



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.

1. 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.

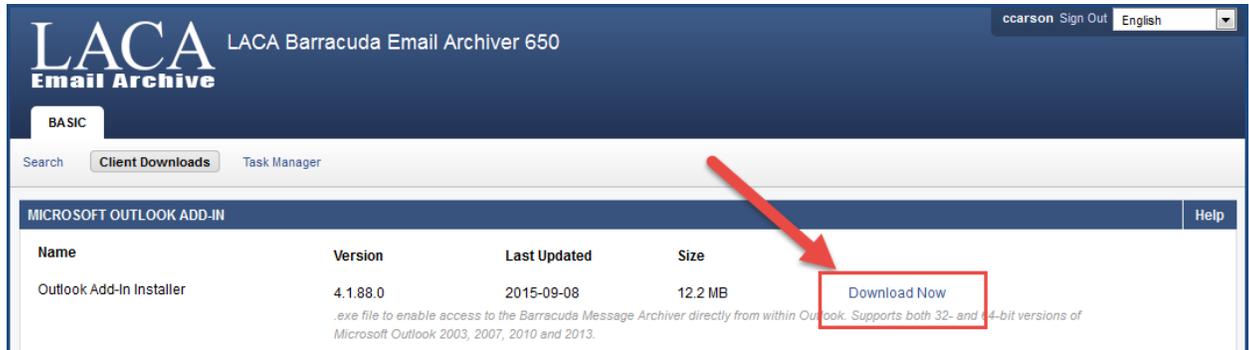
A screenshot of the login interface for the LACA Barracuda Email Archiver 650. The page has a dark blue header with the 'LACA Email Archive' logo. Below the header is a white login box with a title bar that reads 'LACA Barracuda Email Archiver 650'. Inside the box, there is a text input field containing the username 'ccarson' and a password input field with masked characters. A blue 'Sign In' button is located at the bottom right of the login box.

