

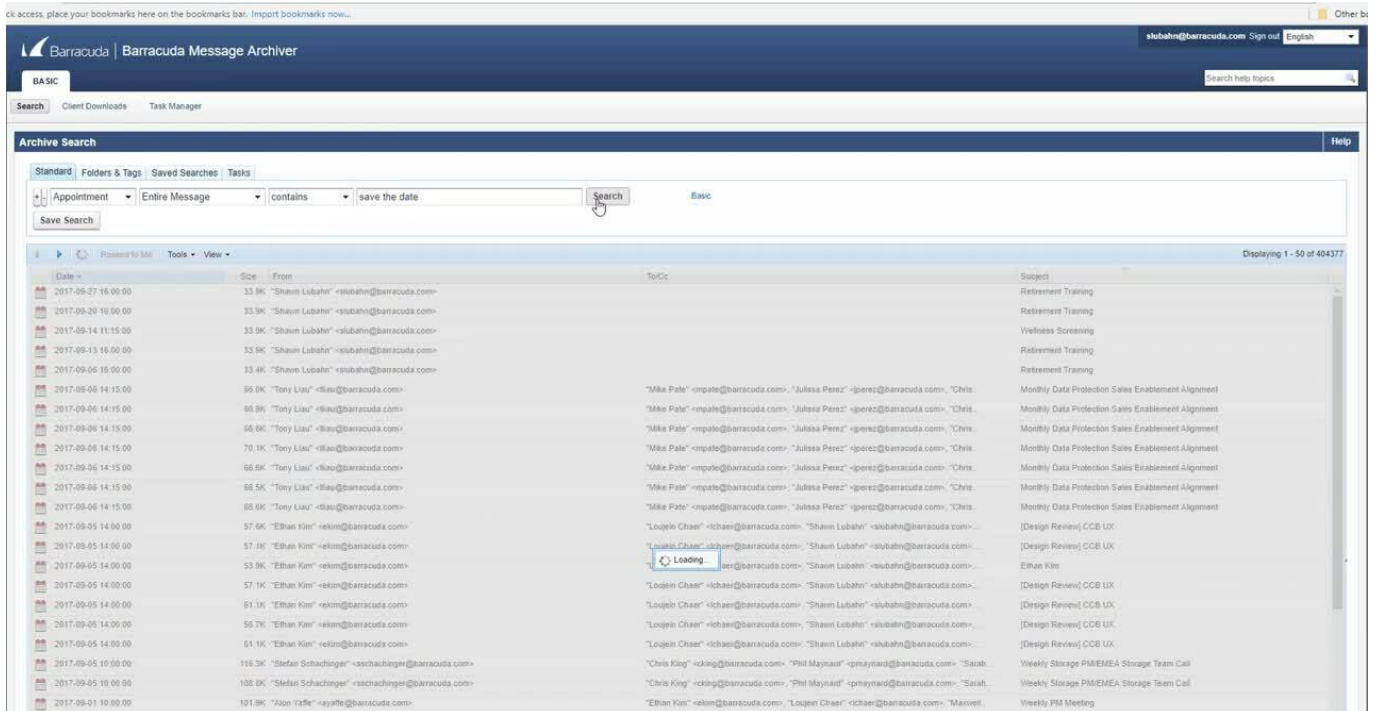
How to Recover Microsoft Exchange Non-Email Items

<https://campus.barracuda.com/doc/75694438/>

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](#).

