

## Setup Wizard Step 3 - Launch Setup Wizard

<https://campus.barracuda.com/doc/74549120/>

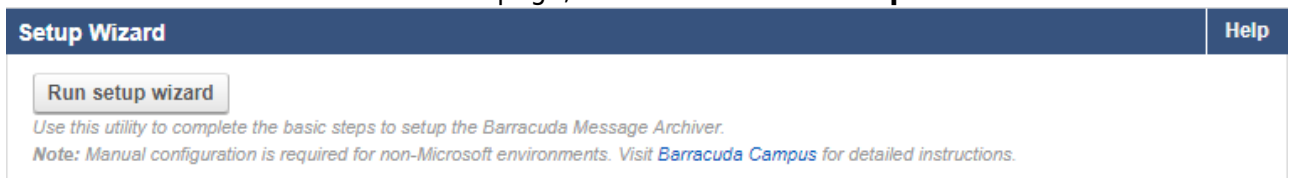
This article refers to the Barracuda Message Archiver firmware version 5.2 or higher.

For manual configuration steps, see [Configure Manually](#).

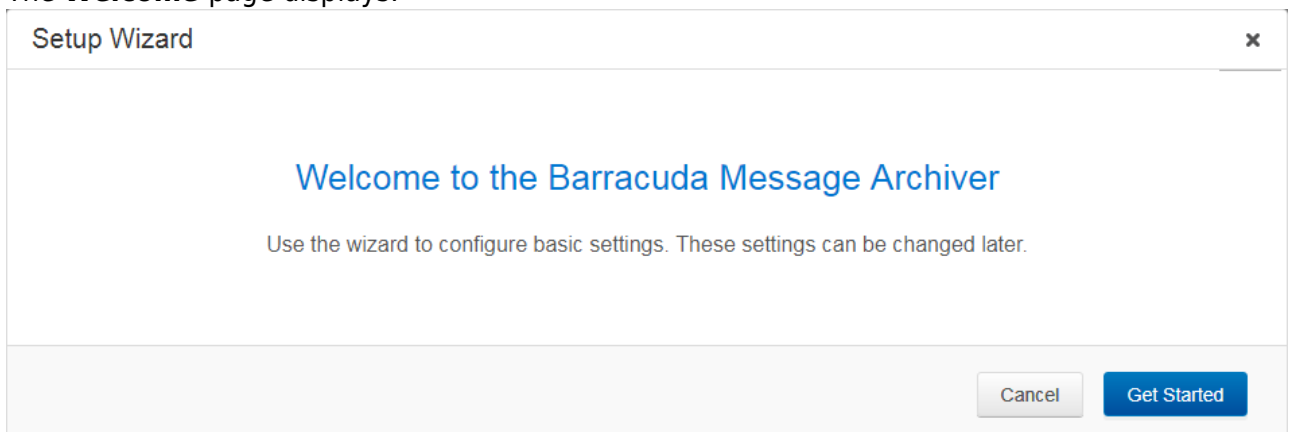
The Setup Wizard configures basic settings. You can manually modify settings at any time after completing the Setup Wizard using the Barracuda Message Archiver web interface.

Verify the system accessing the web interface is connected to the same network as the Barracuda Message Archiver, and that the appropriate routing is in place to allow connection to the IP address of the Barracuda Message Archiver via a web browser.

1. From a web browser, enter `http://` followed by the IP address of the Barracuda Message Archiver, followed by the default Web Interface HTTP Port (8000). For example, type: `http://192.168.200.200:8000`
2. Log in to the administration interface using the credentials **admin / admin**.
3. Go to the **BASIC > Administration** page, and click **Launch Setup Wizard**:

