**, and click **Advanced** next to the **Search** button.
2. From the first drop-down menu for search criteria, select the type of item you want to search for: **Note, Appointment, Distribution List, Task, Contact**:



3. Further define your search criteria using the next two drop-down menus, and enter your search

Barracuda | Barracuda Message Archiver

BASIC

Search

Client Downloads

Task Manager

Archive Search

Standard

Folders & Tags

Saved Searches

Tasks

+ -

Appointment

▼

Entire Message

▼

contains

▼

Save the date

Search

Save Search

Basic

- Optionally, you can click **Resend to Me** at the top of the search results to send a copy of the message/item to yourself. From there the item can be opened and saved.

6. At the bottom of the message details, click on the attachment link to download the item:

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Subject: SAVE THE DATE!!! Cuda Family Picnic!!! [Help](#)

Date: 2017-08-16 12:00:00 [Download](#)

From: Adrian Leek

To/Cc: Michigan_Team

[View Message](#) [View Source](#)

SAVE THE DATE!!! Cuda Family Picnic!!!

Created	Thu Jun 22 13:56:26 2017
Last Modified	Thu Jun 22 13:47:29 2017
Priority	Low
Location	Island Park, Ann Arbor
Start Date	Wed Aug 16 19:00:00 2017
End Date	Wed Aug 16 23:00:00 2017
Client Submit Time	2017-06-22T13:47:29Z
Message Delivery Time	2017-06-22T13:47:29Z

Comments

[cid:image001.png@01D2EB3C.8A74C800]

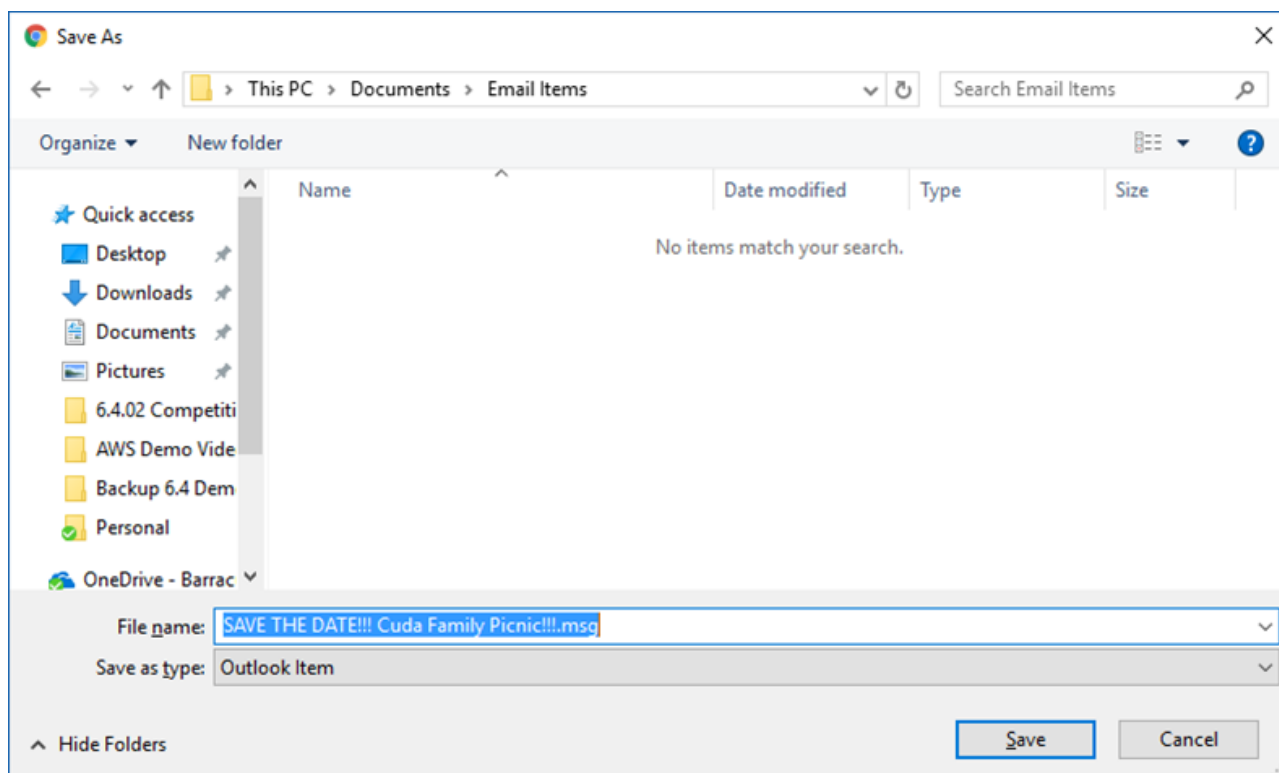
Adrian Leek
Human Resources Coordinator
(734)887-2478
aleek@barracuda.com<mailto:aleek@barracuda.com>
[Barracuda_Logo_Color_Landscape]

