



Getting Started with the Barracuda Message Archiver

Logging In

Visit this link <http://barracuda.laca.org:8000/> or access Barracuda from the LACA homepage at <https://www.laca.org/>, 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).

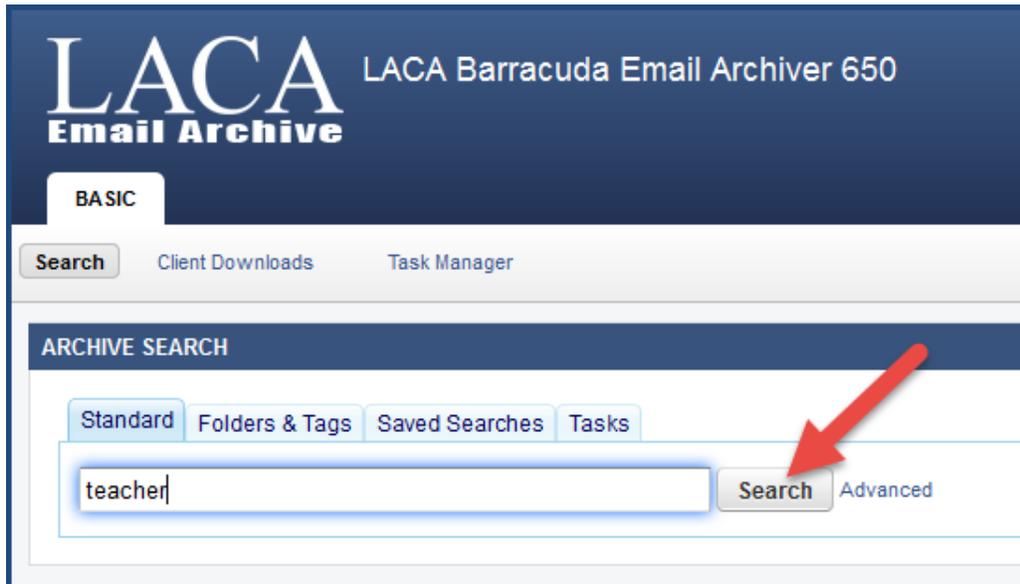
NOTE: Do NOT put your full email address. Only put your username, as in the example below.

A screenshot of the login interface for the LACA Barracuda Email Archiver 650. The interface is set against a dark blue background. At the top center, the "LACA Email Archive" logo is displayed in white. Below the logo, a light gray rectangular box contains the title "LACA Barracuda Email Archiver 650". Inside this box, there are two input fields: the top one contains the username "ccarson", and the bottom one is a password field filled with black dots. To the right of the password field is a blue "Sign In" button.



Basic Searching

At the basic search screen, if you just hit **Search**, you will get a full list of all emails in the archive, starting with the most recent emails from today at the top. One thing you will notice; the Barracuda is extremely fast!!



To do a more specific search, just type in a word, multiple words (they will be treated as if separated by an AND) or a quoted phrase.

Examples:

teacher - Will find any messages that have the word “teacher” in the TO, FROM, Subject, Body or attachments.

teacher chalkboard - Will find any messages that contain both “teacher” and “chalkboard in the TO, FROM, Subject, Body or attachments, anywhere in the messages. This would find “the teacher wrote a note on the chalkboard”, for example.

“teacher chalkboard” - Will only find messages that have the exact phrase “teacher chalkboard”. This would NOT find “the teacher wrote a note on the chalkboard” because the words are not exactly as shown in the search with the quotes around them.

Advanced Search

Click the **Advanced** link beside the **Search** button to go to the Advanced Search page.

In advanced search, you can be more specific about which fields you want the archive to search (from, to, subject, etc), to build a more exact search and narrow down your results.



