

How to Search and Archive Messages Using Barracuda Archive Search for Outlook

<https://campus.barracuda.com/doc/75694544/>

If you are performing large or complex search queries, or a search for the purpose of litigation, Barracuda recommends using the **Advanced** Search option from the **Basic > Search** page in the Barracuda Cloud Archiving Service web interface. For additional guidance, see the following articles:

- [Understanding Basic and Advanced Search](#)
- [Advanced Search Tips](#)
- [Advanced Search Options](#)
- [Search Strings](#)
- [Keyword Expressions](#)
- [Working with Apostrophes and Other Punctuation](#)
- [Saved Searches and Litigation Holds](#) (*auditor role*)

This article refers to the Barracuda Cloud Archiving Service and Barracuda Archive Search for Outlook. For best results, confirm you are using the latest Archive Search for Outlook client version. Barracuda Archive Search for Outlook supports Outlook versions 2010, 2013, 2016, and 2019.

Barracuda Archive Search for Outlook search results are limited based on your assigned [role](#) and customization options applied during deployment. For example, if you are assigned the User role, the search result is limited to 50,000 messages. For best results, refine your search criteria.

For discovery purposes, Barracuda recommends logging in to the web interface, and running your search using the **Advanced** options on the **Basic > Search** page.

Search Archived Items

To search archived items, click the **Search Archive** () icon to open the **Search** dialog box:

- **Look for** drop-down menu - Select the type of item you wish to search for; select **Any type of Item, Appointments, Contacts, Messages, Notes, Social Media, or Tasks**.
- **In** drop-down list - Select the search location:
 - **All data** - Search everywhere in the selected item type
 - **Specific folders** - Click **Specific folders**, or click **Browse** to select one or more folders

across all of your Archiver stores in which to search; click **OK** to save your selections

- **In** drop-down list – Select the search location:
 - **Entire message**
 - **Subject or body**
 - **Subject only**
 - **Body only**
 - **Keyword expression**

The 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 Archive Search for Outlook, 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 Archive Search for Outlook or Barracuda 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.

Logical Operators

Build search queries using AND, OR, NOT, and -term.

When including more than one logical operator in a query, the order in which these terms are placed is important. For example,

1. Add the first term "A", and then add term "and B"; the query searches as: **(A AND B)**
2. Add a term "OR C"; the query searches as: **((A AND B) OR C)**
3. Add a term "AND D"; the query searches as: **(((A AND B) OR C) AND D)**
4. Add a term "NOT E", the query searches as: **((((A AND B) OR C) AND D) NOT E)**

Typically, you first *build* a population of results by using "OR" or "NOT", and then *subtract* items from that population by using "AND".

To force a different order of operations, place parentheses yourself using **Keyword expression**.

Keyword Expressions

When you enter a logical operator or a keyword expression in the **Search for** field, the rest of your search criteria is AND'd with the query. For example, if you enter "A AND -B" you can still specify a recipient in the **Sent To** field.

Table 1. Commonly Used search_field Keyword Expression Values.

| Term | Description | Search Type |
|---|--|----------------|
| to | Search is limited to the To and Cc fields of each message | Text |
| from | Search is limited to the From field of each message | Text |
| domain | Search is limited to the domain names in the From, To, and Cc fields of each message | Domain |
| subject | Search is limited to the Subject line of each message | Text |
| body | Searches are performed in the Body of each message as well as in the contents of any message attachments | Text |
| attachment | Search is limited to the contents of message attachments | Text |
| all | Searches all fields and all data contained in each message | Text |
| stored_size | The actual message size on disk | Integer number |
| size | The raw size of the message | Integer number |
| header_date | The date header from the mail | Text |
| header_barracuda_envelope_rcpt_pretty_name | The envelope recipient's pretty name | Text |
| header_barracuda_envelope_rcpt_user | The envelope recipient | Text |

| | | |
|--|--------------------------------------|------|
| header_bcc | The Bcc: header | Text |
| header_to | The To: header | Text |
| header_in_reply_to | The In reply to: header | Text |
| header_barracuda_envelope_rcpt_domain | The domain of the envelope recipient | Text |
| header_from | The From: header | Text |
| header_barracuda_envelope_rcpt_message_mode | Inbound / Outbound / Internal | Text |
| header_barracuda_envelope_rcpt_addr | Email address of envelope recipient | Text |
| header_subject | Subject of the email | Text |
| header_message_id | The message ID header | Text |
| object_type | Type of entry (calendar, mail, etc.) | Text |
| body_excerpt | The body of the email | Text |
| attachment_name | The attachment name | Text |
| attachment_mimetype | The attachment MIME type | Text |
| attachment_extension | The attachment's extension | Text |