Attendees

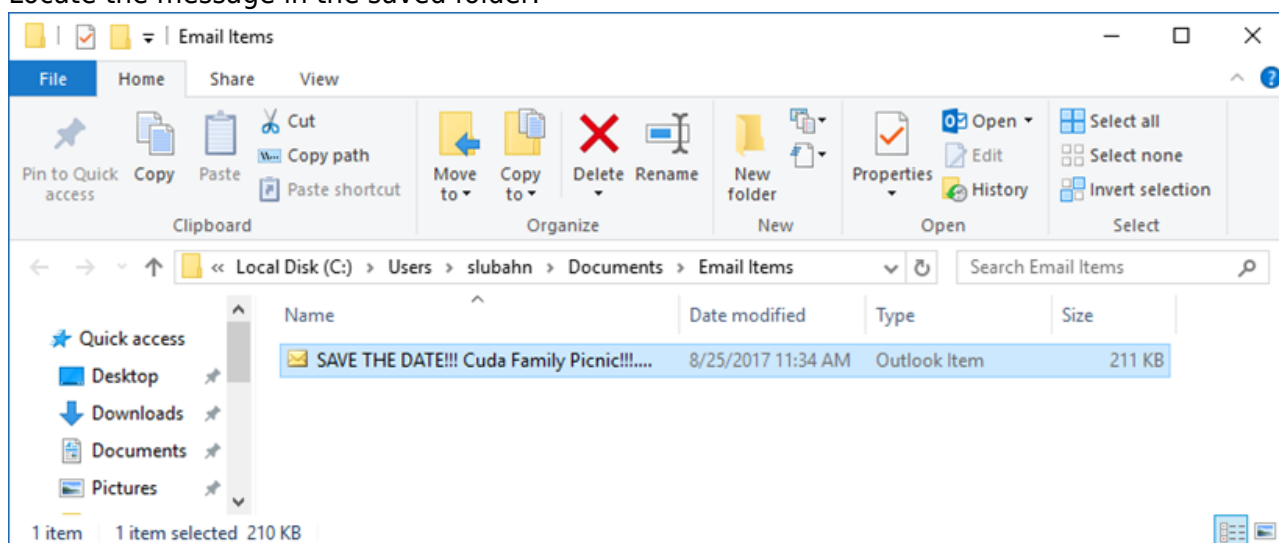
Role	Organizer
Name	Adrian Leek
Email Address	aleek@barracuda.com
Role	OptionalAttendee
Name	Michigan_Team
Email Address	Michigan_Team@barracuda.com

 [SAVE THE DATE!!! Cuda Family Picnic!!!.msg \(211KB\)](#)

