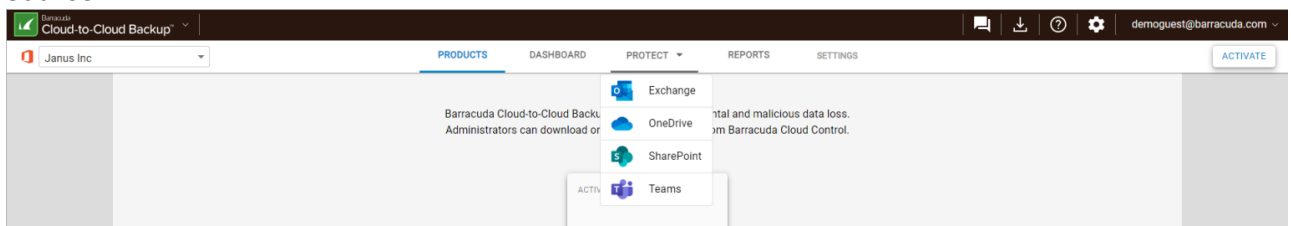


## How to Search and Filter an Exchange Online Data Source

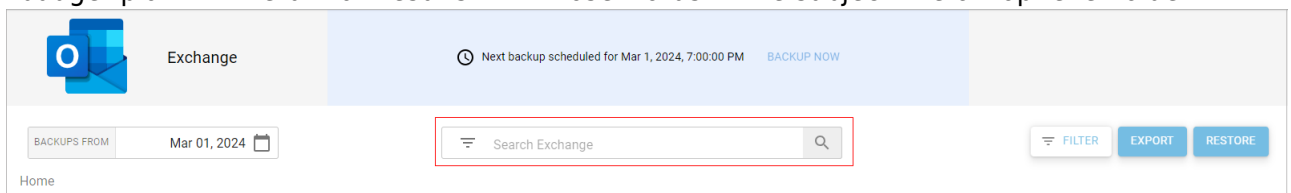
<https://campus.barracuda.com/doc/93197847/>


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

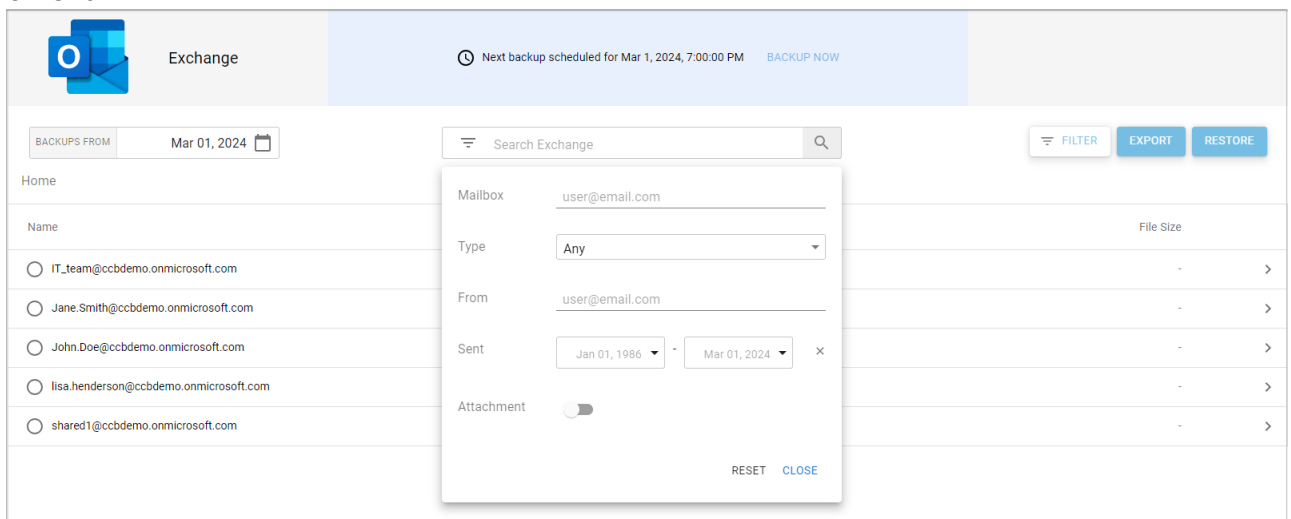
1. Log into <https://login.barracudanetworks.com/>, and select the Cloud-to-Cloud Backup Source in the left pane.
2. Navigate to the **Protect** page from the top navigation menu, and select the **Exchange** data source.