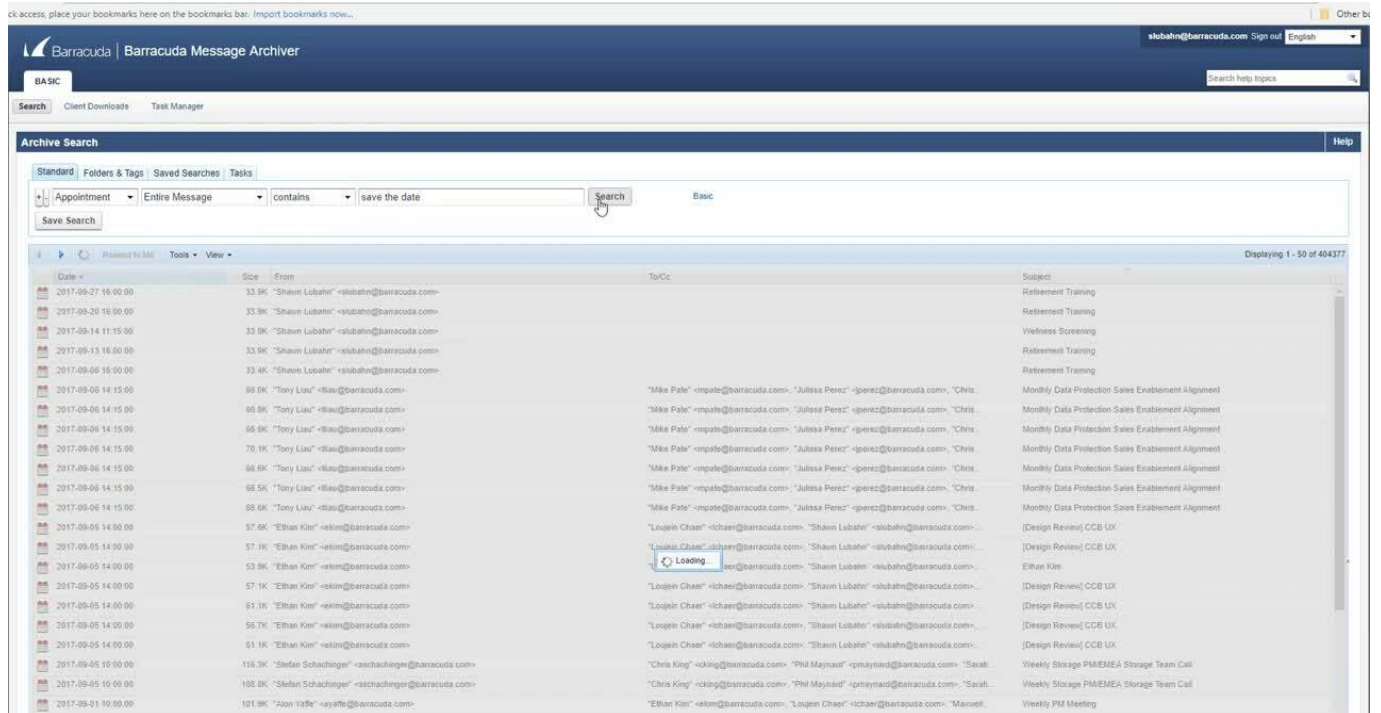


How to Recover Microsoft Exchange Non-Email Items Video



The screenshot displays the Barracuda Message Archiver web interface. At the top, there's a navigation bar with 'Barracuda | Barracuda Message Archiver' and a user profile 'shubahn@barracuda.com'. Below this is a 'BASIC' tab and a search bar. The main section is titled 'Archive Search' and shows a search filter set to 'Appointment' containing 'save the date'. A table of search results is displayed, showing columns for Date, Size, From, To/Cc, and Subject. The table lists various appointments and meetings, including 'Retirement Training', 'Monthly Data Protection Sales Enablement Alignment', and 'Weekly Storage PM/EMEA Storage Team Call'. A 'Loading' icon is visible in the table, indicating that more results are being fetched.