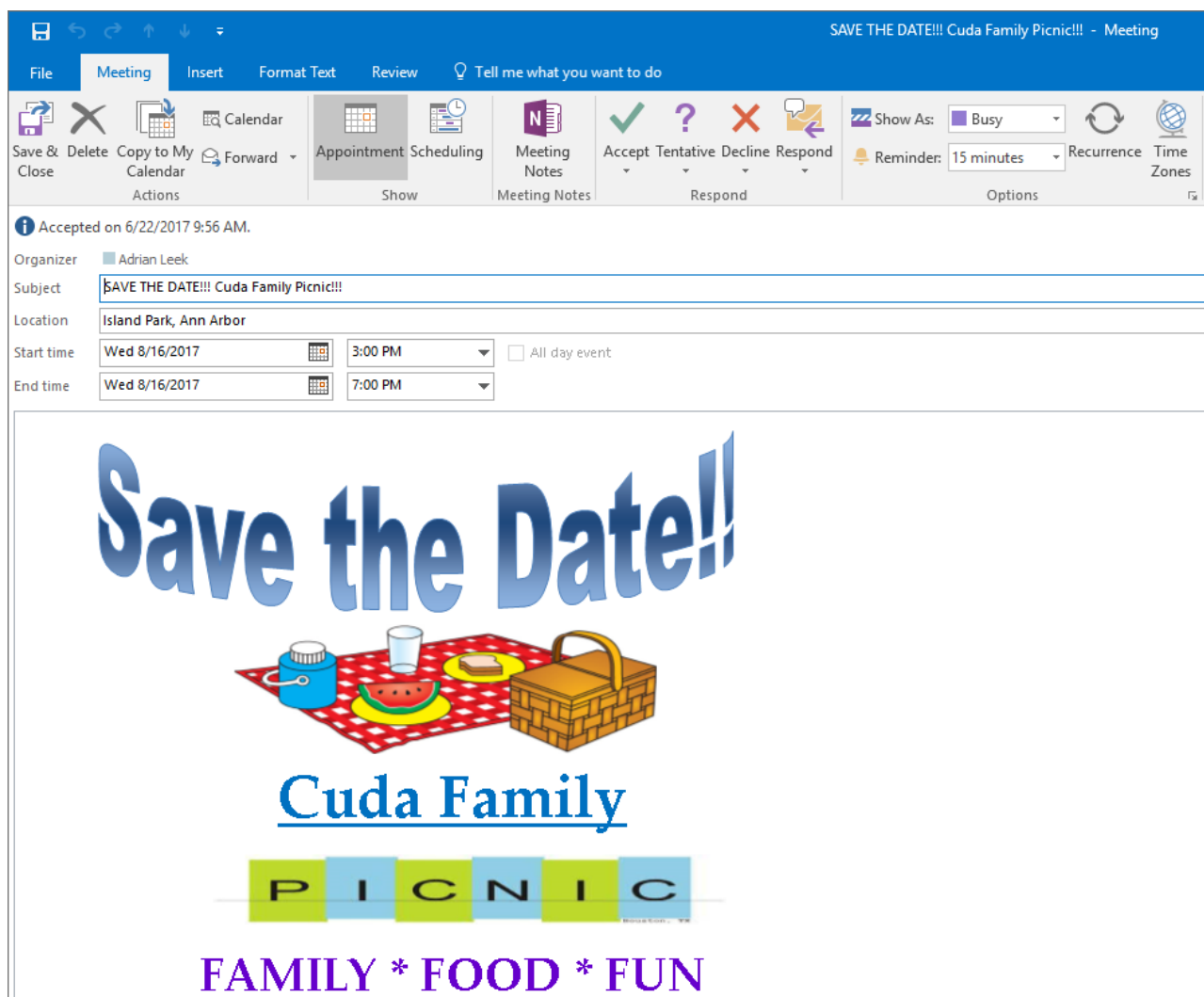
7. Save the message to your local system:



8. Locate the message in the saved folder:



9. Double-click the item to open it or right-click the item and click **Open**:



10. Click **Save & Close** in the upper left-hand corner to save the item in Outlook.

Figures

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