

How to Manage User Access

<https://campus.barracuda.com/doc/78807886/>

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 Cloud Archiving Service 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 Cloud Archiving Service web interface. You must enable this feature if you wish to allow users to upload messages for archiving.
- **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 to start a new session.

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