



**Barracuda Message Archiver  
Outlook Add-In User Guide**

**Version 3.0**

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## Introduction

The Barracuda Message Archiver Outlook Add-in allows you to perform various functions with messages that are stored on your organization's Barracuda Message Archiver, including:

- Search for archived messages and other Outlook data, such as Contacts;
- View and interact with (forward, reply to, etc.) all of your archived Outlook items;
- Access stubbed attachments;
- Archive messages.

These functions are available directly from within Microsoft Outlook, allowing transparent access to your messages and attachments, all with no browser interaction required. All that is needed is a network connection to your organization's mail server and to the Barracuda Message Archiver.

### Logging In

The first time you use the Barracuda Message Archiver Outlook Add-in, you are prompted to enter your login credentials:

- The URI generally starts with <http://> (or <https://>) followed by the system name or IP address, and may end with a colon ":" and a number, for example:  
<http://archiver.company.com:8000>
- Your complete email address, for example,  
[myname@company.com](mailto:myname@company.com)
- Your domain (LDAP) password, typically your email password

Once you enter these details and click **OK**, Microsoft Outlook automatically remembers your login credentials, and there is no need to enter this information again unless you change your password. If you forget your password or are unable to access the Barracuda Message Archiver Outlook Add-in, contact your system administrator.

**Note:** If your organization configures local users on the Barracuda Message Archiver, you will receive a Barracuda Message Archiver User Rollout email. If the login credentials differ from your email address, please use the account information provided in the Rollout email to log into the system.

# Options

Typically, the pre-configured Barracuda Message Archiver Outlook Add-in settings do not require any modification. However, in some instances a Barracuda Message Archiver location configuration screen may display, or you may wish to adjust message stubbing frequency or caching. You adjust these settings through the Barracuda Message Archiver **Options** dialog box.

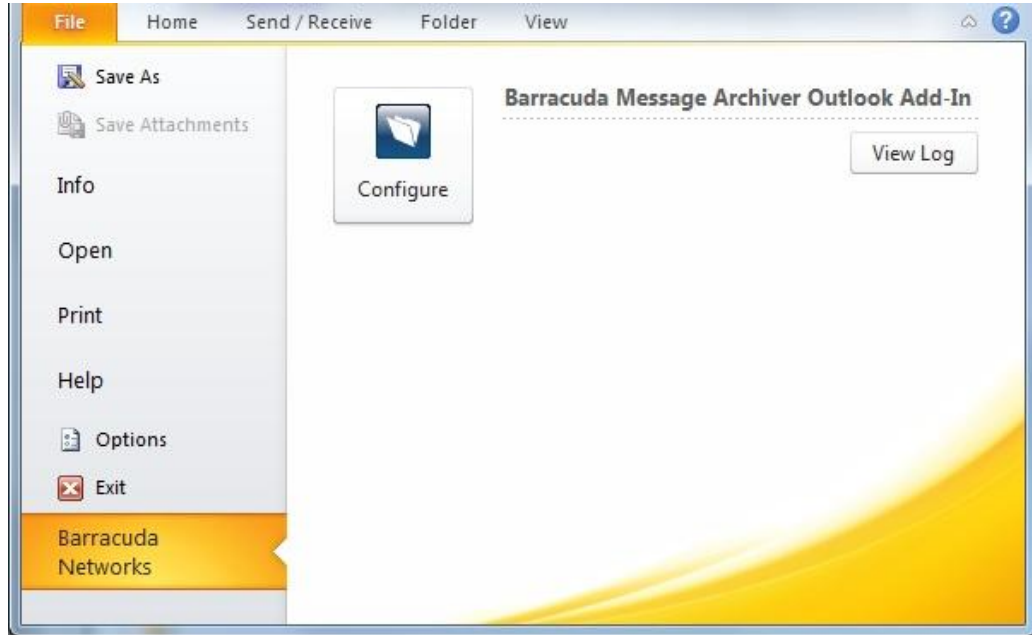
## Barracuda Message Archiver Options Dialog Box

