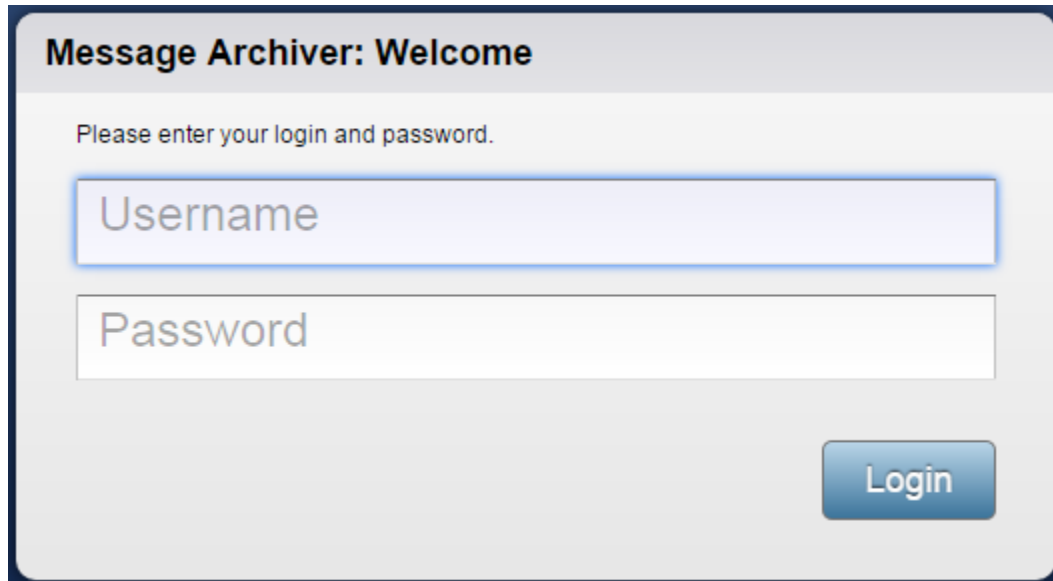


How to Log in to the Barracuda Message Archiver



The screenshot shows a login interface for the Barracuda Message Archiver. At the top, there is a header that reads "Message Archiver: Welcome". Below the header, a prompt says "Please enter your login and password." There are two input fields: the first is labeled "Username" and the second is labeled "Password". To the right of the input fields is a blue button with the text "Login".

To log in to the Barracuda Message Archiver,

3. Enter your email address and password, then click **Login**; the dashboard displays statistics for items stored on the Barracuda Message Archiver.

Viewing and Searching Messages

Punctuation is treated as white space in search strings with the following exceptions:

- **Email addresses** and **Internet hostnames** – Treated as single searchable tokens.
Example: user1@mycompany.com is treated as a single searchable token.
- **Period (.)** – When not followed by whitespace, a period is treated as part of a word.
Example: 1.2 is treated as a single searchable token.
- **Hyphen (-)** – When a token containing a hyphen also contains a number, the complete item is treated as a part of the number.

Examples:

MD-1800 is considered a searchable word, including the hyphen.

hyphen-madness is treated as two words ("hyphen" "madness") with the hyphen treated as whitespace.

Message Search

Searches are the main tools for the Barracuda Message Archiver, and can be made on virtually every aspect of a message including:

- message body content
- recipients and senders
- attachment type and content
- date

Users can search through all archived messages to which they have been granted access by the administrator. Searches can only be made over messages accessible by your account display (if the system administrator has enabled this Search page setting). You can browse through all messages from this list or perform a search to locate a specific subset of messages.

Use the [BasicSearch](#) page for quick one-time searches, or go to the [Advanced Search](#) page for a full array of search options including complex search queries and the ability to save searches to the **Saved Searches** tab.

Viewing a Message

The **BASIC > Search** page of the Barracuda Message Archiver web interface initially displays a list of the archived messages that are accessible to the viewing account. The Search page displays basic information about a message such as senders and recipients, date, subject, and size. You can view the contents of a message in one of two ways:

- the Preview Pane
- the Message Details window

A single click on any message in the Search results sends it to the embedded Preview Pane for viewing. Double-click on a message to view it in a separate Message Details popup window. Both methods offer the ability to view the message as the sender intended for it to be viewed, as well as the underlying message source code. You can also select the character set to use for a particular message which can be especially useful when viewing a poorly formatted message that does not declare an appropriate charset. You can download each viewable message to your desktop as an .eml file.

Executing a Search

Searches can be executed from either the Basic Search or the Advanced Search pages. Both modes are available to all users who have the ability to search through messages, but only the Advanced Search page offers the ability to perform complex queries and create a Saved Search.

Basic Search

The Basic Search interface accepts a word or phrase on which to search, and returns all available messages that contain the specified text in either the header or message body. This mode is useful when searching for that handful of emails to or from someone on a specific topic, or when looking for any message that contains a particular phrase. These are one-time searches as these cannot be saved for later use.

Advanced Search

You can perform more complex searches from the Advanced Search interface. This mode offers the ability to combine and negate multiple search parameters, save a particular combination of search parameters for future use, and execute any such Saved Search. You can search for messages in a variety of ways including:

- specifying a Natural Language or keyword expression as the search string
- limiting the scope of a search to specific parts of a message
- identifying messages that have a specific attribute, such as an attachment or an image
- restricting the search base to outbound, inbound, or internal messages only
- going only through those sent to or from specific email addresses, or those sent between specific dates