

## Alert Policies

<https://campus.barracuda.com/doc/75694464/>

Policy Alerts are notifications that go out either daily or weekly and include any policy violations found from the built in policies or any saved search policies that have been created. See [Saved Searches and Litigation Holds](#) for more information.

Policy Alerts allow the administrator to implement and monitor policies regarding email traffic, and identify both new and existing messages that meet the specified criteria. Use any Saved Search to create a new custom policy from the **Policy > Alerts** page. You can also modify existing policies from this page.

When you click on a message link in a policy alert email, you must enter your Barracuda Cloud Archiving Service login credentials to view the message. Note that you are not redirected to the Barracuda Cloud Archiving Service web interface.

Administrators can choose to add themselves to the alerts list for these standard policies as well as for any custom Policy Alerts. They are then notified via email either weekly or daily, whenever messages meeting the specified criteria enter into the archive with the offending messages attached to the notification email in a **.zip** file.

Use the following steps to create a new custom Policy Alert:

1. Log in to the Barracuda Cloud Archiving Service, go to the **Basic > Search** page, and click **Advanced**.
2. Enter the criteria for the policy. Click the **+** symbol to add additional search parameters, and click **AND/OR** to further clarify the search criteria.
3. Click **Search** to execute the search and verify the results. Click **Save Search**, enter a saved search name, and then click **OK**.
4. Go to the **Policy > Alerts** page. Enter the **Policy Name**, and select **Saved Search** from the drop-down menu.
5. Enter your email address to receive email alerts when a message meeting the selected **Saved Search** criteria is detected, and select the **Alert Frequency**.
6. Click **Add**.

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