You may specify other **search_field** values as long as the correct name for the field is used. Consult [Barracuda Networks Technical Support](#) if you are unsure of the exact syntax.

The **phrase** can only contain a single item. However, that one item can be any one of the items described in **Table 2**.

Table 2. Phrase Values.

| Single Item | Description | Example |
|-------------------|---|--|
| Text-based string | A single string or phrase of text, to be matched exactly as entered. Valid formats are: a single word (with no whitespace) or a single double-quoted sequence of words (separated by spaces). | <ul style="list-style-type: none"> • Sales matches sales guide but not salesmen • "Reviews due now" matches performance reviews due now but does not match reviews for all employees are due now |

| | | |
|--|--|---|
| <p>Integer number-based string</p> | <p>A single integer string in bytes to be matched exactly to an index attribute as entered. Valid formats are: a single number (with no whitespace). To find a range, use a Compound Search String.</p> | <ul style="list-style-type: none"> • stored_size:100 matches all emails with an actual message size on disk of 100 bytes |
| <p>Single Wildcarded string</p> | <p>Wildcards are characters in search strings that can match arbitrary characters in a search. They can only be used as part of a single word, and are not allowed as the first character of a search word. They are also not allowed in any double-quoted string containing multiple words (that is, spaces). Wildcards are not allowed as part of a phrase, or any search string that is comprised of more than one word, regardless of the use of double quotes.</p> | <ul style="list-style-type: none"> • nation* matches this nation and nationality • luck? matches lucky but not luck • J???son matches Johnson but not Jason because the number of question marks denotes the exact number of characters to be matched |
| <p>Domain-based string (for to and from search_field only)</p> | <p>The domain part, or everything after the at-sign (@), of an email.</p> | <ul style="list-style-type: none"> • example.com matches anyuse@example.com but does not match anyuser@sub.example.com |
| <p>Compound search strings</p> | <p>A combination of two or more strings in any of the above formats (Text-based, Multi-Text, Wildcard, or Domain as applicable to the fields being searched) or with other Compound search strings, each separated by the keywords AND, OR or NOT. Surround logical groupings with parentheses as needed to determine order of operations. You can also use the Google syntax -term to exclude content. When creating compound search strings, the keywords 'AND', 'OR', and 'NOT' must be capitalized.</p> | <ul style="list-style-type: none"> • body:(Version AND (1.1* OR 1.2*)) matches items whose body contains, in any order, BOTH the word "version" and a word that starts with either "1.1" or "1.2" • (from:(barracuda.com OR barracudanetworks.com) AND body:datasheets) matches all items that were sent from any user in either the "barracuda.com" or "barracudanetworks.com" domains that ALSO contain the word "datasheets" somewhere in the body of the item • (from:(barracuda.com NOT barracudanetworks.com) AND (Archiver AND -archives)) matches all items that were sent from any user in the "barracuda.com" domains that ALSO contain the word "Archiver" somewhere in the body of the item |

