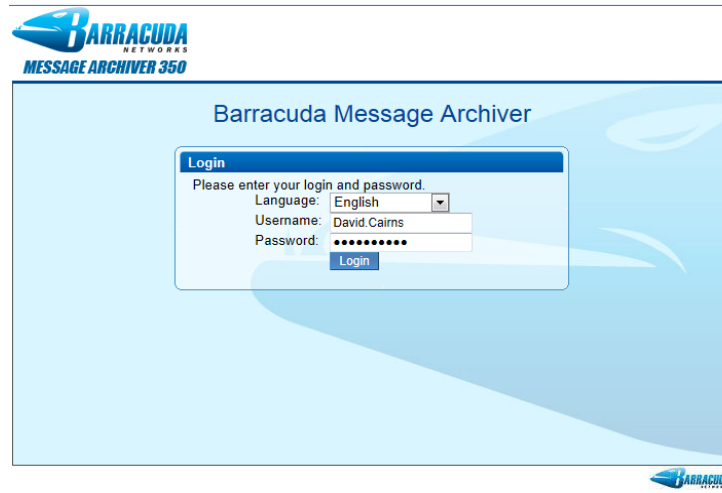


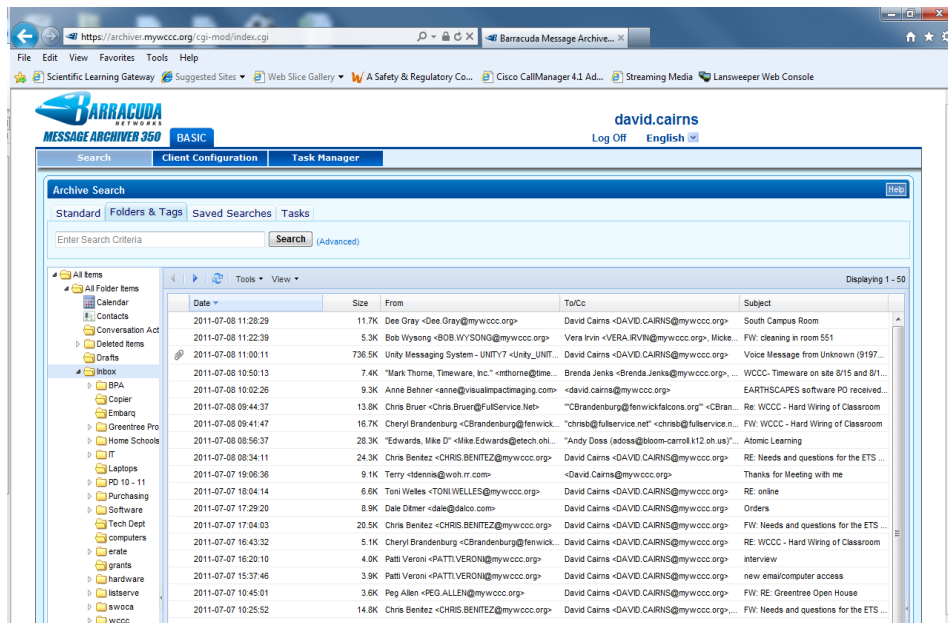
Using the Barracuda Message Archiver Warren County Career Center

Go to <https://archiver.mywccc.org>

Log in as if you were logging into your work computer



First, click on the Folders & Tags button.



The folder structure you see will be as your mailbox was mid-July of 2011. All emails received or sent since mid-July 2011 have been captured at the Exchange Server prior to your placement into folders and will be located under All Items at the top of the tree. Inside of the Archiver, you will rely on Tags to Organize yourself. Thus, searching will become important to you. Please click the [Advanced](#) hyperlink next to the search button.

Notice by default, All Items (include Folders) and Any tags are selected. These fields can be modified. Your messages will not have tags unless you have tagged them in the archiver.

The + - buttons allow you to add or subtract search parameters using a Boolean AND or OR connector. Thus, if I want to search for all emails from Charles Nottingham that contain information about printing, it might look like this:

MESSAGE ARCHIVER 350 BASIC Log Off English

Search Client Configuration Task Manager

Archive Search Help

Standard Folders & Tags Saved Searches Tasks

Include Folders: All Items Select Tags: Any Select

+ Email From contains charles nottingham AND Search (Basic)

