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Link to this article online: <http://www.barracuda.com/kb?id=5016000000HEGk>

How can clients use their Outlook to search their mail archived on the Barracuda Message Archiver?

OVERVIEW

Individual users can search for and use their archived email using their Microsoft Outlook email client as of Barracuda Message Archiver version 1.2 and above.

To set this up, the client needs to create a new folder in Outlook, set the homepage of the folder to the Barracuda Message Archiver, and allow the integration process to run. Then, after logging into the Barracuda Message Archiver through Outlook, users will be able to seamlessly search for archived messages and open them using Outlook. The searching is handled by the Barracuda Message Archiver. Once a message is found, double clicking on it will open it up in Outlook (a copy of that message is transferred from the Barracuda Message Archiver to Outlook). All operations are done from within Outlook at that point (e.g. reply, forward and print).

To do this, first create a folder. You can do this by right-clicking on the relevant mailbox (on the left) and selecting **New Folder...** from the drop-down menu. Name the folder **BMA** and, after it's created, right-click on it and select **Properties**. Click on the **Home Page** tab and enter this URL leading to the Barracuda Message Archiver:

<http://archiver.gsws.com:8000/outlook.html>

Then, check the box at the top labeled **Show homepage by default for this folder**, and click apply.

Once the folder has been set up in this way, select it. This will prompt you to install the Barracuda Message Archiver Integration feature. Continue to click **Yes** and **Install** until the installation is complete.

Once it has finished, selecting the folder will show a login prompt similar to when users log into the Barracuda Message Archiver directly. Users should enter the same login information (their user login, not the administrator's login), and after logging in, they'll be able to search for and open their archived emails in Outlook using an interface similar to the **Basic > Search** page of the Barracuda Message Archiver's web interface; the search results will be blank until a search is performed.