How to Import Online Email Archives

https://campus.barracuda.com/doc/75694443/

This article refers to the Barracuda Cloud Archiving Service and Exchange Online.

To import online email archives from Exchange Online using Exchange Web Services (EWS), see How to Configure Microsoft Exchange Online Email Import Using EWS.

Use the steps in this article to import online email archives from Exchange Online to the Barracuda Cloud Archiving Service using Autodiscover.

1. Log into the Barracuda Cloud Archiving Service as the administrator, 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.

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