+ Email Entire Message contains print Save Search

All Items Tools View

Date	Size	From	To/Cc	Subject
2011-03-24 09:30:24	15.8K	Charles Nottingham <cnotti...>	Dave Cairns <david.cairns@m...>	printer reassignments
2011-03-24 09:30:23	16.1K	Charles Nottingham <cnotti...>	David Cairns <DAVID.CAIRNS...>	printer reassignments
2011-02-15 09:57:01	2.5K	Charles Nottingham <cnotti...>	Dave Cairns <david.cairns@m...>	batteries at animal shelter
2011-02-15 09:57:01	2.8K	Charles Nottingham <cnotti...>	David Cairns <DAVID.CAIRNS...>	batteries at animal shelter
2010-09-27 13:01:08	1.9K	Charles Nottingham <cnotti...>	"~All Staff" <AllStaff@wccc1.i...>	Printing Issue on Windo...
2010-09-27 13:01:07	2.2K	Charles Nottingham <cnotti...>	~All Staff <AllStaff@wccc1.int...>	Printing Issue on Windo...
2010-09-27 13:01:07	2.3K	Charles Nottingham <cnotti...>	~All Staff <AllStaff@wccc1.int...>	Printing Issue on Windo...
2010-09-27 13:01:07	2.3K	Charles Nottingham <cnotti...>	~All Staff <AllStaff@wccc1.int...>	Printing Issue on Windo...
2010-09-27 13:01:07	2.3K	Charles Nottingham <cnotti...>	~All Staff <AllStaff@wccc1.int...>	Printing Issue on Windo...
2010-09-27 13:01:07	2.3K	Charles Nottingham <cnotti...>	~All Staff <AllStaff@wccc1.int...>	Printing Issue on Windo...
2010-09-27 13:01:07	2.3K	Charles Nottingham <cnotti...>	~All Staff <AllStaff@wccc1.int...>	Printing Issue on Windo...
2010-09-27 13:01:07	2.3K	Charles Nottingham <cnotti...>	~All Staff <AllStaff@wccc1.int...>	Printing Issue on Windo...
2010-09-27 13:01:07	2.3K	Charles Nottingham <cnotti...>	~All Staff <AllStaff@wccc1.int...>	Printing Issue on Windo...
2010-05-19 16:02:13	19.9K	Charles Nottingham <cnotti...>	David Cairns <DAVID.CAIRNS...>	FW: SR#34838058 ---1 ...
2010-05-19 16:02:13	19.9K	Charles Nottingham <cnotti...>	David Cairns <DAVID.CAIRNS...>	FW: SR#34838058 ---1 ...
2010-05-19 16:02:13	19.9K	Charles Nottingham <cnotti...>	David Cairns <DAVID.CAIRNS...>	FW: SR#34838058 ---1 ...
2010-05-19 16:02:00	19.4K	Charles Nottingham <cnotti...>	David Cairns <DAVID.CAIRNS...>	FW: SR#34838058 ---1 ...
2010-04-26 15:30:42	37.3K	Charles Nottingham <cnotti...>	David Cairns <DAVID.CAIRNS...>	Re: Section 6 - Technolo...

Displaying 1 - 28

Subject: printer reassignments
 Date: 2011-03-24 09:30:24
 From: Charles Nottingham
 To/Cc: Dave Cairns

View Message View Source

Charles Nottingham
 Hardware/Network Technician
 Warren County Career Center
 3525 North State Route 48
 Lebanon, OH 45036
 513-932-5677 Ext. 5298 Desk Phone
 Ext. 5566 Help Desk
 513-383-8808 Cell Phone
 cnottingham@mywccc.org

printer reassignments.xlsx (14KB)

Please notice that the preview window on the right displays a bit of the message. If you double click on the email in the center pane, it will actually open the email for you. Also, note the paper clip icon used to indicate email attachments. Now, if I wanted to tag the emails returned in the search, I would click on Tools, Tag Selected, and enter the tag I desired.

I did tag the first message in the list using Print for the tag. I will show you later what that will look like.

Notice under the Tools menu, you have the ability to Export and Forward messages. You can forward messages out of the archiver and back into your Exchange Mailbox. The Export Feature will create a PST file which can be opened in Outlook.

Also, Notice that in the menu bar, it indicates Displaying 1 – 28. There is a possibility that your search will return multiple pages of emails forcing you to either add additional search parameters or flip through the pages.

By clicking on the Boolean AND button, the connector will change to OR. Now if I renew my search, I get many more hits. I have clicked on view > Messages Per Page and set that for 200. The small play arrows <> in the upper left corner of the menu allows me to move between pages. In the graphic below, I am on page 2 and have both a previous page and a next page available. Also note that by using the Boolean OR connector, I am seeing email From Charles highlighted in yellow and email from others unhighlighted.

