

Barracuda Cloud Archiving Service

Thank you for choosing our Professional Service Product Quick Start. We kindly ask you to fill in the checklist below and answer the questions. This will help us to implement as many topics as possible and better respond to your individual needs. Once you are done, please send the completed document to our Professional Service Team. One of our service engineers will review your feedback and contact you as soon as possible with a plan on how to proceed. If you have any questions in advance, our Professional Services Team will be happy to assist you.

CUSTOMER CONTACT DETAILS	NAME	PHONE NUMBER	EMAIL ADDRESS
Exchange Administrator			
System Administrator			

TOPICS TO COVER	✓	REQUIREMENT	NOTE
BCC account creation		Administrator email	
Management access and ACL			
Licensing			
Implementation		Customer's environment	
Exchange integration		Customer's environment	
Archiving			
PST file import			
Journaling			
Directory integration		Searching user for LDAP	
Compliance			
Retention policy			
Litigation holds			
User account management			
Email aliases			
Search options			
Data transfer IP range			
Tools and add-ins			
Eventing & notification			
Administration training			
Cloud Service operation			
Basic troubleshooting training			
Barracuda Support overview			
Barracuda Campus overview			

ADDITIONAL NOTES