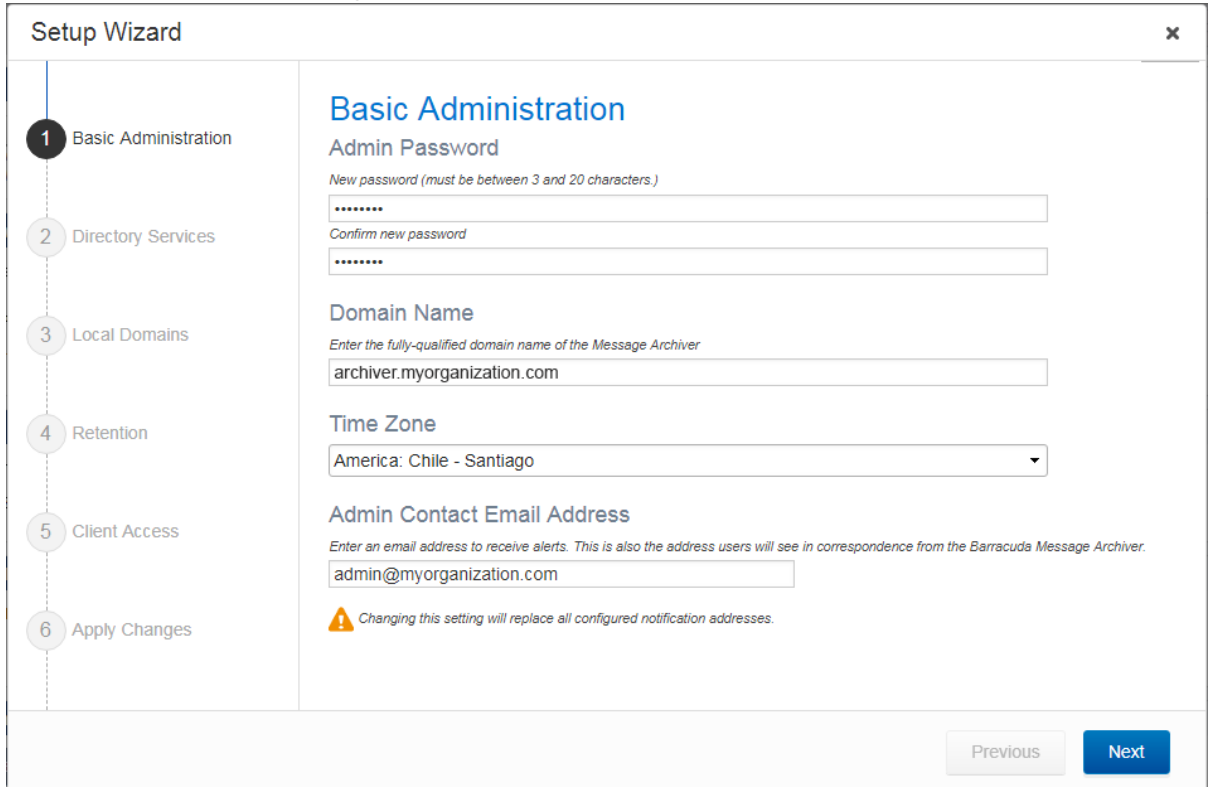


4. The **Welcome** page displays:



5. On the **Welcome** page, click **Get Started** to launch the wizard. The **Basic Administration** page displays:
  1. In the **Admin Password** section, enter a new system password and confirm the new password. Your password must be between 3 and 20 characters. There are no special character requirements.
  2. In the **Domain Name** section, enter your Barracuda Message Archiver fully qualified

- domain name (FQDN).
- Verify the **Time Zone** setting. To change the time zone, click the drop-down menu and select a new time zone. This setting determines message delivery times. Note that the system reboots when the **Time Zone** setting is changed.
  - In the **Admin Contact Email Address** field, enter the default admin contact email address. Enter one or more administrator email addresses to receive system alerts, notifications, and other urgent communications from Barracuda Networks.



**Setup Wizard**

1 Basic Administration

2 Directory Services

3 Local Domains

4 Retention

5 Client Access

6 Apply Changes


### Basic Administration

**Admin Password**  
 New password (must be between 3 and 20 characters.)  
 .....  
 Confirm new password  
 .....

**Domain Name**  
 Enter the fully-qualified domain name of the Message Archiver  
 archiver.myorganization.com

**Time Zone**  
 America: Chile - Santiago

**Admin Contact Email Address**  
 Enter an email address to receive alerts. This is also the address users will see in correspondence from the Barracuda Message Archiver.  
 admin@myorganization.com

 Changing this setting will replace all configured notification addresses.