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	33.9K	"Shawn Lubahn" <slubahn@barracuda.com>		Retirement Training
2017-09-05 14:15:00	99.0K	"Tony Liu" <tliau@barracuda.com>	"Mike Pale" <mpale@barracuda.com>, "Julissa Perez" <jperez@barracuda.com>, "Chris King" <cking@barracuda.com>, "Phil Maynard" <pmaynard@barracuda.com>, "Sarah" <ssarah@barracuda.com>	Monthly Data Protection Sales Enablement Alignment
2017-09-06 14:15:00	66.8K	"Tony Liu" <tliau@barracuda.com>	"Mike Pale" <mpale@barracuda.com>, "Julissa Perez" <jperez@barracuda.com>, "Chris King" <cking@barracuda.com>, "Phil Maynard" <pmaynard@barracuda.com>, "Sarah" <ssarah@barracuda.com>	Monthly Data Protection Sales Enablement Alignment
2017-09-06 14:15:00	66.8K	"Tony Liu" <tliau@barracuda.com>	"Mike Pale" <mpale@barracuda.com>, "Julissa Perez" <jperez@barracuda.com>, "Chris King" <cking@barracuda.com>, "Phil Maynard" <pmaynard@barracuda.com>, "Sarah" <ssarah@barracuda.com>	Monthly Data Protection Sales Enablement Alignment
2017-09-06 14:15:00	70.1K	"Tony Liu" <tliau@barracuda.com>	"Mike Pale" <mpale@barracuda.com>, "Julissa Perez" <jperez@barracuda.com>, "Chris King" <cking@barracuda.com>, "Phil Maynard" <pmaynard@barracuda.com>, "Sarah" <ssarah@barracuda.com>	Monthly Data Protection Sales Enablement Alignment
2017-09-06 14:15:00	66.8K	"Tony Liu" <tliau@barracuda.com>	"Mike Pale" <mpale@barracuda.com>, "Julissa Perez" <jperez@barracuda.com>, "Chris King" <cking@barracuda.com>, "Phil Maynard" <pmaynard@barracuda.com>, "Sarah" <ssarah@barracuda.com>	Monthly Data Protection Sales Enablement Alignment
2017-09-06 14:15:00	66.8K	"Tony Liu" <tliau@barracuda.com>	"Mike Pale" <mpale@barracuda.com>, "Julissa Perez" <jperez@barracuda.com>, "Chris King" <cking@barracuda.com>, "Phil Maynard" <pmaynard@barracuda.com>, "Sarah" <ssarah@barracuda.com>	Monthly Data Protection Sales Enablement Alignment
2017-09-06 14:15:00	66.8K	"Tony Liu" <tliau@barracuda.com>	"Mike Pale" <mpale@barracuda.com>, "Julissa Perez" <jperez@barracuda.com>, "Chris King" <cking@barracuda.com>, "Phil Maynard" <pmaynard@barracuda.com>, "Sarah" <ssarah@barracuda.com>	Monthly Data Protection Sales Enablement Alignment
2017-09-05 14:00:00	57.1K	"Ethian 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	"Ethian 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	"Ethian 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	"Ethian Kim" <ekim@barracuda.com>	"Loujein Chae" <lchae@barracuda.com>, "Shawn Lubahn" <slubahn@barracuda.com>	(Design Review) CCB UX
2017-09-05 14:00:00	55.7K	"Ethian 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	"Ethian 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 Schuchtinger" <sschuchtinger@barracuda.com>	"Chris King" <cking@barracuda.com>, "Phil Maynard" <pmaynard@barracuda.com>, "Sarah" <ssarah@barracuda.com>	Weekly Storage PM/EMEA Storage Team Call
2017-09-05 10:00:00	108.8K	"Stefan Schuchtinger" <sschuchtinger@barracuda.com>	"Chris King" <cking@barracuda.com>, "Phil Maynard" <pmaynard@barracuda.com>, "Sarah" <ssarah@barracuda.com>	Weekly Storage PM/EMEA Storage Team Call
2017-09-01 10:00:00	101.9K	"Aron Yaffe" <ayaffe@barracuda.com>	"Ethian Kim" <ekim@barracuda.com>, "Loujein Chae" <lchae@barracuda.com>, "Maxwell" <mmaxwell@barracuda.com>	Weekly PM Meeting

