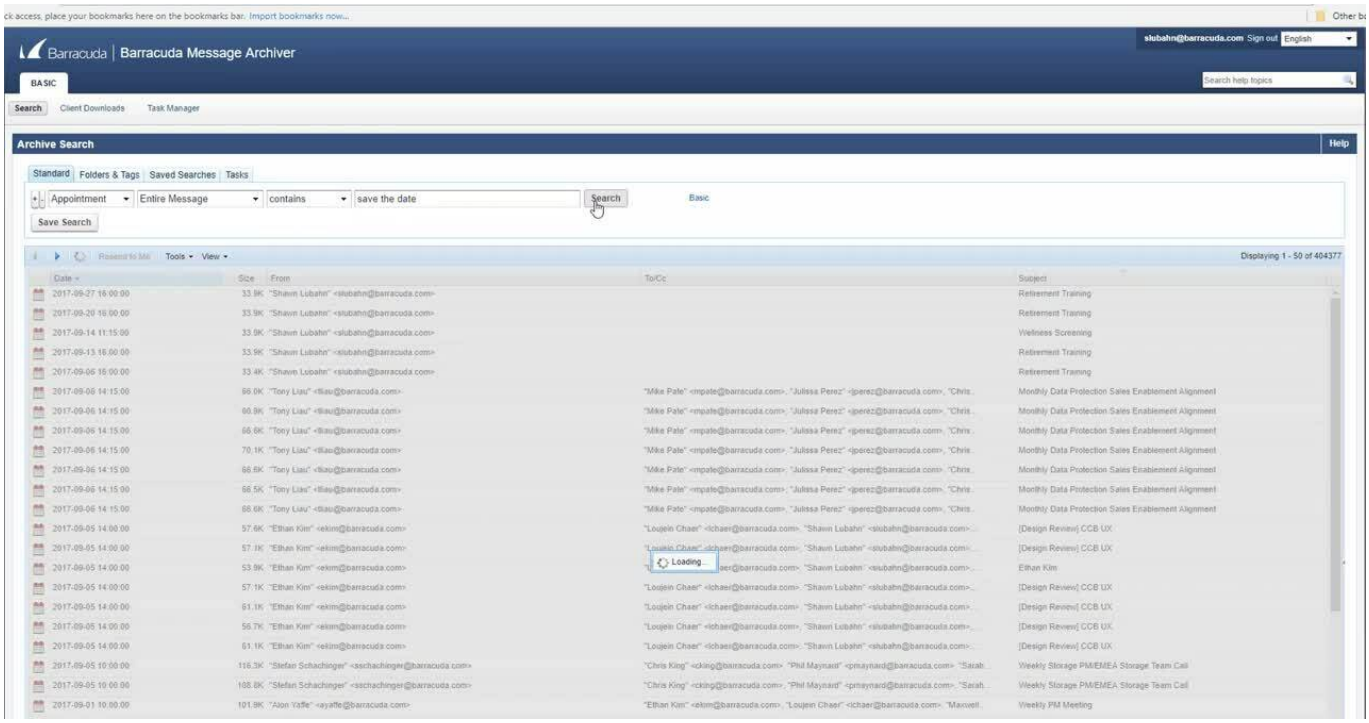
How to Recover Microsoft Exchange Non-Email Items