Use the following steps to access the Barracuda Message Archiver **Options** dialog box:

1. The location of the **Options** dialog box is based on your version of Microsoft Outlook:
  - a. If you are using Outlook XP, 2003, or 2007, go to **Tools > Options > Barracuda Networks**, and click **Options**:



- b. If you are using Outlook 2010, click the **File** tab, click **Barracuda Networks** in the list, and click **Configure**:



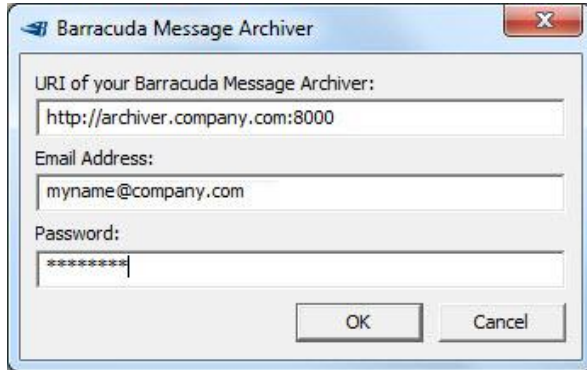
- 2. The **Barracuda Message Archiver** options dialog box displays:



## Changing the URI (Location) of the Barracuda Message Archiver

If you need to change the location of your Barracuda Message Archiver, first contact your system administrator for the correct URI, and then use the following steps.

1. In the **Barracuda Message Archiver Options** dialog box, click **Change** to display the dialog box:



2. Replace the Barracuda Message Archiver URI with the new location provided by your system administrator, for example: <http://archiver.company.com:8000>
3. If your email address or password has changed, enter your email address and password in the associated fields.

**Note:** If you received a Barracuda Message Archiver User Rollout email, enter the credentials provided in the email.

4. Click **OK**. Microsoft Outlook automatically remembers your login credentials.

## Specify Message Stubbing Options

Use the **Barracuda Message Archiver Options** dialog box to specify message stubbing options:

- **Automatically stub attachments when archiving** – Allows all incoming messages containing attachments to be stubbed as soon as the message is submitted to the Barracuda Message Archiver. All attachments are still accessible directly from within the actual message; the only difference is that the attachment itself is stored on the Barracuda Message Archiver instead of your organization's Outlook server. The Outlook **Paperclip** (📎) icon signifying the presence of an attachment is replaced by the Barracuda (📧) icon, and the email contains the following text with a link to the attachment itself:

This message's contents have been archived by the Barracuda Message Archiver.  
[image01.jpg](#) (52.3K)

Click on the attachment name to view and download the attachment directly from the Barracuda Message Archiver.

- **Enable caching of stubbed messages for offline access** – Allows a copy of stubbed attachments to be stored locally on your system. This allows you to retrieve the attachment when you do not have direct access to the Barracuda Message Archiver.

- **Maximum age of messages to include (days)** – Maximum number of days that a message is allowed to remain without being stubbed. All messages on the Exchange server older than the entered age are stubbed. Set this value to zero (“0”) to stub all possible messages regardless of age.
- **Maximum size of cache (MB)** – Maximum amount of disk space, specified in MB, on your local computer to use for caching stubbed attachments. When the cache is full, the oldest items in the cache are removed from your local system in order until there is enough space for the newest items. Note that these attachments are still stored on, and accessible from, the Barracuda Message Archiver.
- **Synchronize cache now** – Initiates a connection to the Barracuda Message Archiver to update your local cache of stubbed messages immediately instead of waiting for the next scheduled synchronization (as determined by your system administrator).

For example, if you are accustomed to downloading your messages from your mail server before leaving on a road trip, you can synchronize your cache immediately to ensure that any attachments associated with your messages can always be retrieved.

**Note:** You can click **Synchronize cache now** to verify connectivity to the Barracuda Message Archiver.

## Repairing Stubbed Messages

The **Repair Form** is an advanced feature that *should only be used on the direction of Barracuda Networks Technical Support*.