2. Click on **Client Downloads**

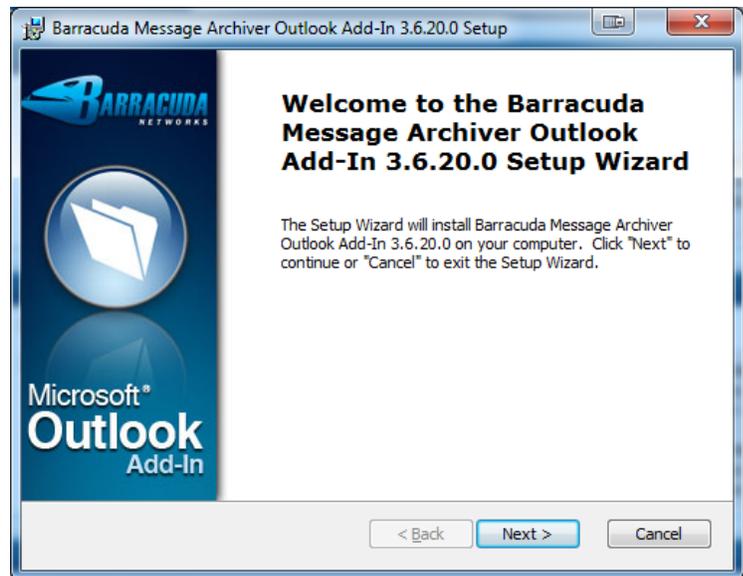




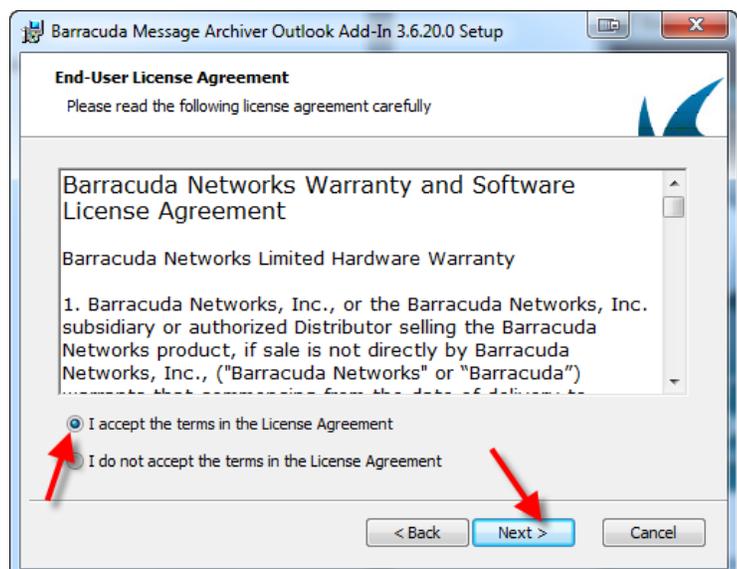
3. Click the **Download Now** link under **Microsoft Outlook Add-In**. Depending on your web browser settings, you may choose to RUN or SAVE this file.



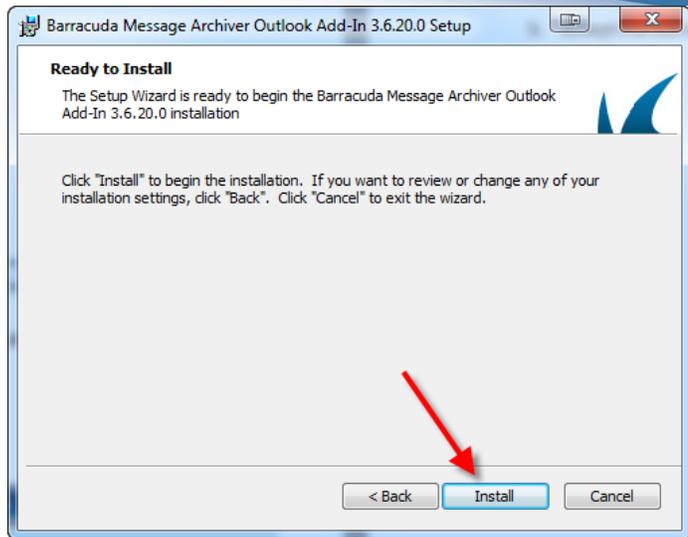
4. When you run the file, the installation will start. Click **Next >**



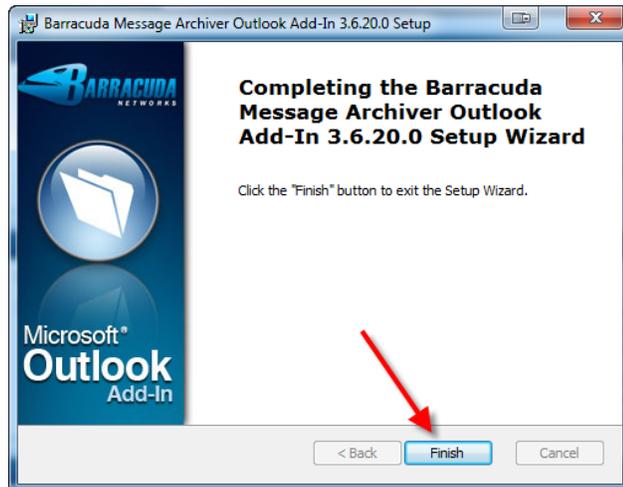
5. Accept the license agreement and click **Next>**



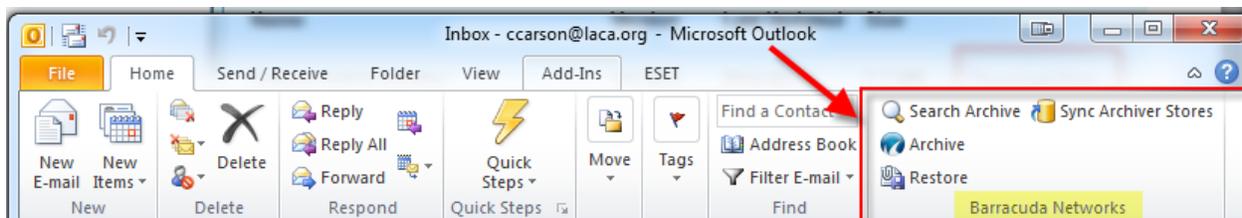
6. Click **Install**



7. Click **Finish** to complete the installation.



8. 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.