Previous Next

- Click **Next**. The **Directory Services** page displays. Use this page to set up LDAP authentication to store and administer Barracuda Message Archiver user accounts via your organization's LDAP servers.

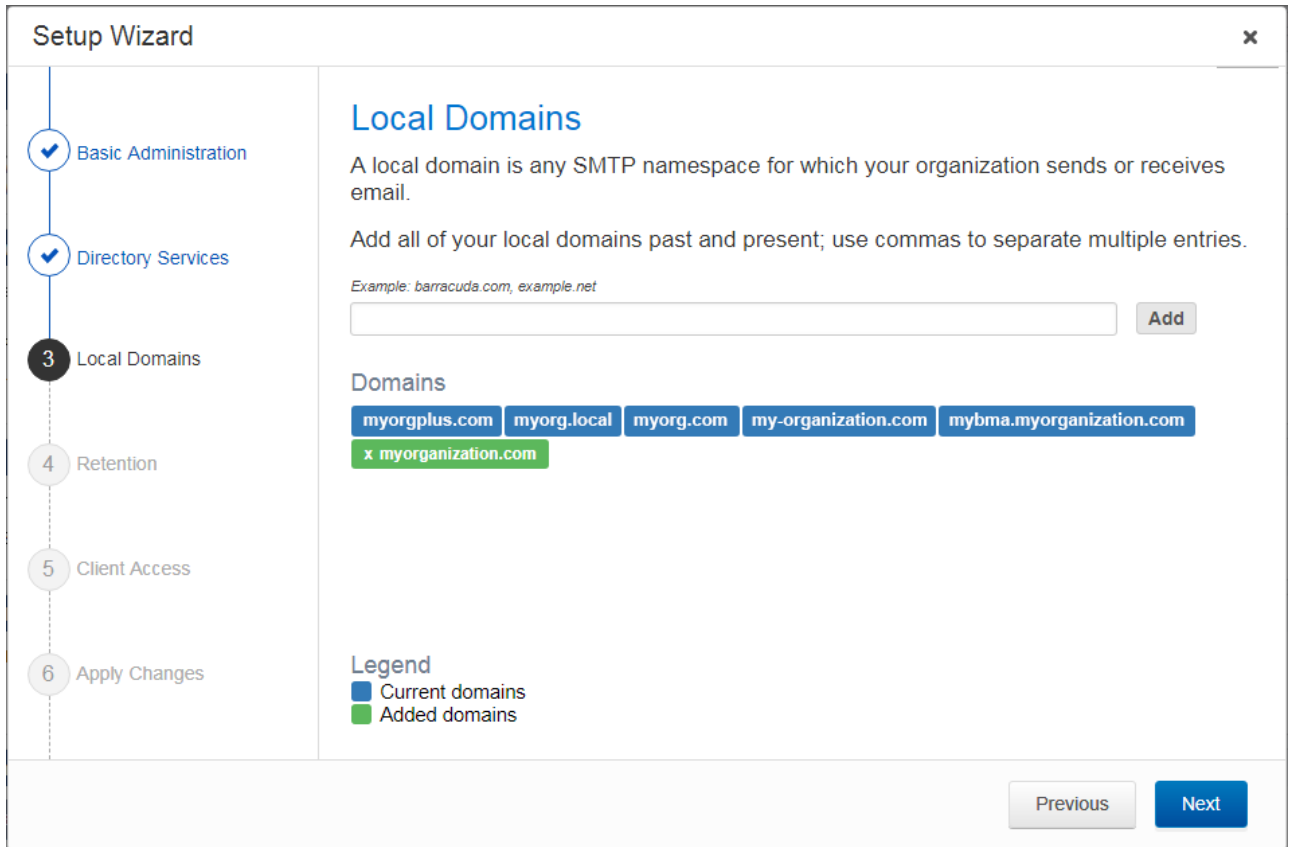
If you already set up LDAP authentication, a notice displays at the top of the page. Click **Next** to continue.