The **Repair Form** button is used to repair possible issues with stubbed messages by reinitializing the stubbing of all messages that contain attachments.

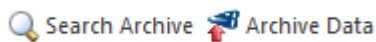
**Note:** Depending on the number of stubbed messages, this process can be time consuming. You must have an active connection to the Barracuda Message Archiver to perform this action.

## Using the Barracuda Message Archiver Outlook Add-In

If the Barracuda Message Archiver administrator has deployed the Barracuda Message Archiver Outlook Add-in, the tools display in the Outlook Standard Toolbar. If you are using Outlook XP, 2003, or 2007, the tools display as:



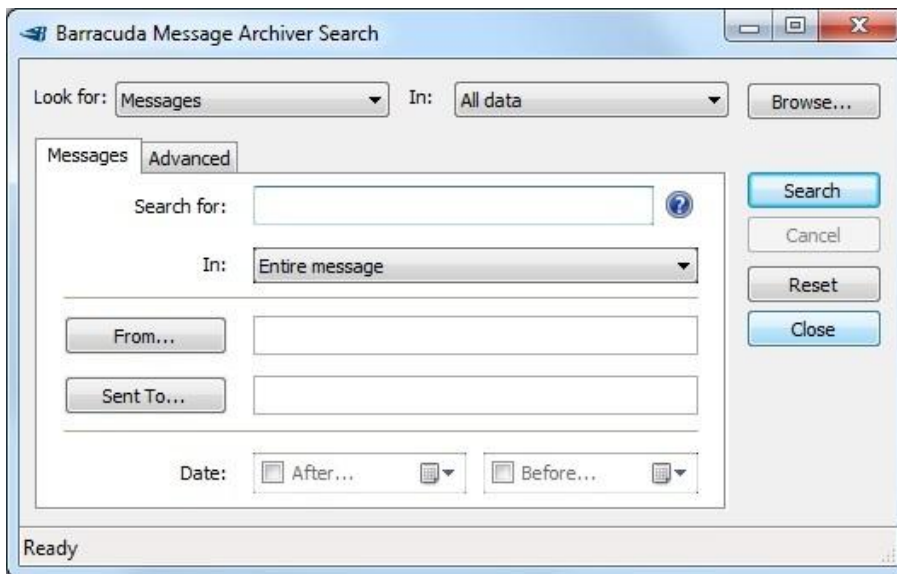
If you are using Outlook 2010, the tools display as:



If the tools do not display, the Barracuda Message Archiver administrator may not have configured the system to allow use of the Barracuda Message Archiver Outlook Add-In; contact your system administrator to enable access.

### Searching

To search archived items, click the **Search Archive** (🔍) icon to open the **Barracuda Message Archiver Search** dialog box:



Use the **Look for** drop-down menu to select the type of item you wish to search for; select **Any type of Item**, **Appointments**, **Contacts**, **Messages**, **Notes**, or **Tasks**.

Use the **In** drop-down list to select the search location. Select **All Data** to search everywhere, or select **Specific Folders** to specify one or more folders in which to search through the **Select Folders** pop-up. Once you select the desired folders, click **OK** to perform the search.

## Search Criteria

The available search criteria differs based on the selected searched item type.