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| Single Wildcarded string | Wildcards are characters in search strings that can match arbitrary characters in a search. They can only be used as part of a single word, and are not allowed as the first character of a search word. They are also not allowed in any double-quoted string containing multiple words (that is, spaces). Wildcards are not allowed as part of a phrase, or any search string that is comprised of more than one word, regardless of the use of double quotes. | <ul style="list-style-type: none"> • nation* matches this nation and nationality • luck? matches lucky but not luck • J???son matches Johnson but not Jason because the number of question marks denotes the exact number of characters to be matched |
| Domain-based string (for to and from <i>search_field</i> only) | The domain part, or everything after the at-sign (@), of an email. | <ul style="list-style-type: none"> • example.com matches anyuse@example.com but does not match anyuser@sub.example.com |

| | | |
|--------------------------------|--|---|
| <p>Compound search strings</p> | <p>A combination of two or more strings in any of the above formats (Text-based, Multi-Text, Wildcard, or Domain as applicable to the fields being searched) or with other Compound search strings, each separated by the keywords AND, OR or NOT. Surround logical groupings with parentheses as needed to determine order of operations. You can also use the Google syntax -term to exclude content. When creating compound search strings, the keywords 'AND', 'OR', and 'NOT' must be capitalized.</p> | <ul style="list-style-type: none"> • body:(Version AND (1.1* OR 1.2*)) matches items whose body contains, in any order, BOTH the word "version" and a word that starts with either "1.1" or "1.2" • (from:(barracuda.com OR barracudanetworks.com) AND body:datasheets) matches all items that were sent from any user in either the "barracuda.com" or "barracudanetworks.com" domains that ALSO contain the word "datasheets" somewhere in the body of the item • (from:(barracuda.com NOT barracudanetworks.com) AND (Archiver AND -archives)) matches all items that were sent from any user in the "barracuda.com" domains that ALSO contain the word "Archiver" somewhere in the body of the item |
|--------------------------------|--|---|

Table 3. Sample Keyword Expressions.

| | |
|---|--|
| <p>to:chrislee</p> | <p>All messages that have "chrislee" in the To or Cc fields.</p> |
| <p>to:patbrown@mycompany.com</p> | <p>All messages containing "patbrown@mycompany.com" anywhere in the To field.</p> |
| <p>subject:"Barracuda Message Archiver"</p> | <p>All messages that contain the exact phrase "Barracuda Message Archiver" anywhere in the Subject line.</p> |
| <p>domain:(barracuda.com OR barracudanetworks.com)</p> | <p>All messages that were sent to or from any user in either the "barracuda.com" or "barracudanetworks.com" domain.</p> |
| <p>header_barracuda_envelope_rcpt_domain:sub.mycompany.com</p> | <p>All messages sent to any user in the @sub.mycompany.com domain.</p> |

Table 4. Sample Proximity Syntax.

For the keyword proximity syntax form, each *keyword* must be in a single Text-based string. Enter the keyword proximity syntax as `search_field:"keyword keyword"~NumericValue`, where `search_field` is the part of the email to search through.

| | |
|--------------------------------------|--|
| subject:"release Barracuda"~4 | All messages containing "release" and "Barracuda" in the Subject field within four words of each other. |
| to:"Zac Britt"~4 | All messages containing "Zac" and "Britt" anywhere in the To field within four words of each other. |

Table 5. Sample Fuzzy Search Syntax.

Fuzzy search allows you to find words that are similar to a specified search term. For the fuzzy search syntax, enter a single keyword followed by the tilde (~). For the fuzzy search syntax form, the *keyword* must be in a single Text-based string.

| | |
|--------------|--|
| roam~ | All messages containing words similar to roam, for example, foam, roams. |
|--------------|--|

Search Criteria

The available search criteria differs based on the selected searched item type.

Table 6. Search Criteria.

| Search Item Type | Criteria | Description |
|--|--------------|---|
| Any Type of Item Appointments Contacts Messages Notes Tasks | Search for | List of keywords on which to search. If multiple keywords are entered, only items with all of the specified keywords are returned. If keywords are enclosed in double quotes (" "), then only items that contain all of the keywords exactly as specified appear in search results. |
| | In | The part of the item in which to search for the specified keywords. Options vary based on the selected item. |
| Appointment | Organized By | Appointment creator. Only those items <i>organized by</i> the specified user(s) are searched. Enter user names or email addresses, or click From to select users from an address book. |
| | Attendees | Appointment recipient(s). Only those items that were <i>sent to</i> the specified user(s) are searched. Enter user names or email addresses, or click From to select users from an address book. |
| | Date | Date restrictions on the item. Search through only those appointments that were scheduled <i>after</i> and/or <i>before</i> the specified date(s). |