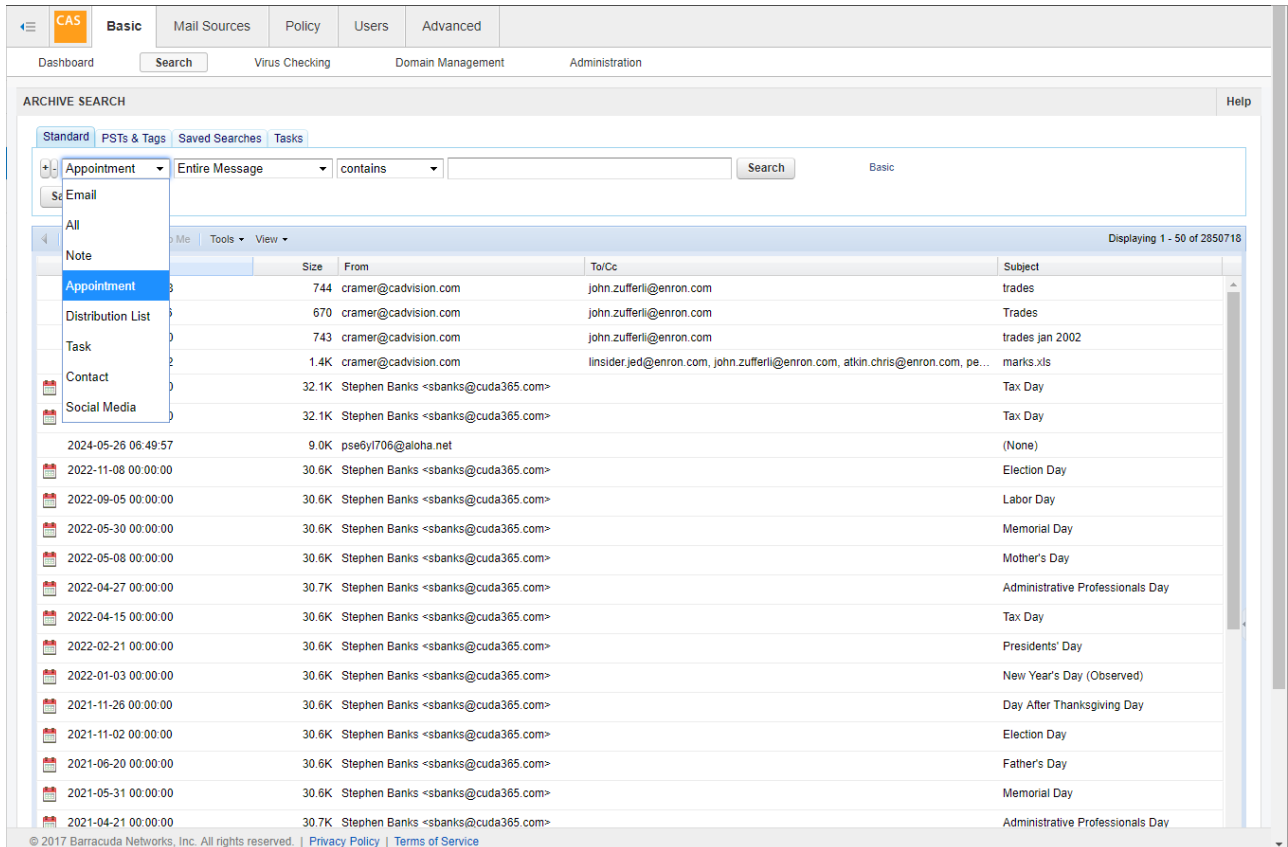


Videolink:

<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**:



ARCHIVE SEARCH

Standard PSTs & Tags Saved Searches Tasks

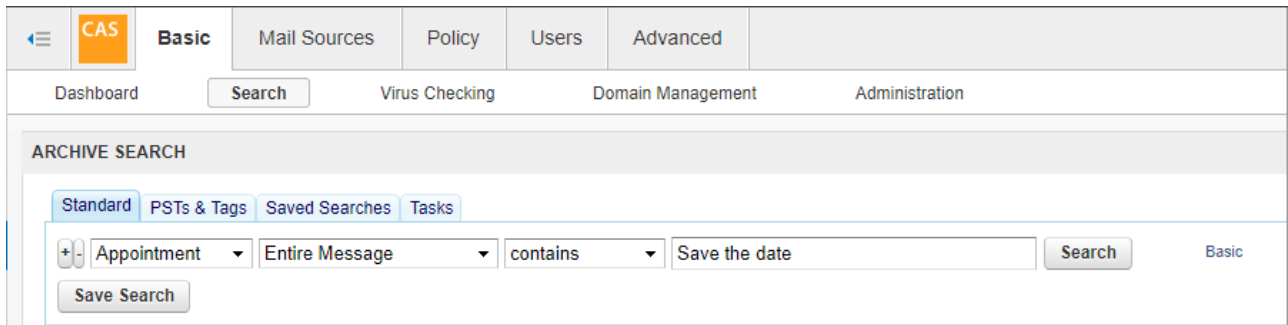
Appointment Entire Message contains Search Basic

