How to Search and Filter an Exchange Online Data Source

https://campus.barracuda.com/doc/93197847/

Use the following steps to search and filter Exchange Online data:

1. Log into https://login.barracudanetworks.com/, and select the Cloud-to-Cloud Backup Source in the left pane.
2. Navigate to the **Protect** page from the top navigation menu, and select the **Exchange** data source.
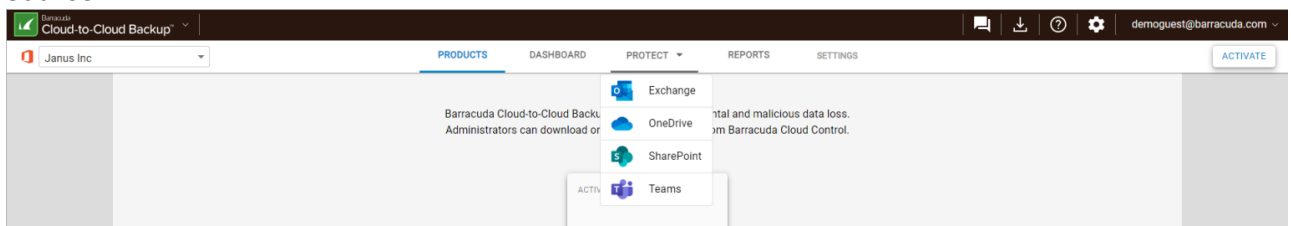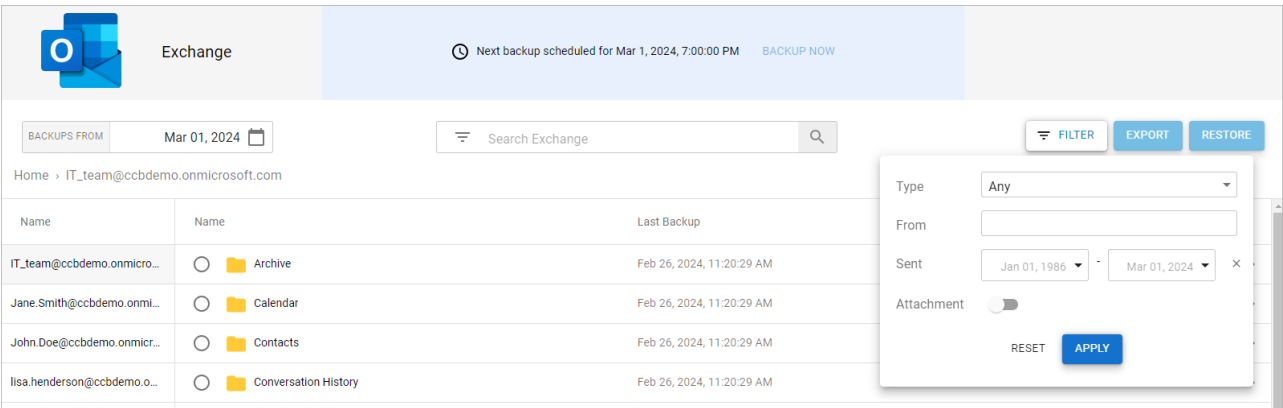