LACA Barracuda Email Archiver 650 ccarson Sign Out English

LACA
Email Archive

BASIC

Search Client Downloads Task Manager

ARCHIVE SEARCH Help

Standard Folders & Tags Saved Searches Tasks

+ Email Entire Message contains teacher Search Basic

Save Search

- Entire Message
- Entire Message (phrase)
- Keyword Expression
- Subject/Body
- From/To/Cc
- From
- To/Cc
- Bcc
- Domain
- Subject
- Has Attachment
- Attachment Name
- Contains Images
- Image Type
- Inbound
- Outbound
- Internal
- Date
- Body
- Instant Message

To add more criteria, click the **[+]** button

ARCHIVE SEARCH

Standard Folders & Tags Saved Searches Tasks

+ Email Entire Message contains

Save Search

You can add as many as you want, and can build complex searches.

Click the **Save Search** button if you want to save this search for later use. Click **Search** to run the search.

ARCHIVE SEARCH Help

Standard Folders & Tags Saved Searches Tasks

+ Email From/To/Cc contains Darth Vader AND Search Basic

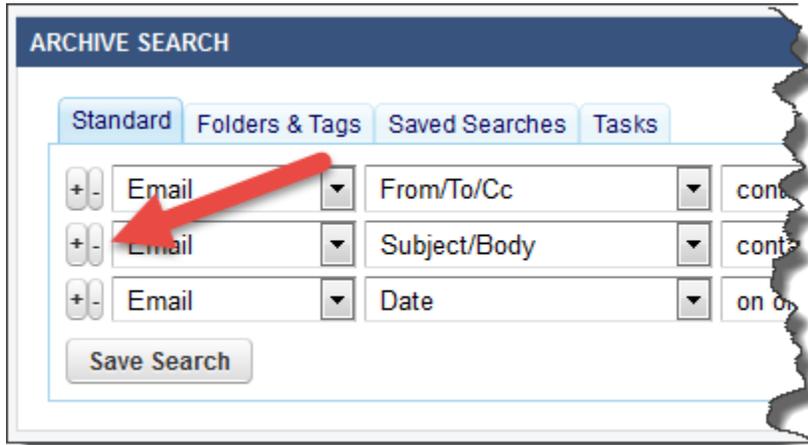
+ Email Subject/Body contains Luke Skywalker AND

+ Email Date on or after 2016-10-01

Save Search



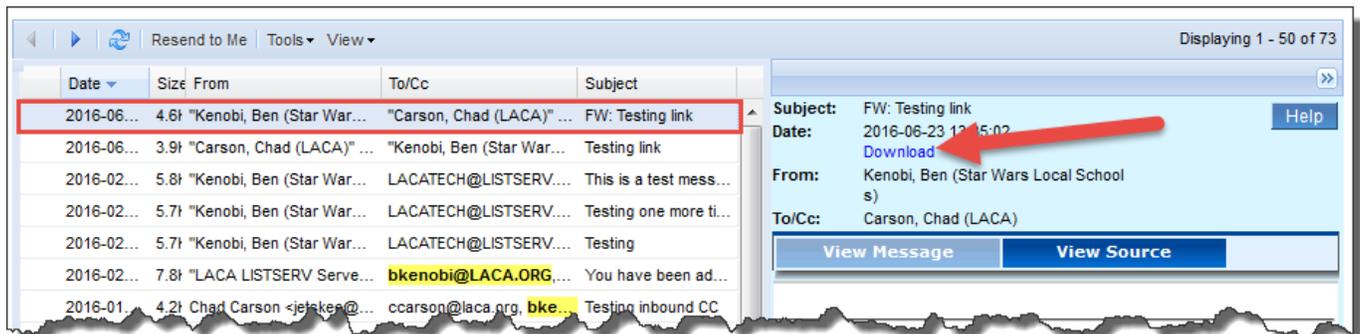
To remove criteria, click the [-] button beside the one you want to remove.