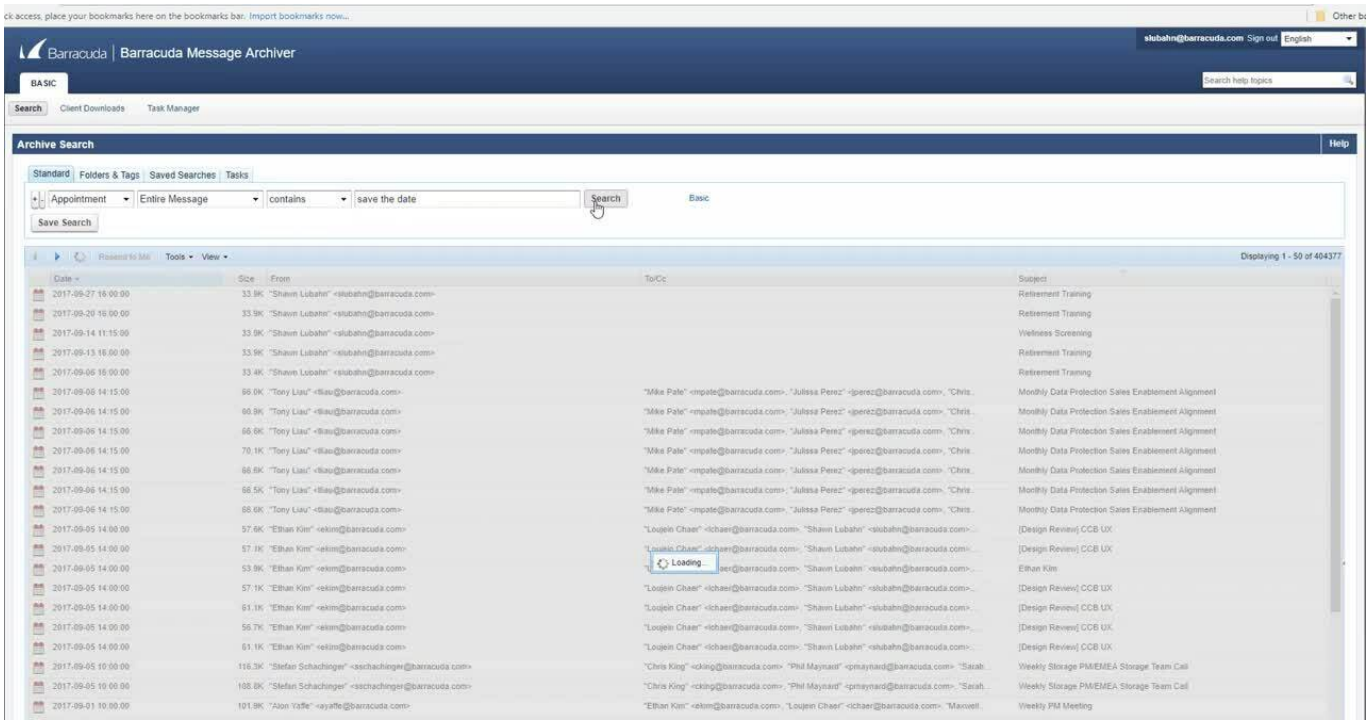
https://campus.barracuda.com/doc/73700779/

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.

Note that the video in this article does not contain audio.