| | | |
|----------|---------|---|
| Contacts | Email | Message recipient(s). Only those messages <i>sent to</i> or <i>copied to</i> the specified user(s) are searched. Enter user names or email addresses, or click Email to select users from an address book. |
| Messages | From | Message sender(s). Only those messages that were <i>sent from</i> the specified user(s) are searched. You can enter user names or email addresses, or click From to select users from an address book. |
| | Sent To | Message recipient(s). Only those messages that were <i>sent to</i> or <i>copied to</i> the specified user(s) are searched. Enter user names or email addresses, or click Sent To to select users from an address book. |
| | Date | Date restrictions on the item. Only those messages that were sent for <i>after</i> and/or <i>before</i> the specified date(s) are included in the search. |
| Tasks | Status | Only tasks matching the selected status are searched for the specified text. |
| | Due | Date restrictions on the tasks. Only those tasks due <i>after</i> and/or <i>before</i> the specified date(s) are included in the search. |

You must specify at least one search criteria to complete a search; if you specify multiple criteria, only messages that meet *all* criteria are returned.

Keywords must be alpha-numeric characters, and are not case sensitive. Additionally, you can use wildcards to represent one or more other characters to use search patterns.

Table 7. Keywords.

| 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 start and end with "a" or "A". |
| * (asterisk) | Specifies zero or more alphanumeric characters. For example, pl* returns "plane", "planning", etc. |

The first character of a keyword *cannot* be a wildcard, and wildcards *cannot* be used when searching for a quote phrase.

Advanced Search Criteria

Click the **Advanced** tab to specify additional search criteria based on attachments and tags.

Any search criteria specified in the **Advanced** tab is used in conjunction with the criteria specified in the selected search item type search tab. Keywords in the **Advanced** tab must be alpha-numeric characters, and are not case sensitive. You can include wildcards in the **Attachment Name** field.

Table 8. Advanced Search Criteria.

| Criteria | Description |
|-----------------|--|
| Attachments | Number of attachments required in the messages in which to search. Options are Any , One or more , and None . |
| Attachment Name | Attachment name on which to search. Only messages containing an attachment with the specified name are returned. |
| Tags | Tag(s) on which to search. <i>Wildcards are NOT accepted in this field.</i> Tags are defined and set on messages in the Barracuda Cloud Archiving Service web interface. If tags are defined and set on messages, use the tags in this field to quickly locate the messages. Options are Any and Specific tags . Contact your system administrator for more information. |

Message Results

All messages that match the specified criteria are returned in the search window. Double-click an item to open it in Outlook, or right-click to select an action to perform on the selected item.

Table 9. Available Actions.


| Action | Description |
|-----------------------|--|
| Open | Open the selected item in the standard Outlook view; double-clicking an item performs the same action. Once an item is opened, it can be treated as any other non-archived item, including replying to and forwarding. |
| Reply Reply to All | Creates a Reply or Reply All to the selected item in the exact same manner as Outlook. |
| Forward | Creates a Forward of the selected item in the exact same manner as Outlook. |
| Copy to Folder | Opens the Select Folder dialog box in Outlook where you can select a folder to which to copy the selected item(s). Use Ctrl- or Shift- click to select and copy multiple messages in the returned search window to a folder. Select from your existing folders, or create a new folder for the selected item(s). Important If the Outlook window is hidden or in the background, you may need to click on the Windows taskbar and bring Outlook to the foreground to complete this action. |

Archive Message Size Limit

Items archived using the Archive Search for Outlook have a 300MB size limit.

The Barracuda Archive Search for Outlook tool includes an option to immediately archive a selected item(s).

To archive a message,

1. Select the desired item(s) in Outlook, and click the **Archive** ( Archive) icon; a progress window displays while the item(s) is archived.
2. Double-click the archived message to open it in the message view.

Using this feature immediately sends the message for archiving; however, if the Barracuda Cloud Archiving Service is currently in the midst of archiving other messages, it may be a matter of minutes or even hours before the archived messages are available. Once archived, the message appears in the Barracuda Archive Search for Outlook search results.

Figures

1. search_icon.png
2. archive5x_icon.png

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