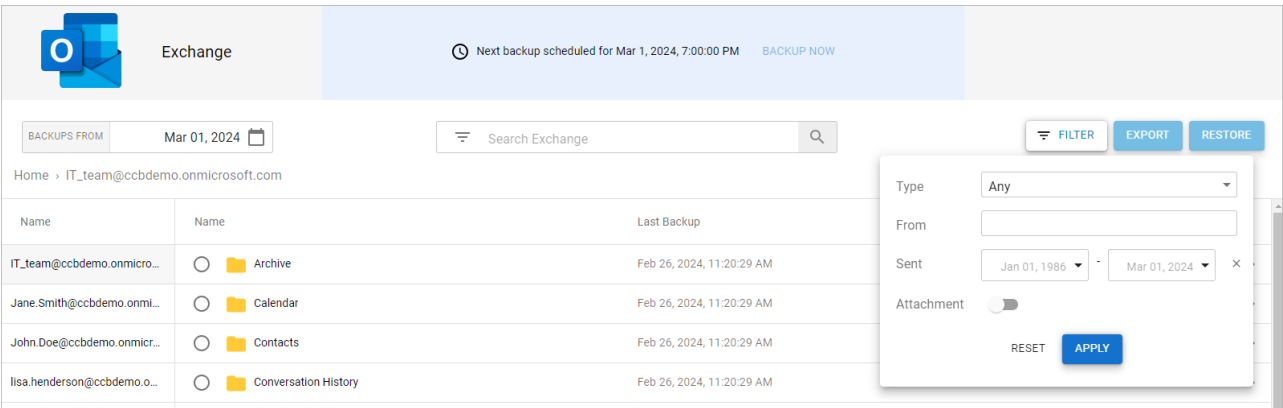
3. Using the search bar, type in a search term. The results displayed are all messages in which the subject line or top-level folder contains the text you're searching for. For example, typing in "budget plan" will return all results with those words in the subject line or top-level folder.



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



Exchange

Next backup scheduled for Mar 1, 2024, 7:00:00 PM [BACKUP NOW](#)

BACKUPS FROM Mar 01, 2024

Search Exchange

Home > IT\_team@ccbdemo.onmicrosoft.com

Name	Name	Last Backup
IT_team@ccbdemo.onmicro...	Archive	Feb 26, 2024, 11:20:29 AM
Jane.Smith@ccbdemo.onmli...	Calendar	Feb 26, 2024, 11:20:29 AM
John.Doe@ccbdemo.onmicr...	Contacts	Feb 26, 2024, 11:20:29 AM
lisa.henderson@ccbdemo.o...	Conversation History	Feb 26, 2024, 11:20:29 AM

Type: Any

From:

Sent: Jan 01, 1986 - Mar 01, 2024

Attachment: ☐

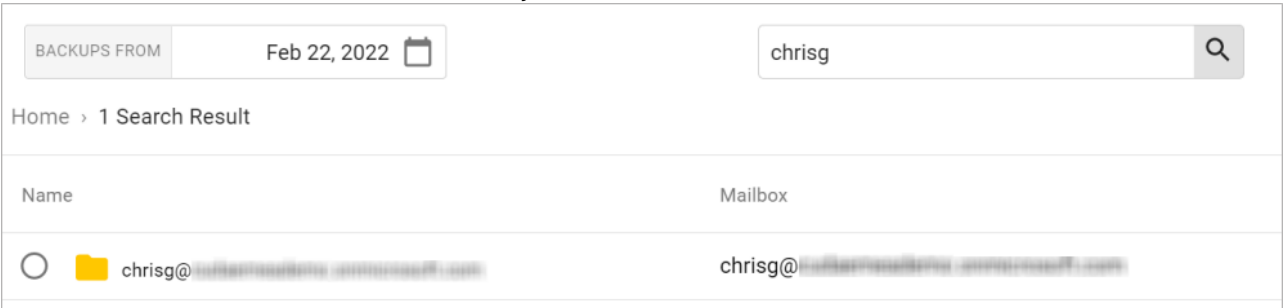
RESET APPLY

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.