**Table 1.2: Search Criteria**

Searched Item Type	Criteria	Description
Any Type of Item Appointments Contacts Messages Notes Tasks	Search for	List of keywords on which to search. If multiple keywords are entered, only items with all of the specified keywords are returned. If keywords are enclosed in double quotes (" "), then only items that contain all of the keywords exactly as specified appear in search results.
	In	The part of the item in which to search for the specified keywords. Options vary based on the selected item.
Appointments	Organized By	Appointment creator. Only those items <i>organized by</i> the specified user(s) are searched. Enter user names or email addresses, or click <b>From</b> to select users from an address book.
	Attendees	Appointment recipient(s). Only those items that were <i>sent to</i> the specified user(s) are searched. Enter user names or email addresses, or click <b>From</b> to select users from an address book.
	Date	Date restrictions on the item. Search through only those appointments that were scheduled <i>after</i> and/or <i>before</i> the specified date(s).
Contacts	Email	Message recipient(s). Only those messages <i>sent to</i> or <i>copied to</i> the specified user(s) are searched. Enter user names or email addresses, or click <b>Email</b> to select users from an address book.
Messages	From	Message sender(s). Only those messages that were <i>sent from</i> the specified user(s) are searched. You can enter user names or email addresses, or click <b>From</b> to select users from an address book.
	Sent To	Message recipient(s). Only those messages that were <i>sent to</i> or <i>copied to</i> the specified user(s) are searched. Enter user names or email addresses, or click <b>Sent To</b> to select users from an address book.
	Date	Date restrictions on the item. Only those messages that were sent for <i>after</i> and/or <i>before</i> the specified date(s) are included in the search.
Tasks	Status	Only tasks matching the selected status are searched for the specified text.
	Due	Date restrictions on the tasks. Only those tasks due <i>after</i> and/or <i>before</i> the specified date(s) are included in the search.

**Note:** You must specify at least one search criteria from Table 1.2 to complete a search; if you specify multiple criteria, only messages that meet *all* criteria are returned.

Keywords must be alpha-numeric characters, and are not case sensitive. Additionally, you can use wildcards to represent one or more other characters to use search patterns.

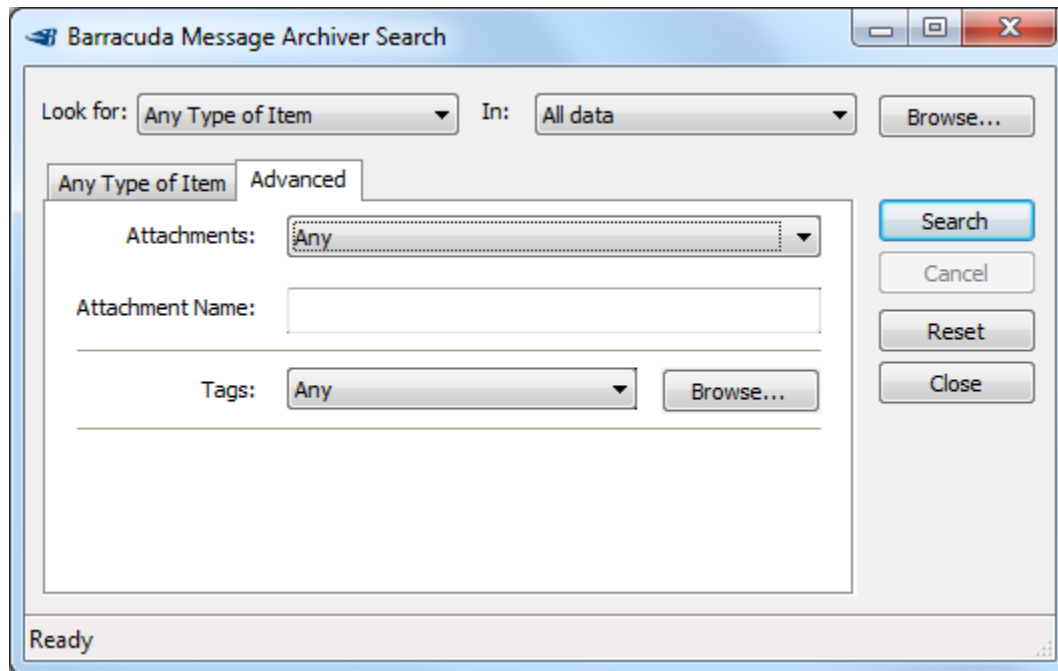
**Table 1.3: Keywords**

Wildcard Symbol	Represents
? (single question mark)	Specifies a single alphanumeric character. Quest marks can be appended to search for a specific number of characters, for example, a????a returns five-letter words that starts and ends with “a” or “A”.
* (asterisk)	Specifies zero or more alphanumeric characters. For example, pl* returns “plane”, “planning”, etc.

