PST Import and Configuration

https://campus.barracuda.com/doc/75694506/
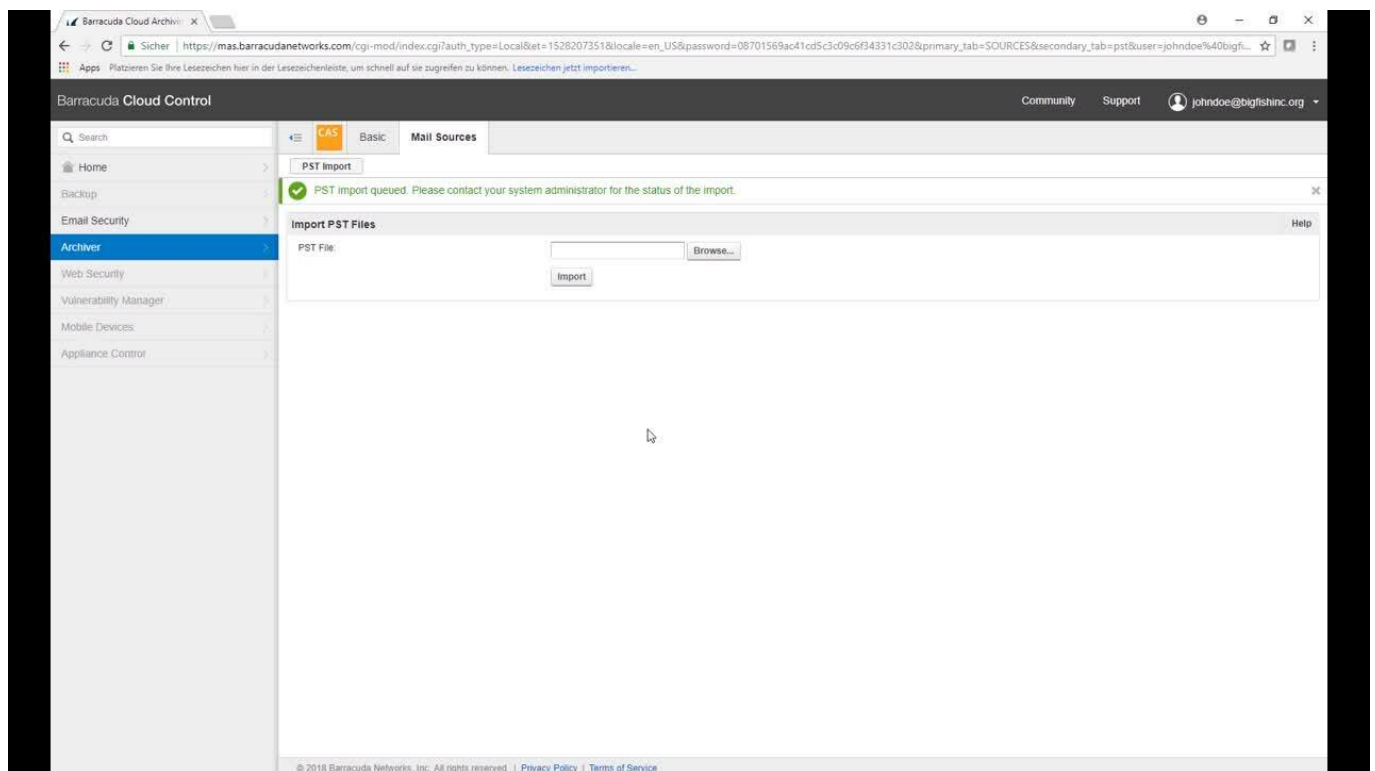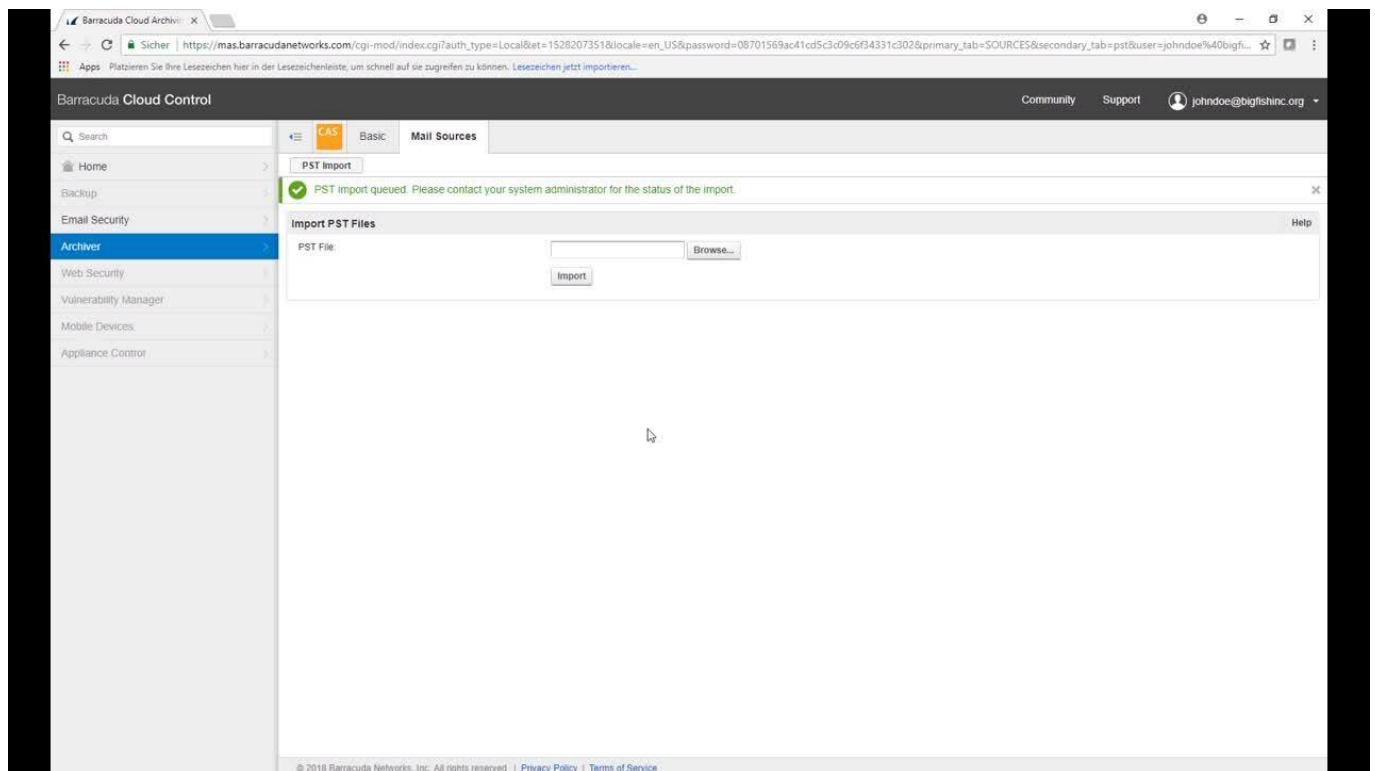
A **.pst** file is an MS Personal Storage Table, and contains email messages exported from Microsoft Outlook. Some **.pst** files also contain additional Microsoft Outlook items such as Appointments and Contacts.

