

## Barracuda Cloud Archiving Service Mobile Application for iPhone, iPod Touch, and iPad

<https://campus.barracuda.com/doc/75694525/>

### Requirements:

- Latest iPhone Barracuda Archive Search application available for download from iTunes: <https://itunes.apple.com/us/app/barracuda-archive-search/id684270246>
- iPhone, iPod Touch, or iPad running iOS 9.0 or later
- Email address archived by your organization's Barracuda Cloud Archiving Service

### Actions

The Barracuda Companion mobile application allows you to perform various actions with your messages that are stored in your organization's Barracuda Cloud Archiving Service including:

- Search for archived messages based on email content, or constrain the search to a date range, a specific sender or recipient, or subject line content;
- Search deleted messages and emails no longer visible in your mail application;
- View and interact with (**Reply, Reply All, Forward, Resend to Me**) archived messages.

These actions are available directly from your iPhone, iPod Touch, or iPad, allowing transparent access to, and interaction with, your archived messages.

Only archived messages are available for search with the Barracuda Companion mobile application; non-email items such as calendar entries and contacts are not included in search results.

### Configuration

The Barracuda Cloud Archiving Service administrator can associate an LDAP user or group to a role and list of email addresses in the **Users > LDAP User Add/Update** page. If addresses are excluded, and a configured user runs a search through the Barracuda Companion mobile application, the following whitelist/blocklist rules apply:

- If an address is excluded (blocklisted), the address does not display unless the mail includes the user performing the search to assure that a user can always see their own

mail.

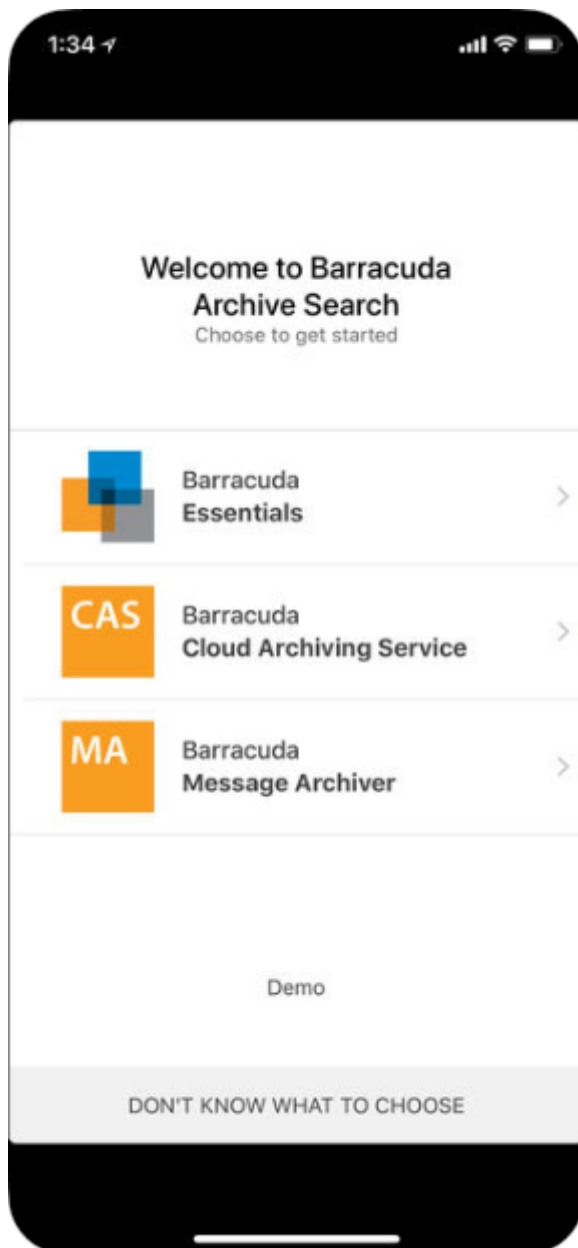
- The exclusion rules always take precedence; addresses that are whitelisted are searchable only if the exclusion rules do not block the mail.
- If a user is not configured and is a member of a group, then the blocklist/whitelist rules assigned to that group apply to that user.
- If a user is assigned to a group, when the user logs in via Barracuda Archive Search for Outlook or Barracuda Companion mobile application, only that user's mail displays. For example, if an LDAP user has the Auditor role, mail available to the Auditor role does not display.

### **Email Password Characters**

If your email password contains certain punctuation characters, for example the pound '#' symbol, you may encounter problems searching archived messages from iPhone Archived Mail.