How to Recover Microsoft Exchange Non-Email Items Video



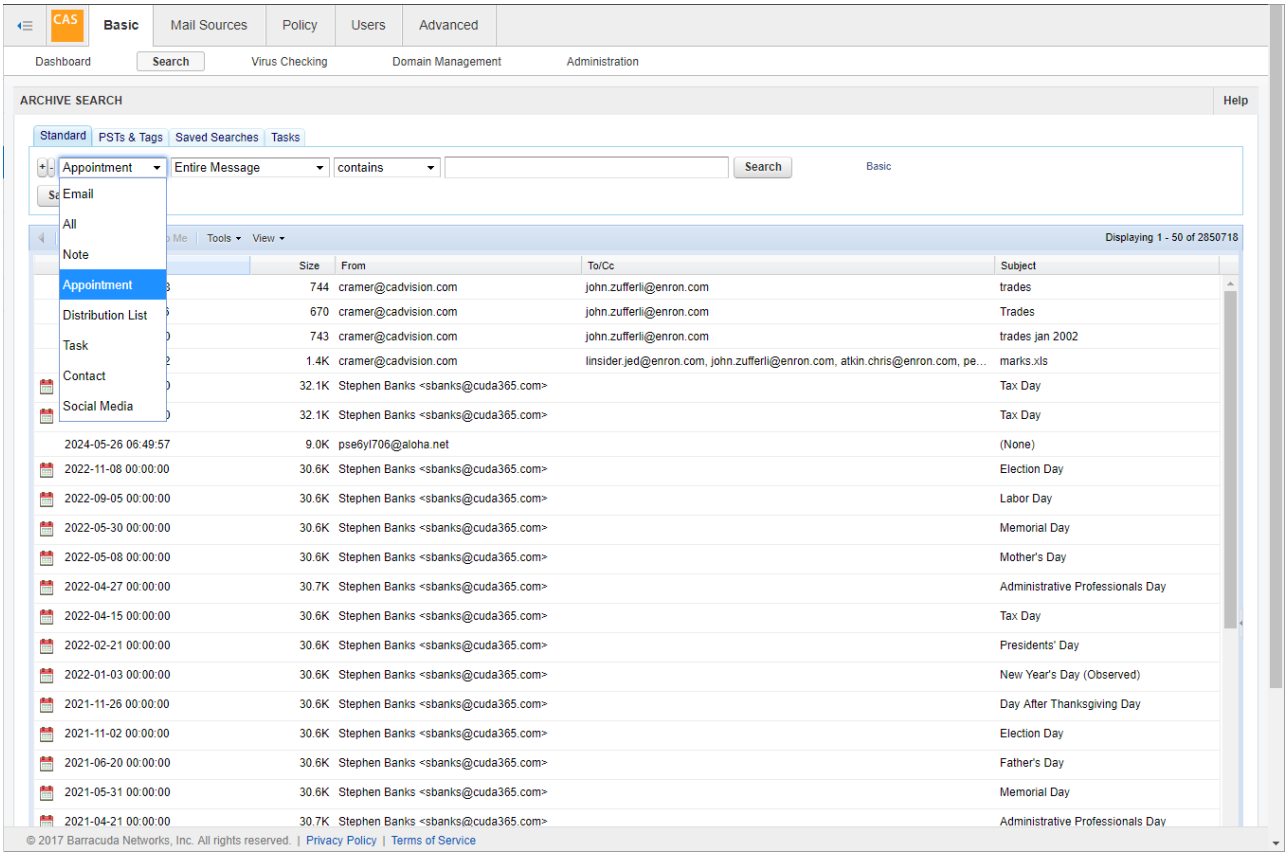


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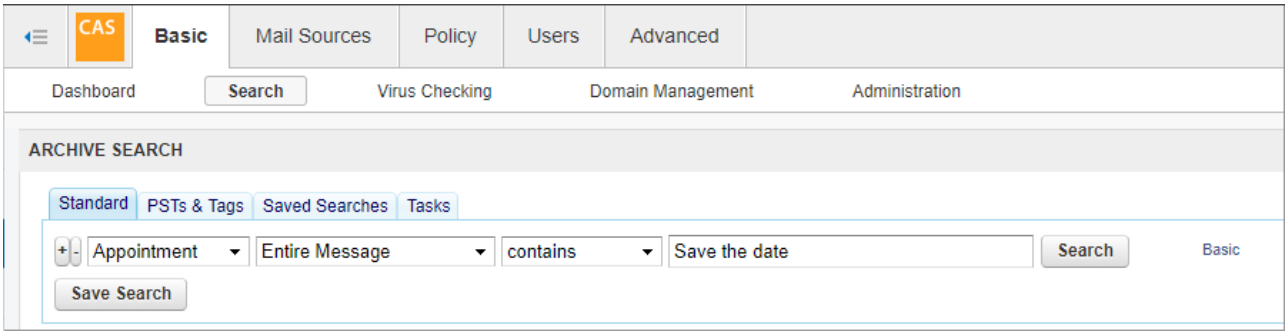
https://campus.barracuda.com/

