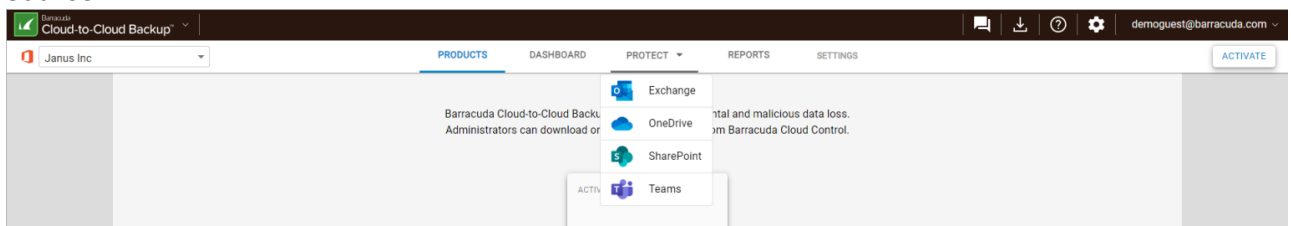


How to Search and Filter a Teams Data Source

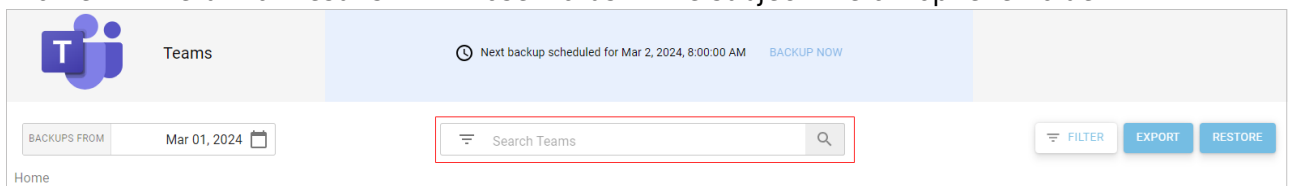
<https://campus.barracuda.com/doc/93200350/>


Use the following steps to search and filter Teams data:

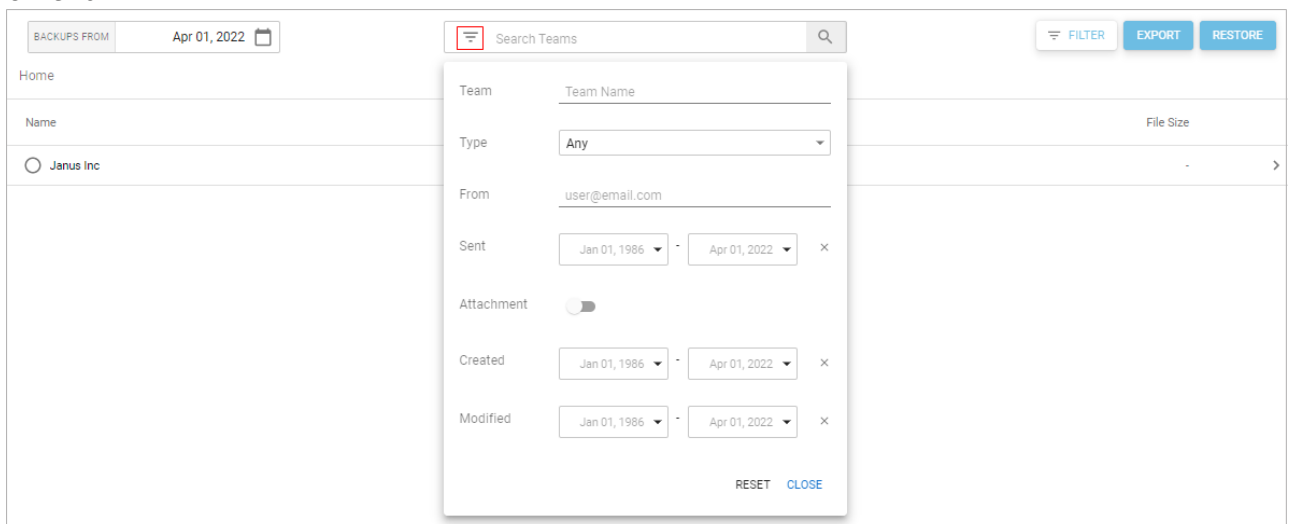
1. Log into <https://login.barracudanetworks.com/>, and select the Cloud-to-Cloud Backup Source in the left pane.
2. Navigate to the **Protect** page from the top navigation menu, and select the **Teams** data source.