**Note:** The first character of a keyword *cannot* be a wildcard, and wildcards *cannot* be used when searching for a quote phrase.

### Additional Search Criteria

Click the **Advanced** tab in the **Barracuda Message Archiver Search** dialog box to specify additional search criteria based on attachments and tags:



**Note:** Any search criteria specified in the **Advanced** tab is used in conjunction with the criteria specified in the selected search item type search tab. Keywords in the **Advanced** tab must be alpha-numeric characters, and are not case sensitive. You can include wildcards in the **Attachment Name** field (see Table 1.3 for more information).

**Table 1.4: Advanced search criteria**

Criteria	Description
<b>Attachments</b>	Number of attachments required in the messages in which to search. Options are <i>Any</i> , <i>One or more</i> , or <i>None</i> .
<b>Attachment Name</b>	Name of the attachment for which to search. Only messages containing an attachment with the specified name are returned.
<b>Tags</b>	Tag(s) on which to search. <i>Wildcards are NOT accepted in this field.</i> <b>Note:</b> Tags are defined and set on messages in the Barracuda Message Archiver Web interface. If tags are defined and set on messages, you can use these tags in this field to quickly locate the messages. Options are <i>Any</i> or <i>Specific tags</i> . Contact your system administrator for more information.

## Message Results

All messages that match the specified criteria are returned in the search window. Double-click an item to open it in Outlook, or right-click to select an action to perform on the selected item.

**Table 1.5: Available actions**

Action	Description
<b>Open</b>	Open the selected item in the standard Outlook view; double-clicking an item performs the same action. Once an item is opened, it can be treated as any other non-archived item, including replying to and forwarding.
<b>Reply</b> <b>Reply to All</b>	Creates a <i>Reply</i> or <i>Reply All</i> to the selected item in the exact same manner as Outlook.
<b>Forward</b>	Creates a <i>Forward</i> of the selected item in the exact same manner as Outlook.
<b>Copy to Folder</b>	Opens the <b>Select Folder</b> dialog box in Outlook from which you can select a folder to which to copy the selected item(s). Use Ctrl- or Shift-click to select and copy multiple messages in the returned search window to a folder. Select from your existing folders, or create a new folder for the selected item(s). <b>Caution:</b> If the Outlook window is hidden or in the background, you may need to click on the Windows taskbar and bring Outlook to the foreground to complete this action.




## Archiving Messages

The Barracuda Message Archiver Outlook Add-in tool includes an option to immediately archive a selected item(s) to the Barracuda Message Archiver. Additionally, if the **Automatically stub attachments when archiving** option is turned, and you click the **Archive Attachments**  icon:

- A copy of the complete selected item(s) is stored on the Barracuda Message Archiver; and
- On your mail server, any message attachments that are in the body of an original message(s) are replaced with references to the archived attachment on the Barracuda Message Archiver.

This process is known as “attachment stubbing”, and helps to reduce the size of both your personal Inbox and mail server storage.

## To archive a message,

1. Select the desired item(s) in Outlook, and click the **Archive Attachments**  icon; a progress window displays while the item(s) are archived.
2. Once the item(s) is successfully archived, any message attachments display as hyperlinks in the Outlook message preview, and the Outlook **Paperclip**  icon is replaced by the Barracuda  icon. Click on a hyperlink to view the attachment.
3. Double-click the archived message to open it in the message view; attachments display with icons as they normally would in Outlook.
4. When you click the attachment hyperlink or double-click the archived message, the attachment is retrieved from the Barracuda Message Archiver, allowing you to view or save it in the same manner as an attachment in any other message.

**Note:** Using this feature immediately sends the message for archiving; however, if the Barracuda Message Archiver is currently in the midst of archiving other messages, it may be a matter of minutes or even hours before the archived attachments are available. Once archived, the message appears in the Barracuda Message Archiver Outlook Add-in search results.

**Note:** Forwarding an archived message automatically includes any attachments in that message as part of the forwarded message. However, a reply to such a message does not automatically include attachments, and the original archived message remains stubbed.