Displaying 1 - 50 of 2850718

	Size	From	To/Cc	Subject
Appointment	744	cramer@cadvision.com	john.zufferli@enron.com	trades
Distribution List	670	cramer@cadvision.com	john.zufferli@enron.com	Trades
Task	743	cramer@cadvision.com	john.zufferli@enron.com	trades jan 2002
Contact	1.4K	cramer@cadvision.com	linsider.jed@enron.com, john.zufferli@enron.com, atkin.chris@enron.com, pe...	marks.xls
Social Media	32.1K	Stephen Banks <sbanks@cuda365.com>		Tax Day
	32.1K	Stephen Banks <sbanks@cuda365.com>		Tax Day
	9.0K	pse6y1706@aloha.net		(None)
	30.6K	Stephen Banks <sbanks@cuda365.com>		Election Day
	30.6K	Stephen Banks <sbanks@cuda365.com>		Labor Day
	30.6K	Stephen Banks <sbanks@cuda365.com>		Memorial Day
	30.6K	Stephen Banks <sbanks@cuda365.com>		Mother's Day
	30.7K	Stephen Banks <sbanks@cuda365.com>		Administrative Professionals Day
	30.6K	Stephen Banks <sbanks@cuda365.com>		Tax Day
	30.6K	Stephen Banks <sbanks@cuda365.com>		Presidents' Day
	30.6K	Stephen Banks <sbanks@cuda365.com>		New Year's Day (Observed)
	30.6K	Stephen Banks <sbanks@cuda365.com>		Day After Thanksgiving Day
	30.6K	Stephen Banks <sbanks@cuda365.com>		Election Day
	30.6K	Stephen Banks <sbanks@cuda365.com>		Father's Day
	30.6K	Stephen Banks <sbanks@cuda365.com>		Memorial Day
	30.7K	Stephen Banks <sbanks@cuda365.com>		Administrative Professionals Day

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



ARCHIVE SEARCH

Standard PSTs & Tags Saved Searches Tasks

Appointment Entire Message contains Save the date Search Basic

Save Search

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:

Displaying 1 - 50 of 1413

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]