9. Click the  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/>

A screenshot of a Windows-style dialog box titled "Barracuda Message Archiver". It contains three input fields: "URI of your Barracuda Message Archiver:" with the text "https://barracuda.laca.org/", "Email Address:" with "ccarson@laca.org", and "Password:" with a masked password of ten dots. At the bottom are "OK" and "Cancel" buttons.

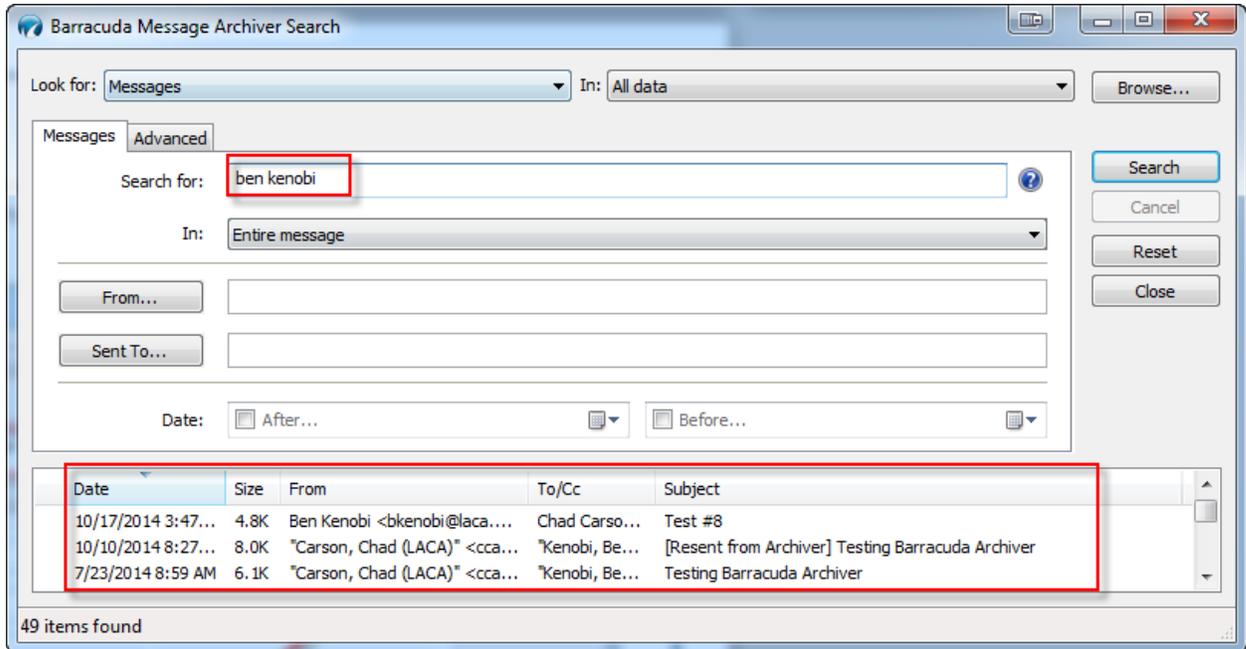
Then click OK.

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

A screenshot of an error dialog box titled "Barracuda Message Archiver". It features a red "X" icon and the text "You have entered an invalid hostname: baracuda.laca.org". An "OK" button is located at the bottom right.



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.



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.

