

## How to Manage User Access

<https://campus.barracuda.com/doc/76285289/>

This article refers to the Barracuda Message Archiver firmware 5.2 or higher.

The administrator can manage user access from the **USERS > Client Downloads** page:

- **Enable Client Access** – When set to **No**, users can only access messages via the Barracuda Message Archiver web interface. When set to **Yes**, users can access their messages via the [Barracuda Archive Search for Outlook](#) and [Barracuda Archive Search](#), as opposed to logging in to the Barracuda Message Archiver web interface. Additionally, you must enable this feature to allow users to do any of the following:
  - Stub attachments
  - Access stubbed attachments
  - Upload messages for archiving
- **Require Login to View Mail** – Set to **Yes** to require users to log in to the Barracuda Message Archiver web interface to open an attachment from a stubbed message or a message from a policy digest report.
- **Show Microsoft Outlook Add-In** – Set to **Yes** to allow users to view the [Barracuda Archive Search for Outlook](#) feature on their **Client Downloads** page in the web interface.
- **Show Stand-Alone Search Utility** – Set to **Yes** to allow users to view the [Barracuda Archive Search](#) feature on their **Client Downloads** page in the web interface.
- **Show IBM Notes** – Set to **Yes** to allow users to view the [IBM Notes](#) feature on their **Client Downloads** page in the web interface.
- **Client Sessions** – Click **Log Out All Clients** to terminate all [Barracuda Archive Search for Outlook](#) sessions. Once clicked, sessions are terminated and users must log in again.

© Barracuda Networks Inc., 2024 The information contained within this document is confidential and proprietary to Barracuda Networks Inc. No portion of this document may be copied, distributed, publicized or used for other than internal documentary purposes without the written consent of an official representative of Barracuda Networks Inc. All specifications are subject to change without notice. Barracuda Networks Inc. assumes no responsibility for any inaccuracies in this document. Barracuda Networks Inc. reserves the right to change, modify, transfer, or otherwise revise this publication without notice.