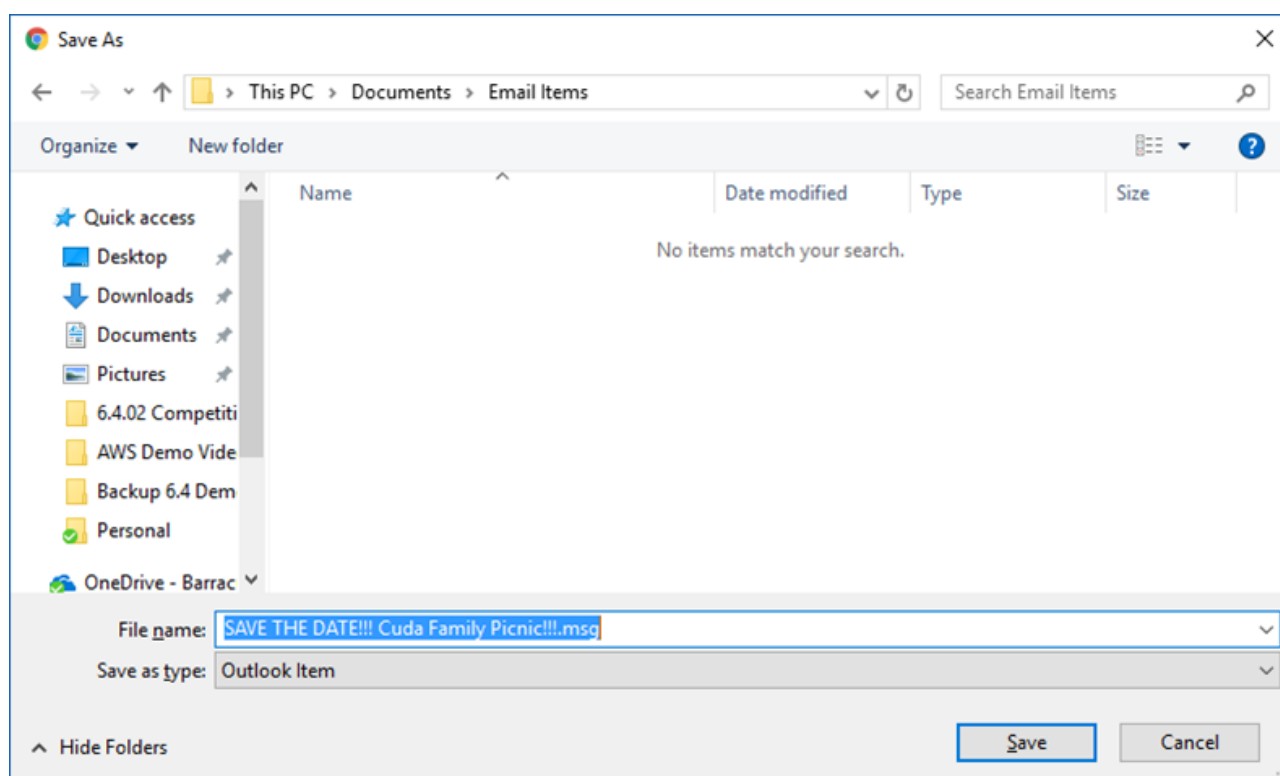
Adrian Leek
Human Resources Coordinator
(734)887-2478
aleek@barracuda.com<mailto:aleek@barracuda.com>
[Barracuda_Logo_Color_Landscape]

Attendees

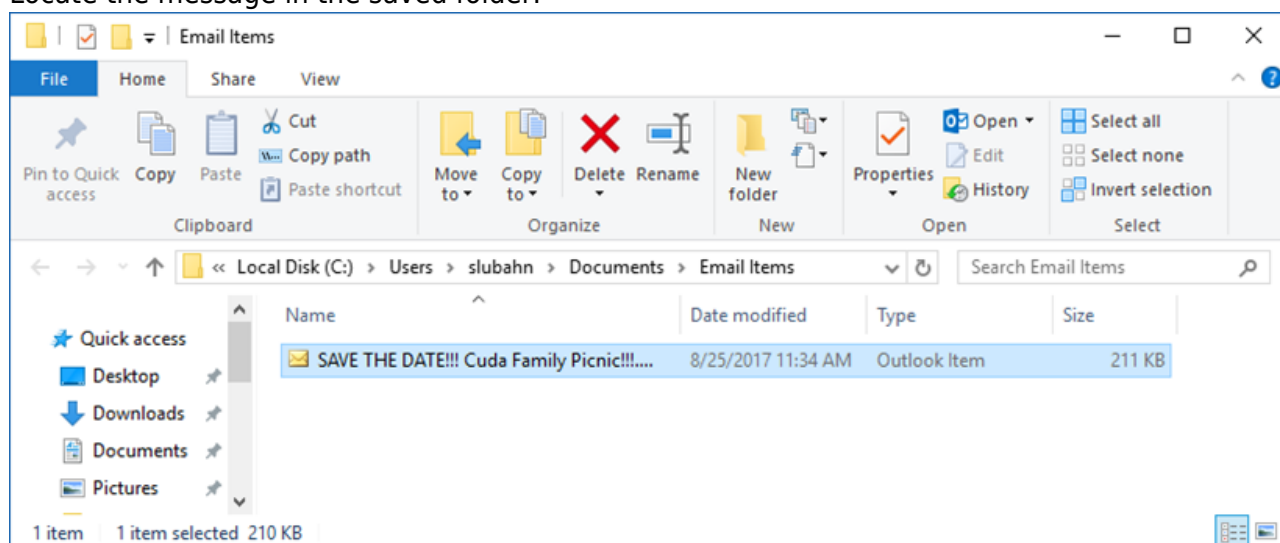
Role	Organizer
Name	Adrian Leek
Email Address	aleek@barracuda.com
Role	OptionalAttendee
Name	Michigan_Team
Email Address	Michigan_Team@barracuda.com