How to Recover Microsoft Exchange Non-Email Items

1. Log in to the Barracuda Cloud Archiving Service, 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**:

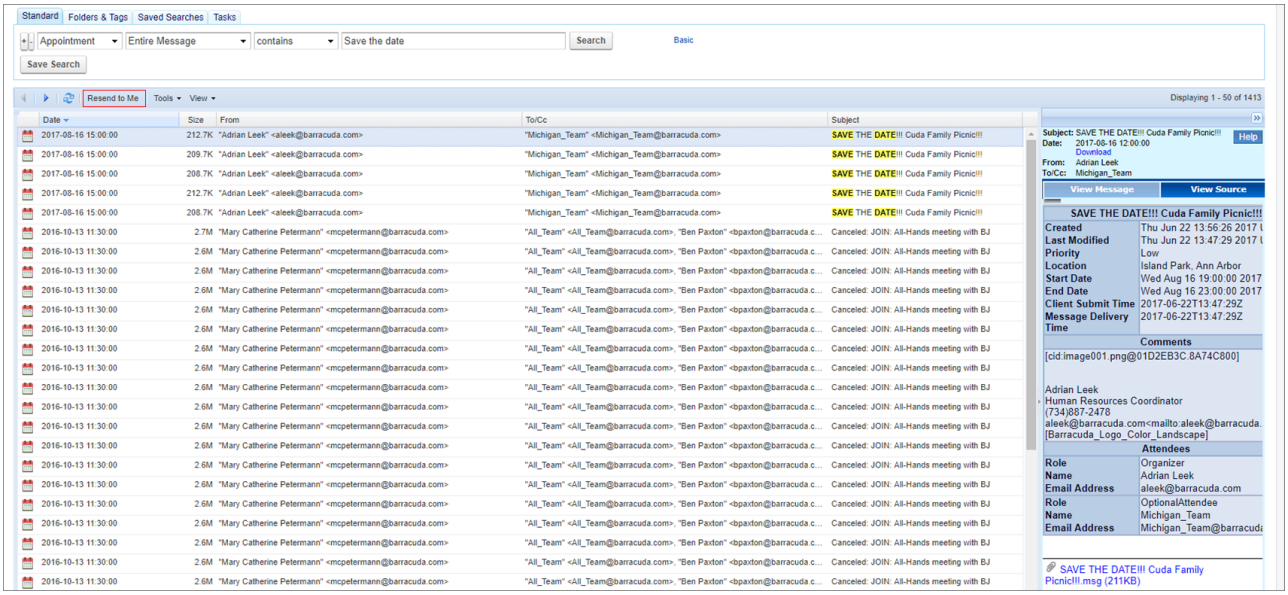


3. Further define your search criteria using the next two drop-down menus, and enter your search criteria in the text box:

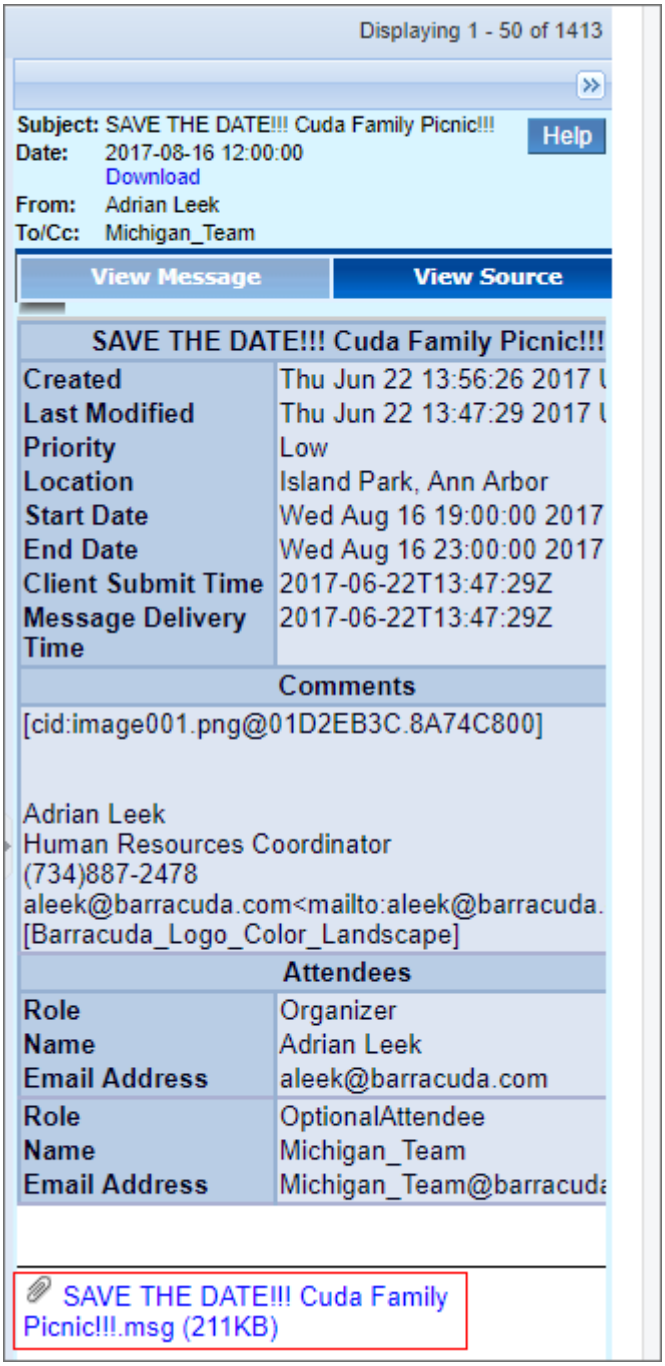


4. Click **Search** and allow the search to complete.
5. Once the search is complete, click on the item in the table to display the item details in a new pane.

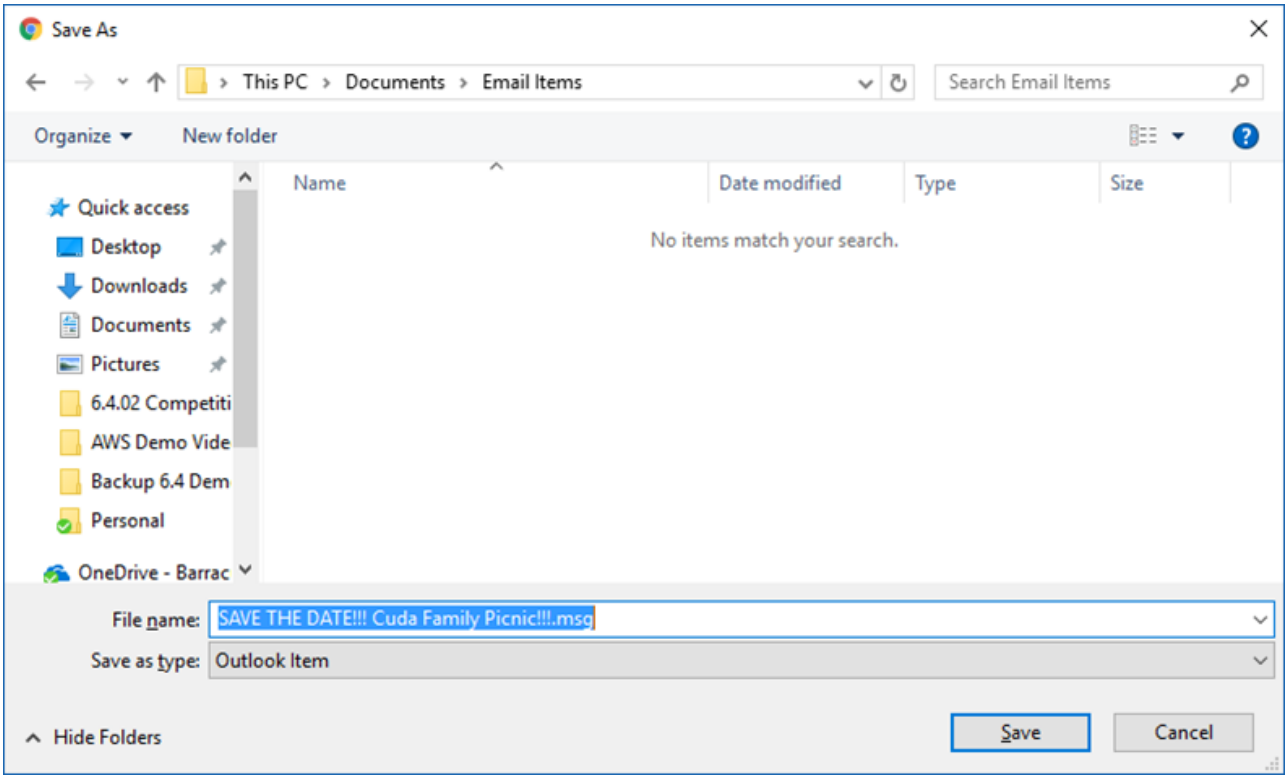
   Optionally, you can click **Resend to Me** at the top of the search results to send a copy of the message/item to yourself. From there the item can be opened and saved.