To complete this section, you must first configure your [service account](#).

- Configure the Barracuda Message Archiver to use your LDAP server for authentication:
  - Server Domain Name** - Server Name/IP address
  - Service Account Distinguished Name** - The Bind DN (Username).
  - Service Account Password** - Bind password.
  - Users Login with** - UID Attribute (mail = Email and sAMAccountName = Username).
- Click **Advanced** if you want to configure **LDAP Search Base**.

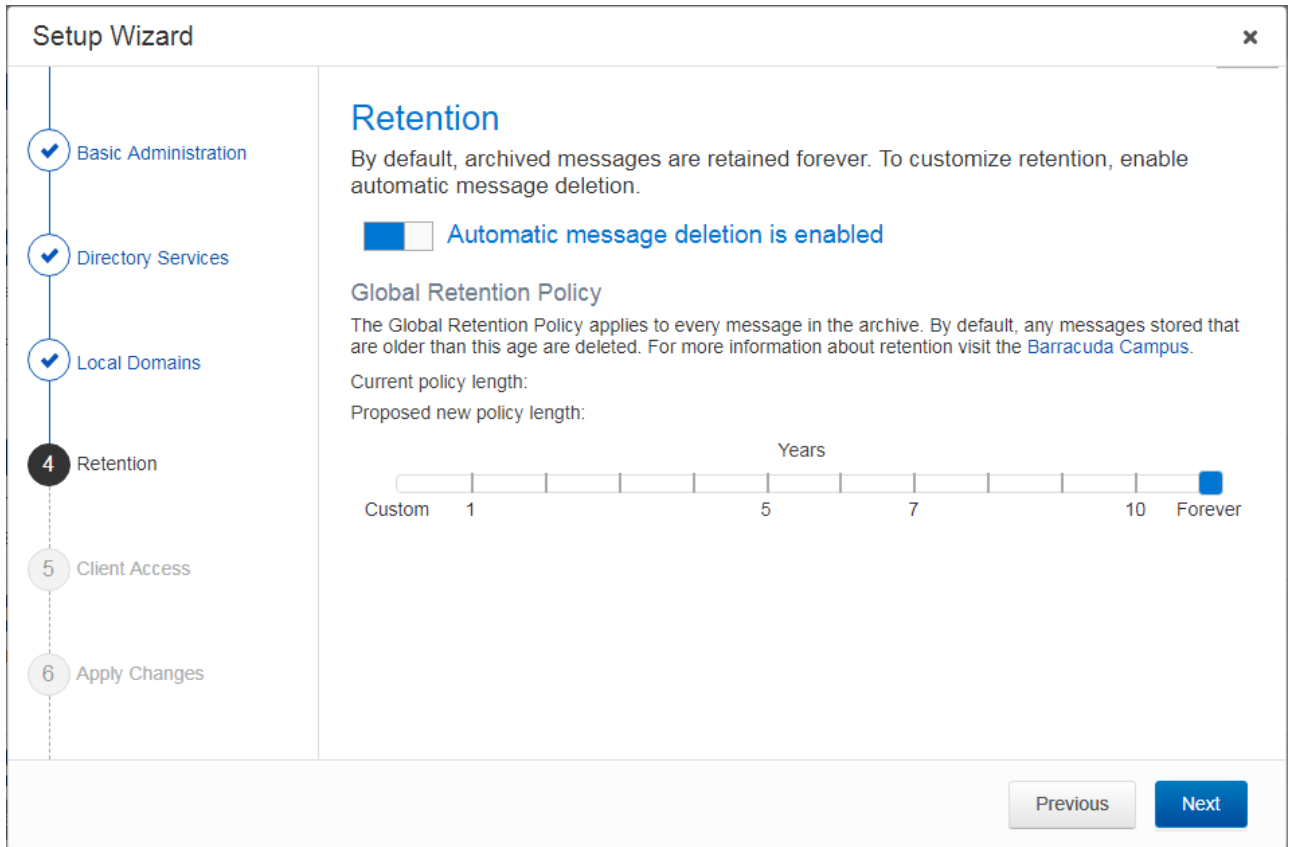
Once you complete the Wizard, you can further customize LDAP authentication on the **USERS > Directory Service** page in the web interface.