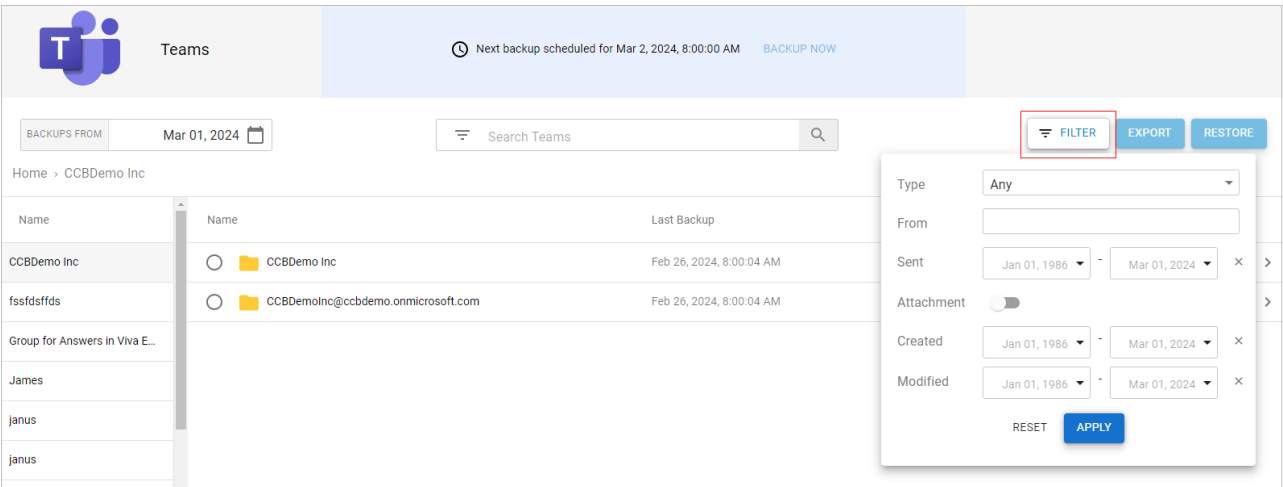
3. Using the search bar, type in a search term. The results displayed are all messages in which the subject line or top-level folder contains the text you're searching for. For example, typing in "home" will return all results with those words in the subject line or top-level folder.



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 results within a specific team. Fill in the filter options:
 - **Type** – Any, Calendar, Contact, Email, Excel, PDF, PowerPoint, Task, Word
 - **From** – Person
 - **Sent** – Date ranges to search
 - **Attachment** – If the data contains an attachment
 - **Created** – Date the item was created
 - **Modified** – Date the item was modified



The screenshot shows the Barracuda Cloud-to-Cloud Backup interface for a Teams data source. The top bar indicates the next backup is scheduled for Mar 2, 2024, at 8:00:00 AM, with a 'BACKUP NOW' button. The main area displays a list of Teams data sources, including 'CCBDemo Inc' and 'fssdfsdfs'. A filter modal is open, showing various filters like Type, From, Sent, Attachment, Created, and Modified. The 'FILTER' button is highlighted with a red box, and the 'APPLY' button is visible at the bottom of the modal.

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

Figures

1. updatedProtect.png
2. updatedTeamsSearchBar.png
3. guidedSearch.png
4. guidedSearchTeams.png
5. updatedTeamsFilter.png

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