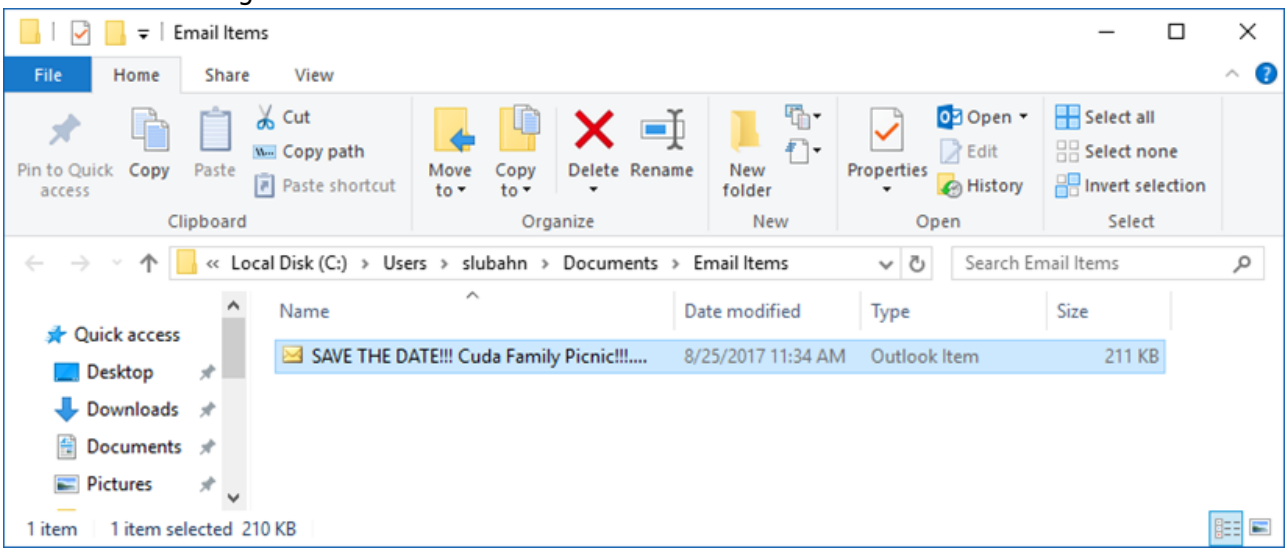
6. At the bottom of the message details, click on the attachment link to download the item:



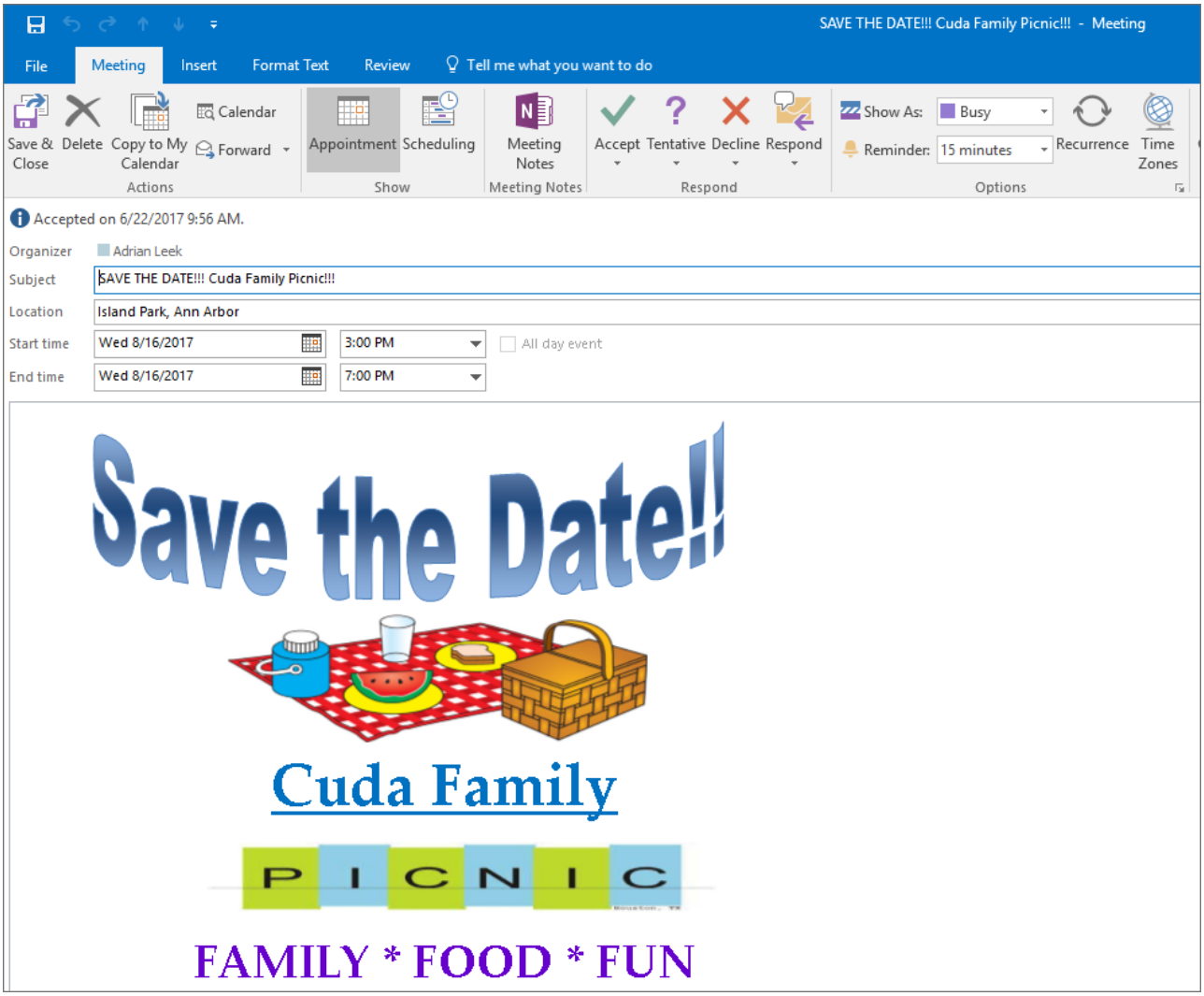
7. Save the message to your local system:



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

1. SingleVideo.png
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5. Search02.png
6. SearchResults.png
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8. SaveAs.png
9. Locate.png
10. OpenMsg.png

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