Use the following steps to configure the mobile application:

1. Launch Barracuda Archive Search, and tap **Barracuda Essentials** in the **Welcome** page:



2. The **Setup** screen displays.
3. Tap in the **Host** field, and enter your region-specific MAS hostname, for example: `mas.barracudanetworks.com`  
See [Data Centers by Region](#) for region-specific MAS hostnames.
4. In the **Email** field, tap and enter your email address from which to access archived messages. For example, enter: `myname@company.com`
5. Tap in the **Password** field, and enter the password associated with the entered email address.
6. Confirm your settings, and tap **Save** at the top of the screen.

## Search for Archived Messages

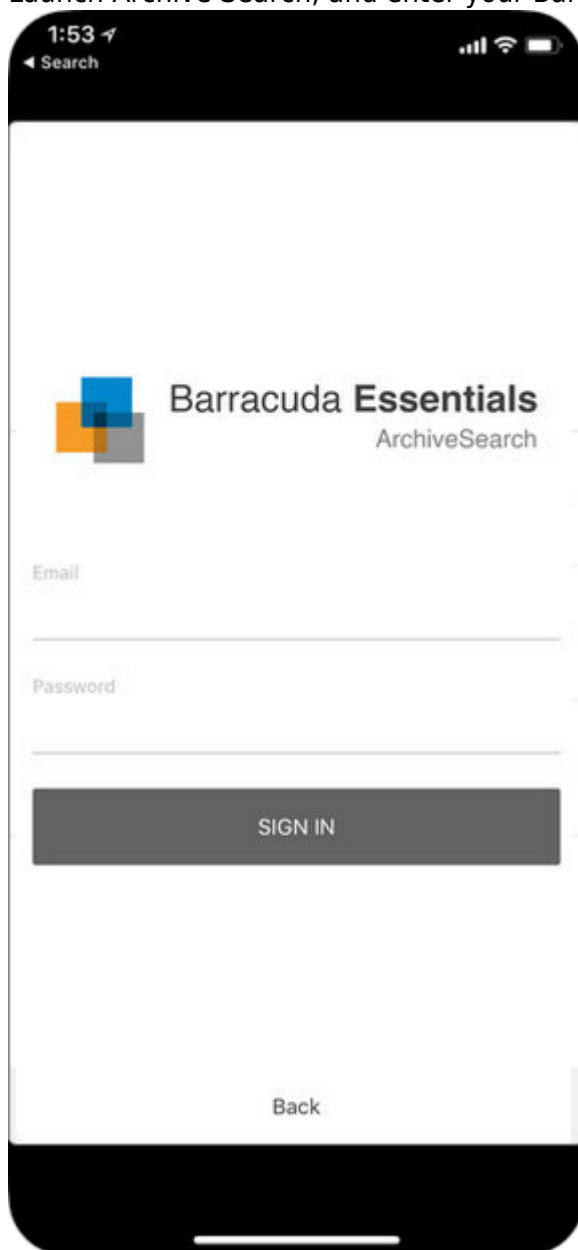
Once configuration is complete, you can begin searching your archived emails.

### Touch ID

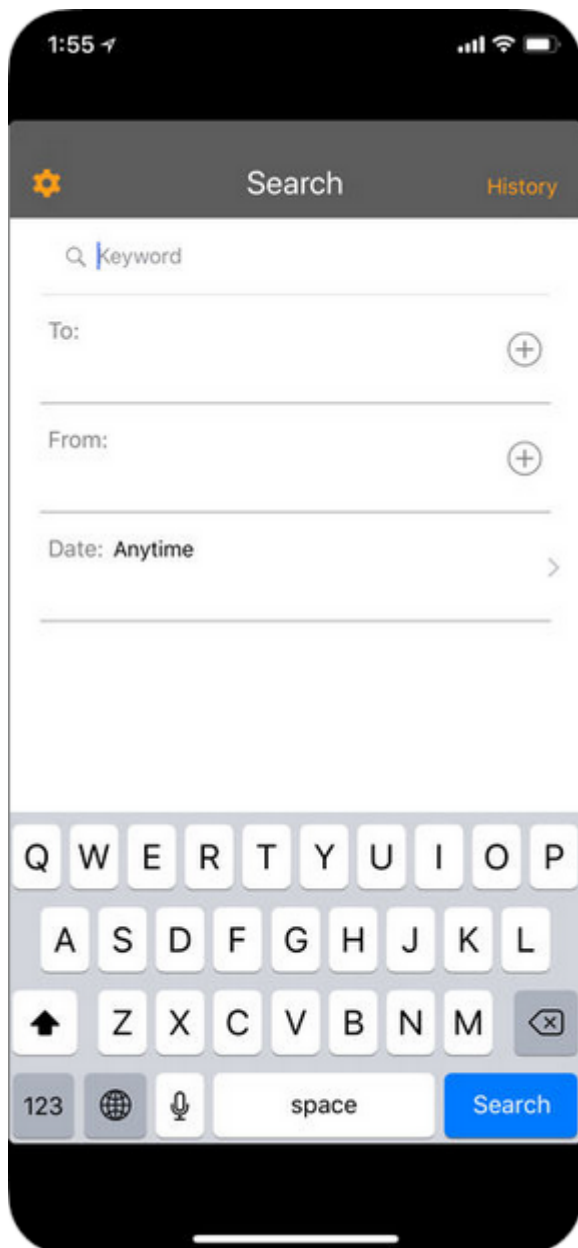
The first time you log in you are asked if you want to enable Touch ID. When enabled, subsequent logins use Touch ID.