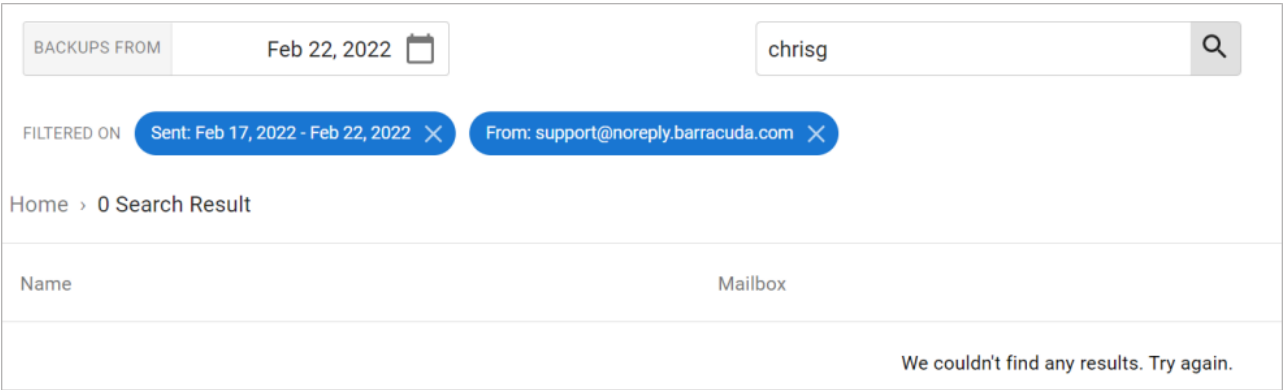
BACKUPS FROM Feb 22, 2022

chrisg

Home > 1 Search Result

Name	Mailbox
chrisg@ccbdemo.onmicrosoft.com	chrisg@ccbdemo.onmicrosoft.com

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.



BACKUPS FROM Feb 22, 2022

chrisg

FILTERED ON Sent: Feb 17, 2022 - Feb 22, 2022 From: support@noreply.barracuda.com

Home > 0 Search Result

Name	Mailbox
------	---------


We couldn't find any results. Try again.


### Example 2.

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





from the subject line.

BACKUPS FROM

Feb 22, 2022 


Barracuda 


Home > 2473 Search Results


Name	Mailbox
  Cloud to Cloud Backup: Barracuda sharepoint BACKUP report for 2... chdsmith@barracuda.com	
  Cloud to Cloud Backup: Barracuda exchange BACKUP report for 20... chdsmith@barracuda.com	

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.

BACKUPS FROM

Feb 22, 2022 

Barracuda 

FILTERED ON From: Barracuda Support 


Home > 0 Search Result


Name	Mailbox
------	---------




We couldn't find any results. Try again.

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





BACKUPS FROM

Feb 22, 2022 

Barracuda 

FILTERED ON Mailbox: chrisg@barracuda.com  Sent: Feb 17, 2022 - Feb 22, 2022  From: support@noreply.barracuda.com 

Home > 27 Search Results

Name	Mailbox
  Cloud to Cloud Backup: Barracuda onedrive BACKUP report for 20... chrisg@barracuda.com	
  Cloud to Cloud Backup: Barracuda exchange BACKUP report for 2... chrisg@barracuda.com	

## Figures

1. updatedProtect.png
2. updatedExchangeSearchBar.png
3. guidedSearch.png
4. updatedExchangeSearchFilter.png
5. updatedExchangeFilter.png
6. search\_filter1.png
7. search\_filter2.png
8. search\_filter3.png
9. search\_filter4.png
10. search\_filter5a.png

© 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.