> If you want to upload PST files to an SFTP share, contact Barracuda Networks Technical Support.

Watch the PST Import video:

Videolink:

https://campus.barracuda.com/

Barracuda Cloud Archiving Service

You can import the contents of any **.pst** file from Microsoft Outlook 2000 (and later) into the Barracuda Cloud Archiving Service from the **Mail Sources > PST Import** page. Password-protected **.pst** files are accepted as well as non-password-protected files. To allow users to import their own PST files directly from the **Mail Sources > PST Import** page, set **Allow PST File Uploads** to **Yes**.

> **Important**
> Before importing .**pst** files, ensure that LDAP services for your Active Directory (AD) server are configured. This ensures that SMTP aliases associated with the message sender and recipients are resolvable.

The Barracuda Cloud Archiving Service can accept one .**pst** file at a time for immediate import from the web interface. Files that are imported directly in this manner are processed immediately and their contents is added. Because processing files for import can be resource-intensive, Immediate Import supports files of less than 250 MB in size.

Barracuda PST Enterprise

For details on finding, migrating, and restoring PST files using Barracuda PST Enterprise, refer to the **Getting Started** section in Barracuda PST Enterprise Campus.
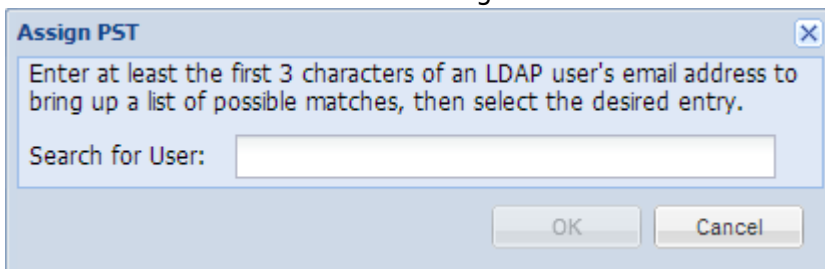
Barracuda Networks Technical Support

For additional help with PST import, or if you have a large number of PSTs to import, contact Barracuda Networks Technical Support.

Assign a PST File

Use the following steps to assign a PST file to an LDAP user and make the contents searchable from within the web interface:

1. Log in to the web interface, go to the **BASIC > Search** page, and click the **PSTs & Tags** tab.
2. Expand **PSTs**, and then expand the **Unassigned PSTs** folder.
3. Right-click on a PST file, and click **Assign PST**.
4. In the **Assign PST** dialog box, enter the first few characters of either the username or the email address of the user to which to assign the PST file:

5. As you type in the user field, matching users display in a drop-down list. Select the user to which to assign the PST file, and click **OK**.

   The list of users populates based on your LDAP directory; you can only assign a PST file to a user found in the list.
6. The PST file now displays in the **Assigned PSTs** folder under the selected user name.

You can also assign a PST file by dragging it to a specific user listed in the **Assigned PSTs** folder.

Once a PST file is assigned to a user, the user can select and search PST folders and search inside PST files one at a time.

Unassign a PST File

To unassign a PST file, complete either of the following actions:

- Right-click the PST file and click **Unassign PST**; the PST displays in the **Unassigned PSTs** folder
- Click and drag the PST file to the **Unassigned PSTs** folder

Figures

3. assign_pst.png