Recovering Messages

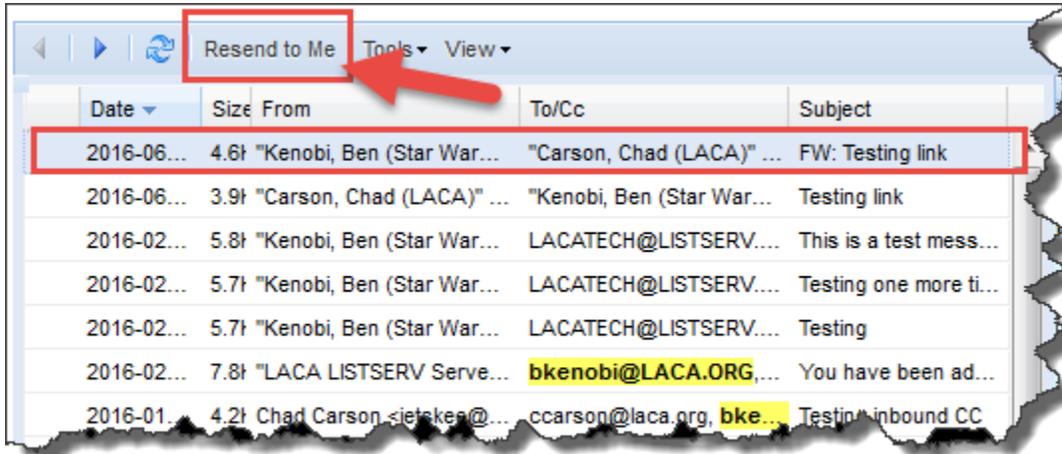
Once you find a message, that might be all you need if you just need to see the message. But if you need to forward or reply to the message, and you need a copy back in your inbox, there are a few things you can do:

1. Open with Outlook. If you use Microsoft Outlook (not Outlook Web App) you can download and open the message with Outlook. Click the message you want. A preview of the message will show in the box to the right. There is a **DOWNLOAD** link there that will let you open this message in Outlook.

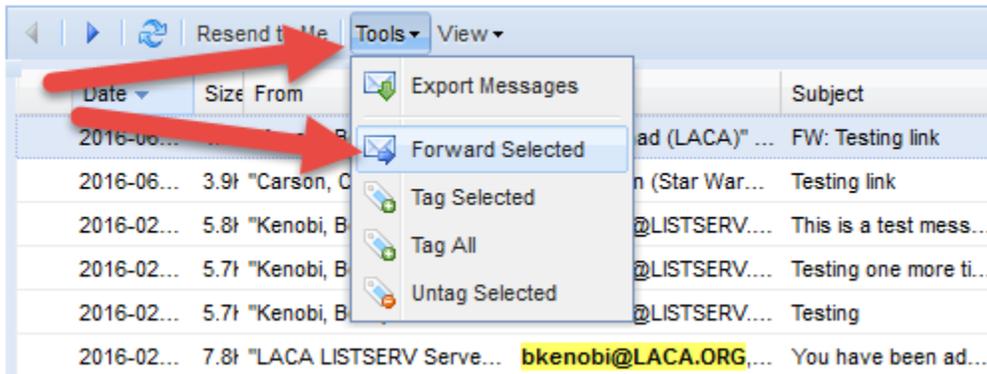




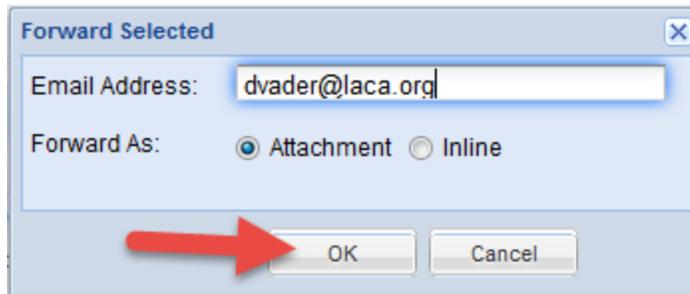
- If you use Outlook Web App, you can click the **Resend to Me** button located between the search box and the results to have a copy of the message delivered to you right away.



- If you need to send a copy to someone other than yourself, click **Tools....Forward Selected**.



Enter the email address you wish to send a copy to, and click OK.



Conclusion

This guide is meant to get you *started* using the Barracuda Archive, and is not a full manual for use of the archive. For more extensive help, when logged into the archive, click the **Help** button in the upper right corner to receive help for the screen you are on.

