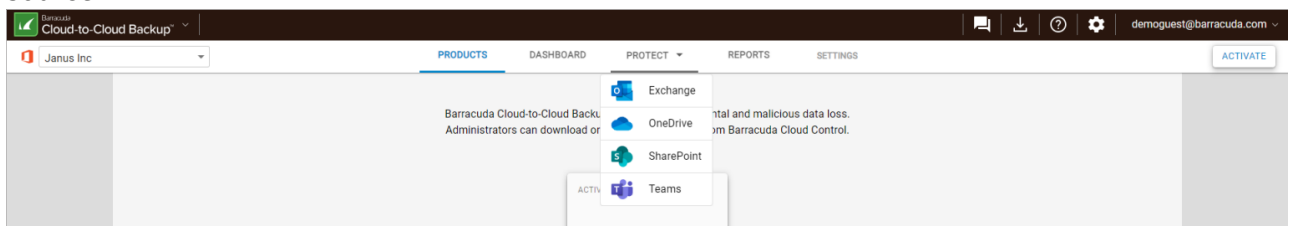


## How to Search and Filter a OneDrive Data Source

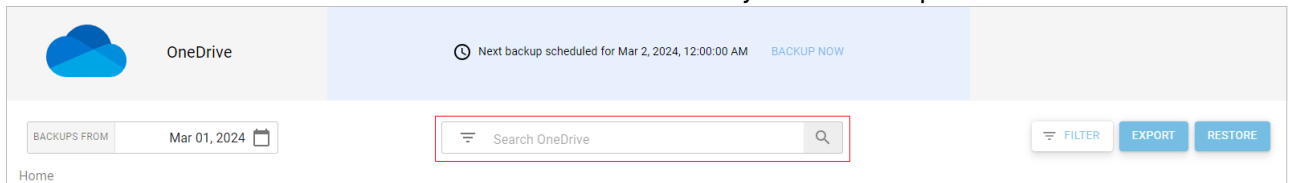
<https://campus.barracuda.com/doc/93198200/>


Use the following steps to search and filter OneDrive data:

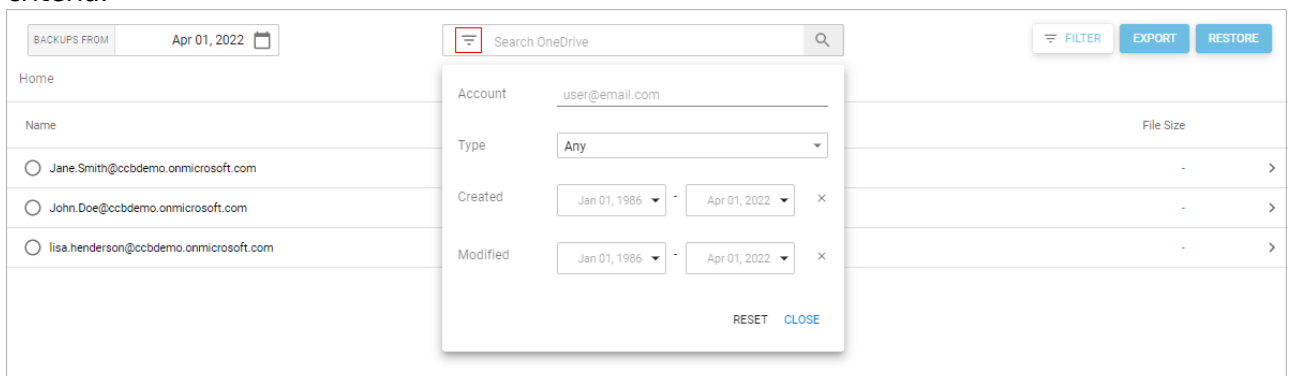
1. Log into <https://login.barracudanetworks.com/>, and select the Cloud-to-Cloud Backup Source in the left pane.
2. Navigate to the **Protect** page from the top navigation menu, and select the **OneDrive** data source.




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 "intro" 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, Excel, PDF, PowerPoint, Word
  - **Created** - Date the item was created
  - **Modified** - Date the item was modified

 OneDrive

Next backup scheduled for Mar 2, 2024, 12:00:00 AM [BACKUP NOW](#)

BACKUPS FROM 

Mar 01, 2024




Search OneDrive

FILTER

EXPORT

RESTORE

Home > Jane.Smith@ccbdemo.onmicrosoft.com

Name	Name	Last Backup
Jane.Smith@ccbdemo.onmi...	 Luke's 2nd birthday party	Jun 7, 2021, 1:00:29 AM
John.Doe@ccbdemo.onmicr...	 Notebook Backups	Jan 4, 2022, 12:01:12 AM
lisa.henderson@ccbdemo.o...	 Restores	Aug 24, 2021, 1:00:40 AM

Type

Any

Created

Jan 01, 1986

Mar 01, 2024

X

Modified

Jan 01, 1986

Mar 01, 2024

X

RESET

APPLY

5. Click **APPLY** to display the results.

## Figures

1. updatedProtect.png
2. updatedOnedriveSearchBar.png
3. guidedSearch.png
4. guidedSearchOD.png
5. updatedOnedriveFilter.png

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