

---

## How to Import Online Email Archives

<https://campus.barracuda.com/doc/74547555/>

Use the steps in this article to import online email archives from Exchange Online to the Barracuda Message Archiver using Autodiscover.

1. Log in to the Barracuda Message Archiver as the admin, and go to **Mail Sources > Exchange Integration**.
2. Click **Start New Action**. In the **Select Action** page, click **Email Import**.
3. In the **Select Server** page, click **Add New Server**.
4. In the **Add New Server** dialog, enter a name to identify the configuration as well as the service email account and password.
5. Click **Autodiscover**; when the details display, click **Save** to add it to the **Server** table. Click **Continue**.
6. In the **Configure Action** page, select **All Users** from the drop-down menu.
7. Specify the desired **Date** and **Schedule** settings.
8. click **Advanced Options** and specify the desired options.
9. Click **Continue**.
10. Verify the configuration settings in the **View Summary** page, and click **Submit** to add the Email Import to the **Scheduled Actions** table.

© Barracuda Networks Inc., 2019 The information contained within this document is confidential and proprietary to Barracuda Networks Inc. No portion of this document may be copied, distributed, publicized or used for other than internal documentary purposes without the written consent of an official representative of Barracuda Networks Inc. All specifications are subject to change without notice. Barracuda Networks Inc. assumes no responsibility for any inaccuracies in this document. Barracuda Networks Inc. reserves the right to change, modify, transfer, or otherwise revise this publication without notice.