Go to the **Settings** page to enable/disable Touch ID.

1. Launch Archive Search, and enter your Barracuda Essentials login credentials:



2. Tap **SIGN IN**; the **Search** page displays.
3. Tap in the desired search criteria field to display the keypad:



4. Use the keypad to enter the desired keyword or search string (based on *Table 1* and *Table 2* that follow); you must enter at least one keyword to perform a search. Keywords must be alphanumeric characters, and are not case sensitive. Additionally, you can use wildcards to represent one or more other characters to use search patterns.
5. Once you specify the keyword and select the search criteria, tap **Search** to display the first 100 messages matching your search criteria, or tap **Cancel** to clear the fields and enter a new keyword or search string.
6. Tap the **Star** (★) icon to the right of a message in the search results to save the message to **History**.

A search is performed on all of your mail folders, including trash and deleted items.

### Table 1. Search Criteria.

Criteria	Description
<b>All</b>	Returns all messages that contain the search string anywhere in the <b>From</b> field, subject line, or email content.
<b>Subject</b>	Returns messages that contain the keyword only in the subject line.
<b>From</b>	Returns messages that contain the keyword only in the <b>From</b> field.
<b>To</b>	Returns messages that contain the keyword only in the <b>To</b> field.
<b>Advanced</b>	Restrict the results to a predefined date range. Only those emails sent within the specified date(s) are returned in the search.

**Table 2. Wildcards.**

Wildcard Symbol	Represents
? (single question mark)	Specifies a single alphanumeric character. Question marks can be appended to search for a specific number of characters, for example, a????a returns five letter words that starts and ends with "a" or "A".
* (asterisk)	Specifies zero or more alphanumeric characters. For example, pl* returns "plane", "planning", etc.

## Search Date Range

To specify a specific date range in which to search, tap in the **Search** field to display the keypad. Tap in the **Date** field and select the desired date range, or select **Anytime** to search all dates. Tap **Search** to display the first 100 messages matching your search criteria.

The date selected in the **Date To** field must be the *same* or *later* date than the date selected in the **Date From** field.

## Message Results

All messages matching the specified criteria display in the search results:

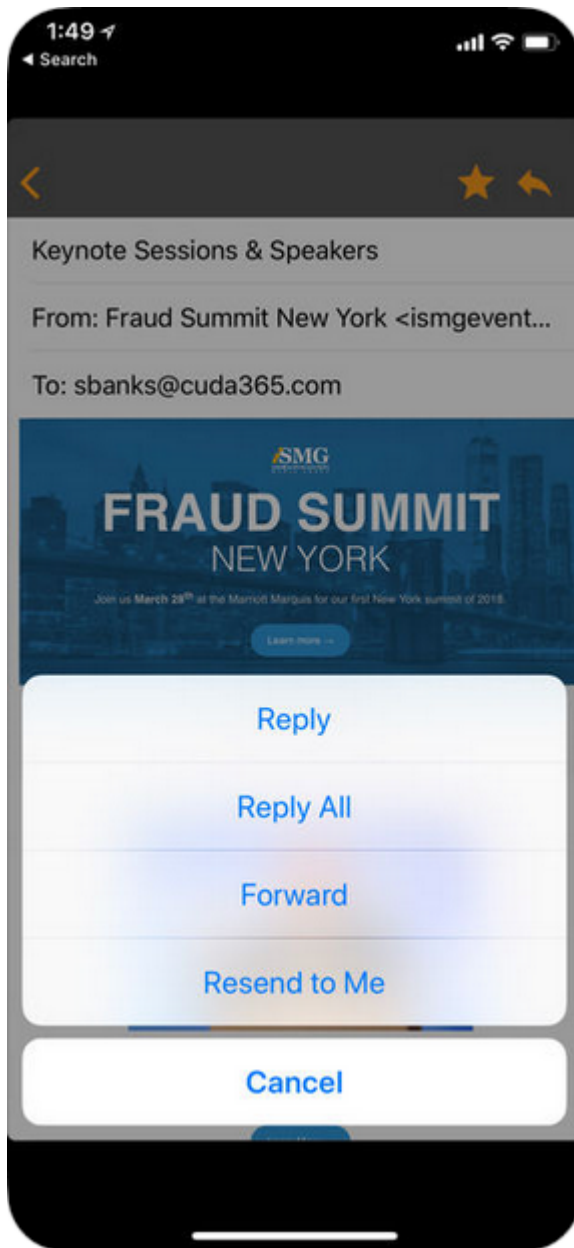


## Reply to and Forward Archived Messages

Once you complete a search of your archived messages, you can view the message, reply to the message, or forward the message.

- Tap on a message to display the full content in the window
- Tap the **Actions** (📧) icon to view the available actions on a message:
  - **Reply** - Sends an email response only to the message originator
  - **Reply All** - Sends an email response to the message originator and all recipients
  - **Forward** - Send a copy of the archived message to one or more new email addresses

- **Resend to Me** – Send a copy of the archived message to your email address



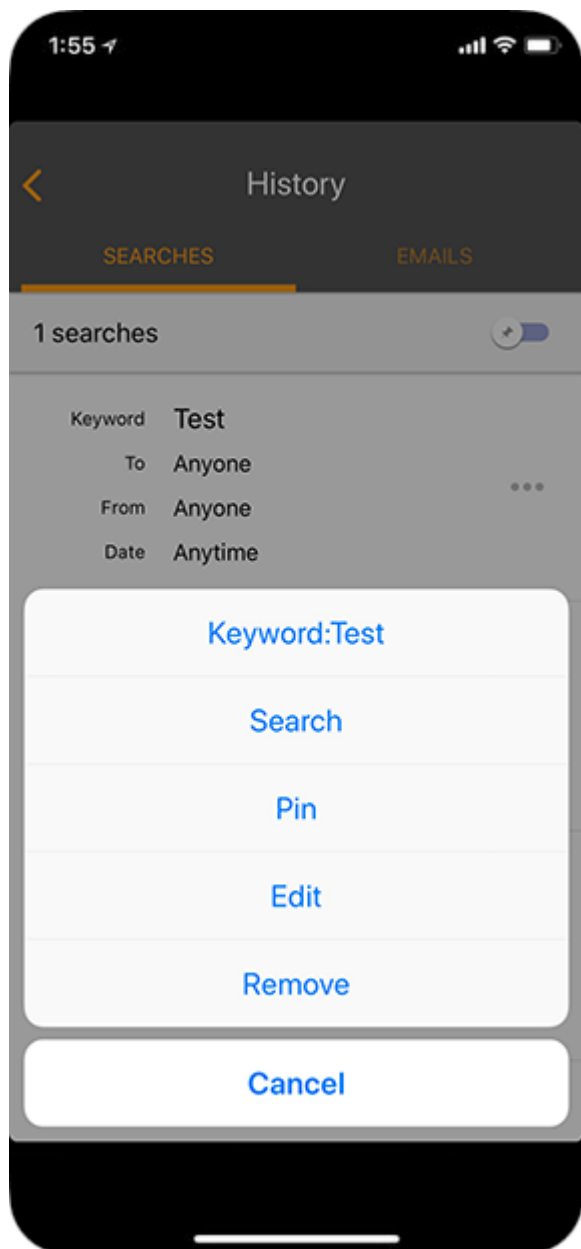
## Saved Search

Once you run a search, tap the **Star** (★) icon to save that message and add the search criteria to your **History**. To access a saved search, tap **History** in the toolbar, and tap on the search you want to run. Tap the ●●● icon to the right of the **To/From** fields to take the following additional actions on a saved search:

- **Search** – Tap to run the search again



- **Pin** - Keeps the search in view until you tap the pin toggle off
- **Edit** - Displays the search criteria and allows you to edit rerun the new search
- **Remove** - Deletes the saved search from your **History**





## Figures

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