

Installing the Outlook Plugin for Barracuda Message Archiver

This document shows step-by-step instructions on downloading and installing the Outlook Plug-In for the LACA Barracuda Message Archiver.

 Visit this link <u>http://barracuda.laca.org:8000/</u> or access Barracuda from the LACA homepage at <u>https://www.laca.org/</u>, then choose General, and select Barracuda Email Archive under the Email Services heading.

Log in with your LACA username/password (same one used for Progress Book, DASL, or email).

NOTE: Do NOT put your full email address. Only put your username, as in the example below.

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ACA Barracuda	Email Archiver	650
ccarson		
•••••	•••••	
		Sign In

2. Click on Client Downloads





3. Click the *Download Now* link under *Microsoft Outlook Add-In.* Depending on your web browser settings, you may choose to RUN or SAVE this file.



 When you run the file, the installation will start. Click *Next >*



 Accept the license agreement and click *Next>*

😸 Barracuda Message Archiver Outlook Add-In 3.6.20.0 Setup
End-User License Agreement
Please read the following license agreement carefully
Barracuda Networks Warranty and Software
Barracuda Networks Limited Hardware Warranty
1. Barracuda Networks, Inc., or the Barracuda Networks, Inc. subsidiary or authorized Distributor selling the Barracuda Networks product, if sale is not directly by Barracuda Networks, Inc., ("Barracuda Networks" or "Barracuda")
I accept the terms in the License Agreement I do not accept the terms in the License Agreement
< Back Next > Cancel



6. Click Install



7. Click *Finish* to complete the installation.



Start Outlook. You should now see a new section called Barracuda Networks in your *Home* bar.
NOTE: If you have an older version of Outlook, this may look different. The example below is Outlook 2010.

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	Ne	w	Delete	Respond	Quick Steps	i		Find		Barracuda Networks

9. Click the Search Archive button to begin.



10. The following box will appear the FIRST time you try to use the archive:

You will need to fill in the link to the Barracuda Message Archiver, your email address, and your LACA account password. For **URI of your Barracuda Message Archiver,** use: http://barracuda.laca.org/

Rarracuda Message Archiver	
URI of your Barracuda Message Archiver:	
https://barracuda.laca.org/	
Email Address:	
ccarson@laca.org	
Password:	
••••••	
ОК	Cancel

Then click OK.

11. If you receive an error message, please check your spelling of the URI link. The example below is missing an "r".





12. If the connection is successful, you will be presented with the following search box. Enter some words to search for (order doesn't matter) and click the Search button. Your search results will show up at the bottom.

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7/25/2014 0.35 AM	0.10	Carson, Chao (LACA) CCa	Kenooly Dem			Ť
49 items found						

For more specific searching, you can add "FROM", "Sent To" and Dates to narrow down your results.

13. Double-click a message in the search results to view the original message. The message opens in an Outlook message window, allowing you to easily REPLY or FORWARD the message, just as if you had opened the original message from Outlook.

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Subject:	Test #8						
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