- Click **Next**. The **Local Domains** page displays. The wizard automatically populates the page with your local domains. To add additional domains, enter one or more local domains separated by commas, and click **Add**:



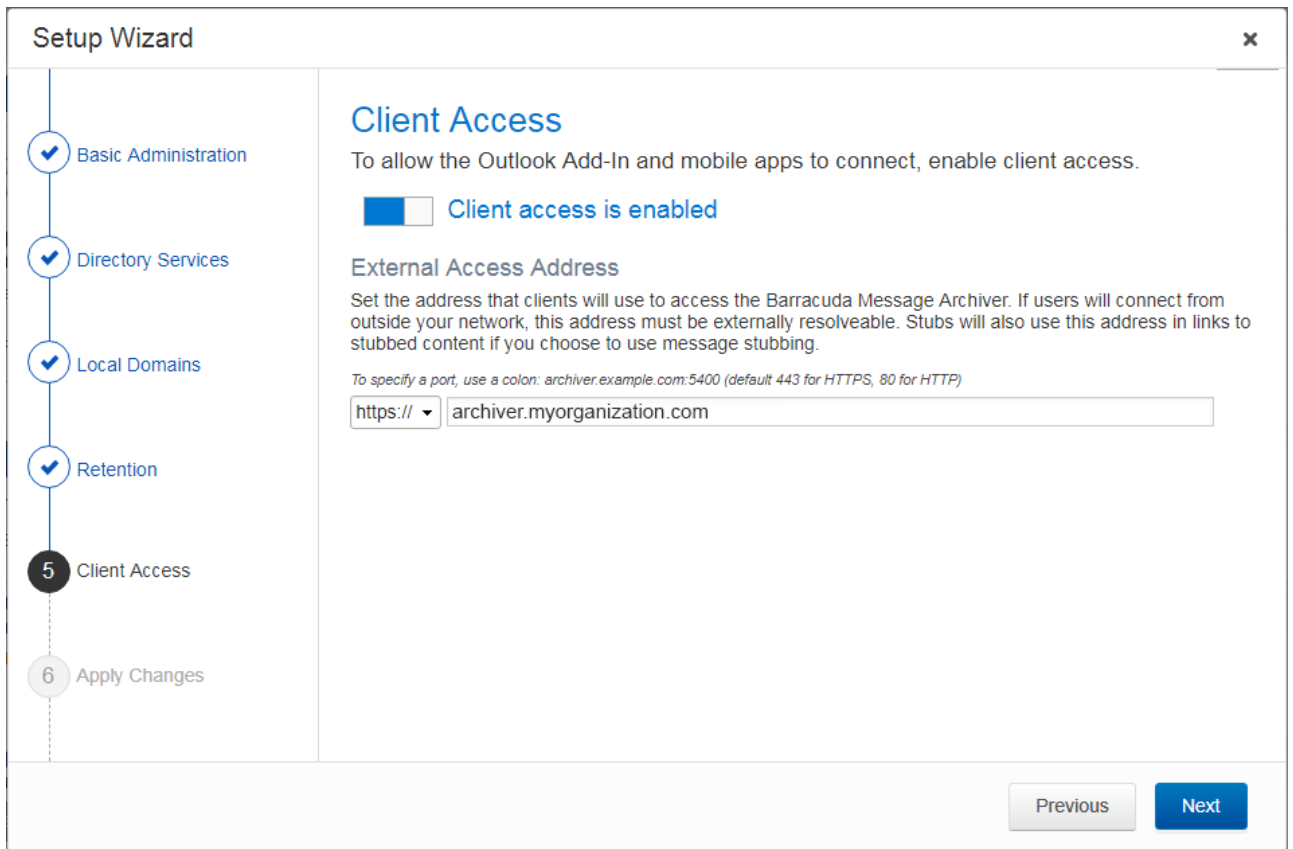
The screenshot shows the 'Setup Wizard' window with the 'Local Domains' step selected. The wizard progress bar on the left shows steps 1 through 6: Basic Administration, Directory Services, Local Domains (current), Retention, Client Access, and Apply Changes. The main content area is titled 'Local Domains' and includes a definition of a local domain, instructions to add domains, an example, an input field, and an 'Add' button. Below this, a list of domains is shown: 'myorgplus.com', 'myorg.local', 'myorg.com', 'my-organization.com', and 'mybma.myorganization.com' are marked as 'Current domains' (blue), while 'x myorganization.com' is marked as an 'Added domain' (green). A legend at the bottom left explains the color coding. 'Previous' and 'Next' buttons are at the bottom right.