3. Using the search bar, type in a search term. The results displayed are all messages in which the subject line or top-level folder contains the text you're searching for. For example, typing in "budget plan" will return all results with those words in the subject line or top-level folder.
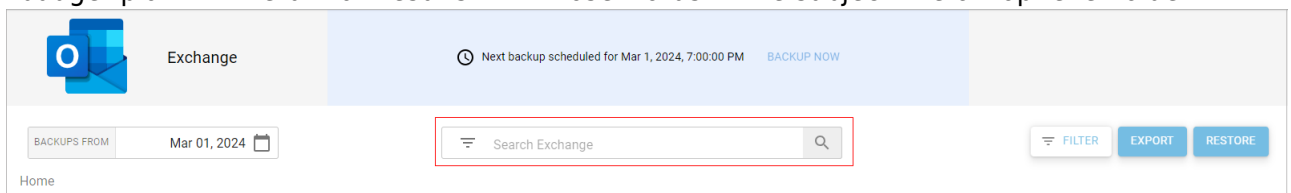
You can also use the guided search icon (≡) next to the search bar to add additional search criteria.
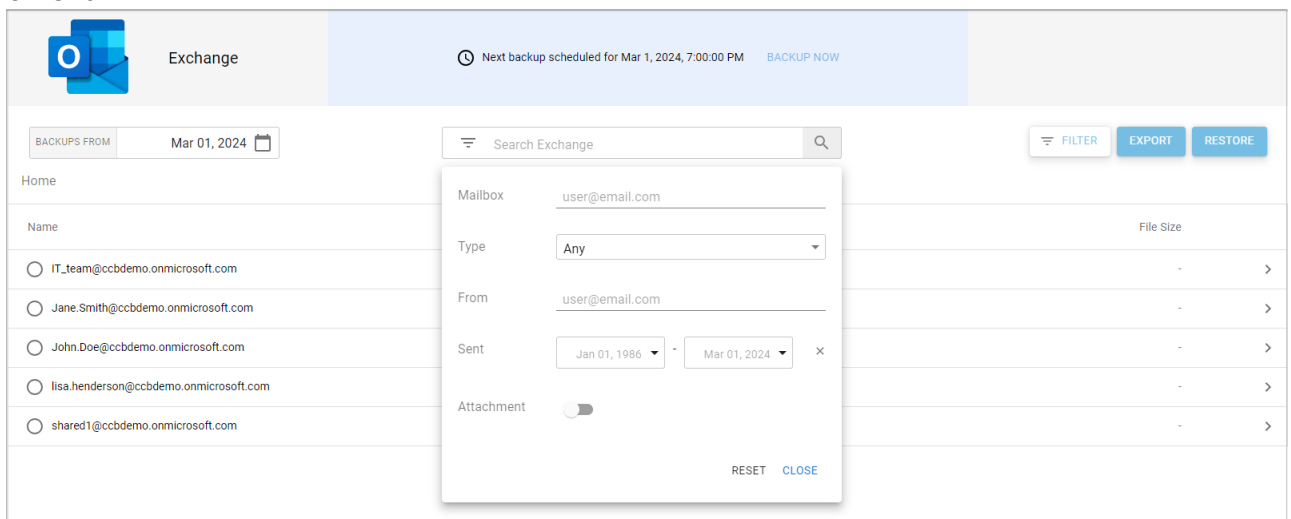
4. Use the **FILTER** button to filter the results within a specific mailbox. Fill in the filter options:
   - **Type** – Any, Calendar, Contact, Email, or Contacts
   - **From** – Must be a partial or full email address
   - **Sent** – Date ranges to search
   - **Attachment** – If the data contains an attachment
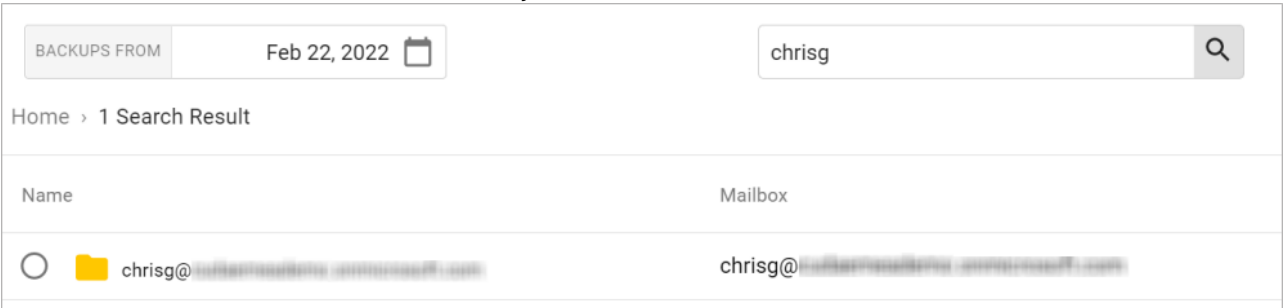
5. Click **APPLY** to display the results.

Examples

Example 1.

1. Searching for "chrisg" will return the top-level folder of their mailbox unless you also have emails with that search term in the subject line.
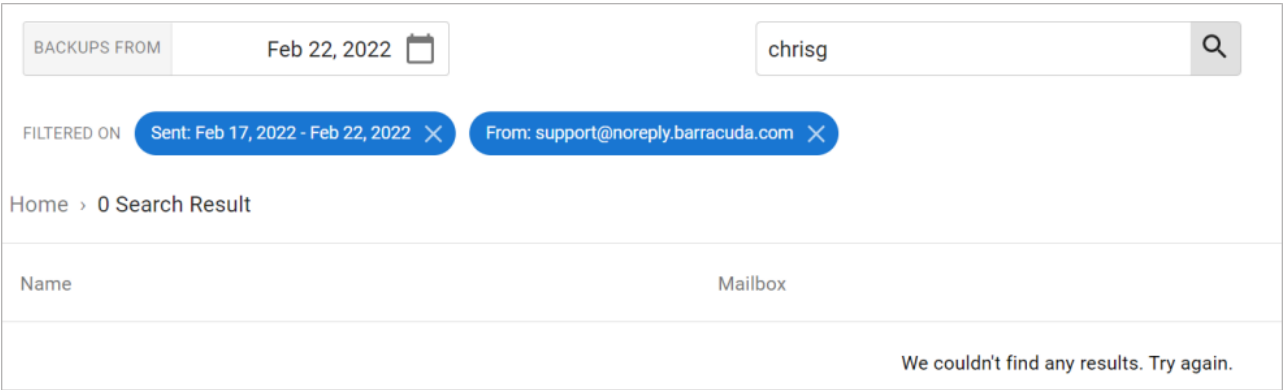

2. Adding a sent date or a **From** address filter will not return any results as the object does not have either of these attributes.

Example 2.

1. To find an email from Barracuda Networks support, include a search term, such as "Barracuda",

from the subject line.

2. Filtering this list using "Barracuda Networks Support" in the **From** address filter will not return any results because it is not an email address. You must use a partial or full email address in the **From** address filter.

3. Filtering the same results using an email address, mailbox, and sent date produces a manageable list of results. For example,

Figures

1. updatedProtect.png
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