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

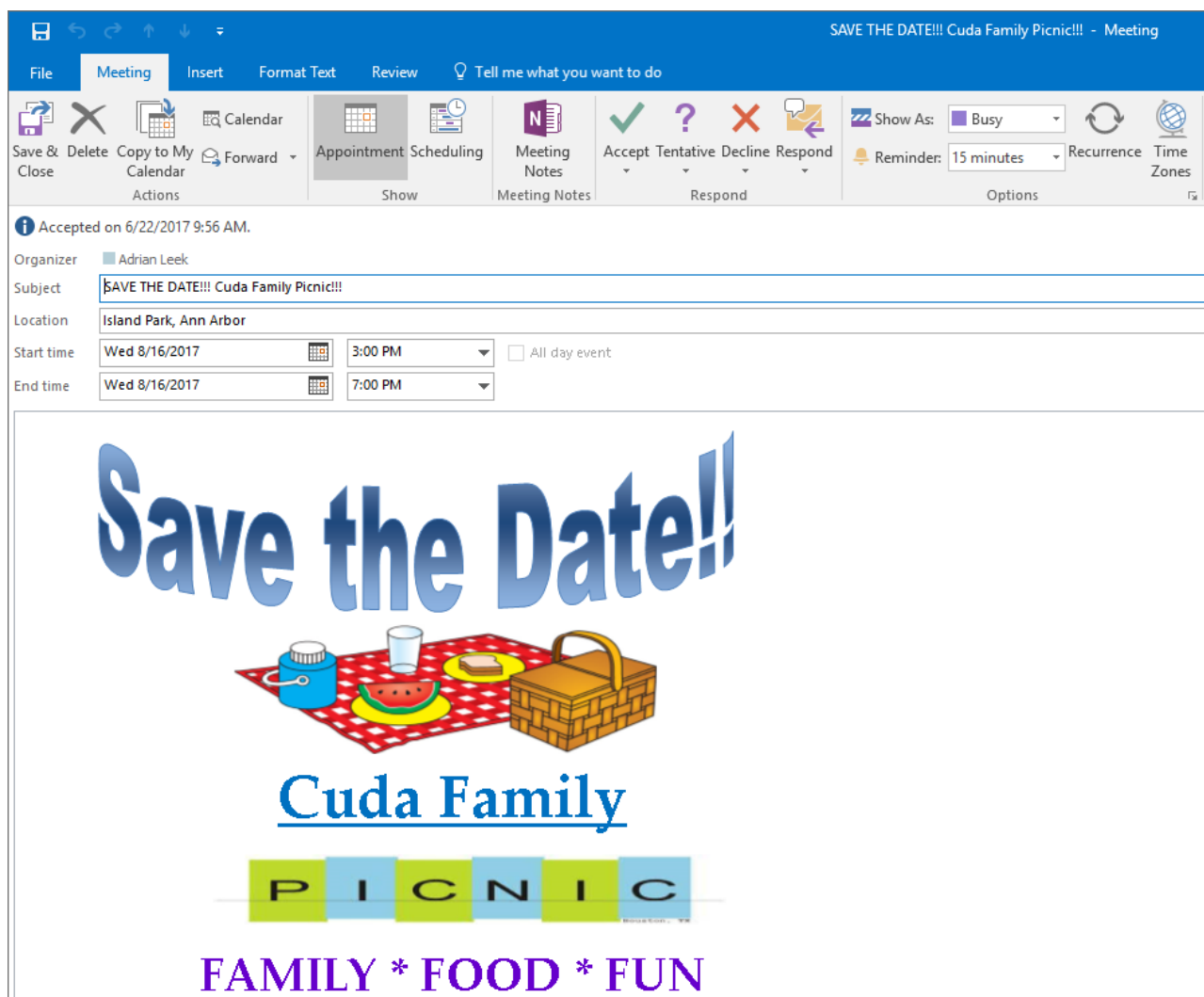
7. Save the message to your local system:



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.

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