10. The **Retention** page displays. Use this page to specify how long you want email archived. By default, archived messages are retained forever. To customize retention, click to toggle **Automatic message deletion is enabled**:



The screenshot shows the 'Setup Wizard' window with a progress bar on the left. The steps are: 1. Basic Administration (checked), 2. Directory Services (checked), 3. Local Domains (checked), 4. Retention (active), 5. Client Access, and 6. Apply Changes. The main content area is titled 'Retention' and contains the following text: 'By default, archived messages are retained forever. To customize retention, enable automatic message deletion.' Below this is a checkbox labeled 'Automatic message deletion is enabled' which is checked. Underneath is the 'Global Retention Policy' section, which states: 'The Global Retention Policy applies to every message in the archive. By default, any messages stored that are older than this age are deleted. For more information about retention visit the [Barracuda Campus](#).' It also shows 'Current policy length:' and 'Proposed new policy length:' with a slider. The slider is labeled 'Years' and has markers for 'Custom', '1', '5', '7', '10', and 'Forever'. A blue bar is positioned at the 'Forever' mark. At the bottom right of the window are 'Previous' and 'Next' buttons.

11. When enabled, drag the **Blue** bar to set the **Global Retention Policy**; this applies to every archived message. When retention policies are run against the archived messages, any messages stored on the Barracuda Message Archiver older than this age are deleted unless they match an existing [Saved Search](#) policy.
12. Once you are satisfied with the retention settings, click **Next**. The **Client Access** page displays.
13. On the **Client Access** page, toggle **Client access is enabled** to allow users to connect via the Archive Search for Outlook and mobile apps.
14. In the **External Access Address** field, enter the address for user access to the Barracuda Message Archiver. If users will connect from outside your network, this address must be externally resolvable. If you select to use message stubbing, stubs will use this address in links to stubbed content:



**Setup Wizard**

- Basic Administration
- Directory Services
- Local Domains
- Retention
- 5 Client Access**
- 6 Apply Changes

### Client Access

To allow the Outlook Add-In and mobile apps to connect, enable client access.

Client access is enabled

#### External Access Address

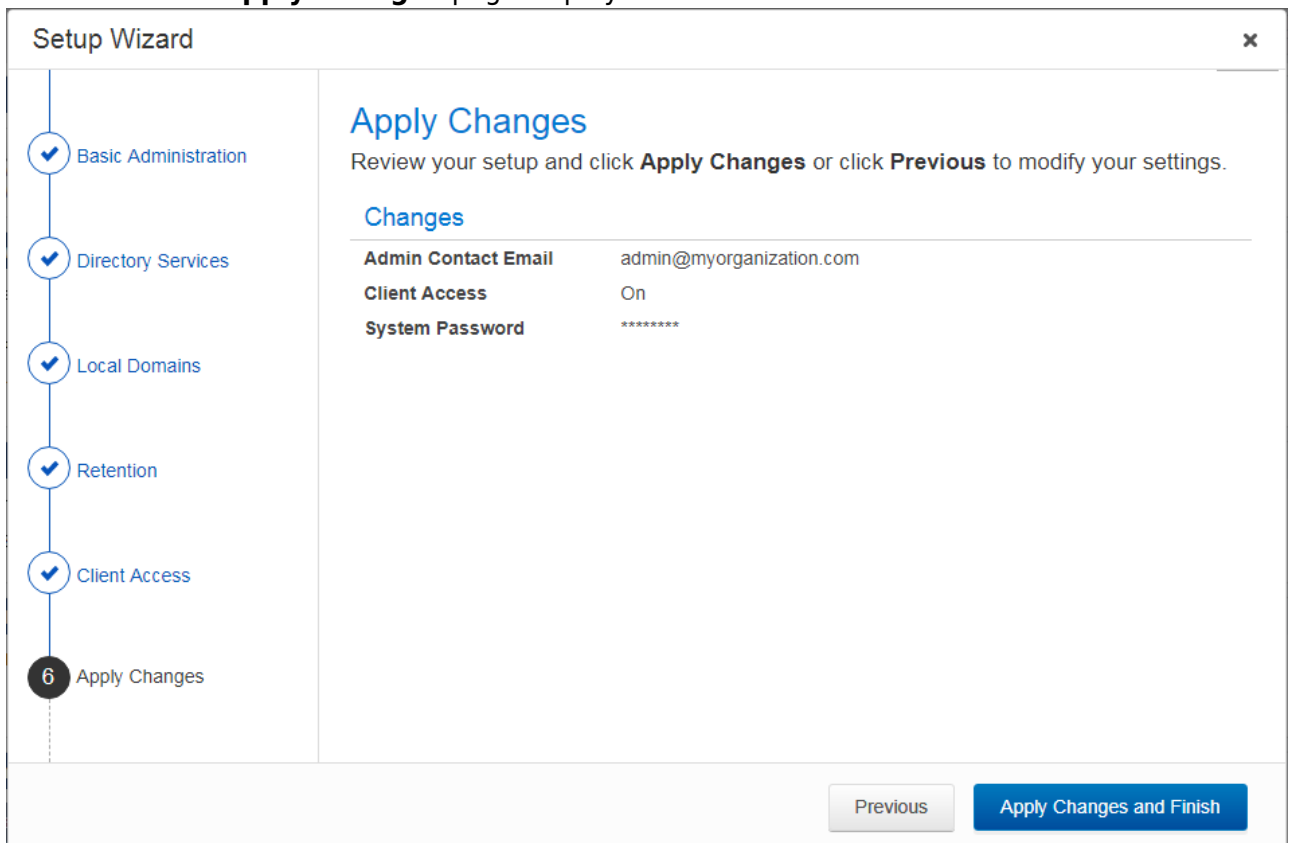
Set the address that clients will use to access the Barracuda Message Archiver. If users will connect from outside your network, this address must be externally resolveable. Stubs will also use this address in links to stubbed content if you choose to use message stubbing.

To specify a port, use a colon: archiver.example.com:5400 (default 443 for HTTPS, 80 for HTTP)

https:// archiver.myorganization.com

Previous Next

15. Click **Next**. The **Apply Changes** page displays:



**Setup Wizard**

- Basic Administration
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- 6 Apply Changes**

### Apply Changes

Review your setup and click **Apply Changes** or click **Previous** to modify your settings.

#### Changes

Admin Contact Email	admin@myorganization.com
Client Access	On
System Password	*****

Previous Apply Changes and Finish

16. Confirm your settings. Click **Previous** if you want to go back and modify settings. Once you are

satisfied, click **Apply Changes and Finish**.

17. The **Finished** page displays once your changes are applied. The wizard is now complete.

Continue with [Step 4 - Choose Journaling Deployment](#).

## Figures

1. start\_wizard.png
2. welcome\_page.png
3. basic\_admin.png
4. local\_domains.png
5. retention.png
6. client\_access.png
7. apply\_changes.png

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