Include Folders: Tags:

From contains OR (Basic)

Entire Message contains

Displaying 201 - 400

Date	Size	From	To/Cc	Subject
2011-01-26 18:54:21	35.3K	Tom Harris <Tom.Harris@myw...	Chris Benitez <CHRIS.BENITEZ...	FW: Pictures for ID Badges
2011-01-26 14:44:22	34.9K	David Cairns <DAVID.CAIRNS...	Tom Harris <Tom.Harris@myw...	Pictures for ID Badges
2011-01-26 14:35:51	37.1K	eSchool News <eschool.news...	<david.cairns@mywccc.org>	eSN_Tools_For_Schools...
2011-01-26 14:06:39	4.7K	David Cairns <DAVID.CAIRNS...	Ann Burton <ANN.BURTON@...	WCCC ID Badge
2011-01-26 12:08:37	45.0K	eSchool News <eschool.news...	<david.cairns@mywccc.org>	eSN_Today:_Google_ma...
2011-01-26 11:01:37	20.7K	Adobe Systems Incorporated ...	<david.cairns@mywccc.org>	Thanks for registering-cl...
2011-01-26 03:15:45	58.1K	SQLServerCentral.com <subs...	wj_Cairns <wj_Cairns@swoc...	Backup and Housekeepi...
2011-01-25 11:49:48	42.7K	eSchool News <eschool.news...	<david.cairns@mywccc.org>	eSN_Today:_Amid_econ...
2011-01-25 06:18:36	15.4K	Inside the School <updates@in...	<david.cairns@mywccc.org>	[SPAM] Last Chance: Usi...
2011-01-25 03:55:26	60.7K	SQLServerCentral.com <subs...	wj_Cairns <wj_Cairns@swoc...	Automated Trigger To Re...
2011-01-24 13:58:34	38.9K	eSchool News <eschool.news...	<david.cairns@mywccc.org>	eSN_This_Week:_Surve...
2011-01-21 11:47:58	41.8K	eSchool News <eschool.news...	<david.cairns@mywccc.org>	eSN Today: Panel: How t...
2011-01-21 08:20:03	852.6K	"Bob Wysong" <BOB.WYSON...>	"David Cairns" <DAVID.CAIRN...	FW: Warren County Care...
2011-01-20 11:34:53	45.9K	eSchool News <eschool.news...	<david.cairns@mywccc.org>	eSN_Today:_Using_Multi...
2011-01-18 15:31:17	22.0K	JourneyEd Academic Deals <...	<david.cairns@mywccc.org>	Back to School Acade...
2011-01-18 12:32:19	1.4K	Charles Nottingham <cnotti...	Dave Cairns <david.cairns@m...	android tablet
2011-01-18 12:32:18	1.8K	Charles Nottingham <cnotti...	David Cairns <DAVID.CAIRNS...	android tablet
2011-01-18 11:21:34	40.6K	eSchool News <eschool.news...	<david.cairns@mywccc.org>	eSN Today: Survey: Sch...
2011-01-18 08:11:25	20.7K	Adobe Systems Incorporated ...	<david.cairns@mywccc.org>	Thanks for registering-cl...
2011-01-18 08:05:32	4.0K	David Cairns <DAVID.CAIRNS...	Charles Nottingham <cnottingh...	FW: Computer Lab 505H ...
2011-01-18 01:11:54	57.3K	SQLServerCentral.com <subs...	wj_Cairns <wj_Cairns@swoc...	An Introduction to Datab...
2011-01-17 15:59:21	38.9K	eSchool News <eschool.news...	<david.cairns@mywccc.org>	eSN_This_Week:_Should...
2011-01-17 15:35:36	22.7K	Joe Marischen <JMarischen@L...	David Cairns <DAVID.CAIRNS...	RE: New Equipment IP an...
2011-01-17 13:31:17	39.6K	eSchool News <eschool.news...	<david.cairns@mywccc.org>	eSN Today: The best of ...
2011-01-17 12:40:33	39.6K	eSchool News <eschool.news...	<david.cairns@mywccc.org>	eSN Today: The best of ...
2011-01-14 15:20:34	19.3K	TigerDirect Business Center <...	<david.cairns@mywccc.org>	Your TigerDirect Busines...
2011-01-14 15:20:33	23.0K	TigerDirect Business Center <...	<david.cairns@mywccc.org>	Your TigerDirect Busines...
2011-01-14 15:20:32	20.8K	TigerDirect Business Center <...	<david.cairns@mywccc.org>	Your TigerDirect Busines...

Subject: printer reassignments
 Date: 2011-03-24 09:30:24
 From: Charles Nottingham
 To/Cc: Dave Cairns
 Tags: Print

Charles Nottingham
 Hardware/Network Technician
 Warren County Career Center
 3525 North State Route 48
 Lebanon, OH 45036
 513-932-5677 Ext. 5298 Desk Phone
 Ext. 5566 Help Desk
 513-383-8808 Cell Phone
 cnottingham@mywccc.org

[printer reassignments.xlsx \(14KB\)](#)

If I want to save a search for future use, there is a Save Search button under the search parameter fields at the top of the page.

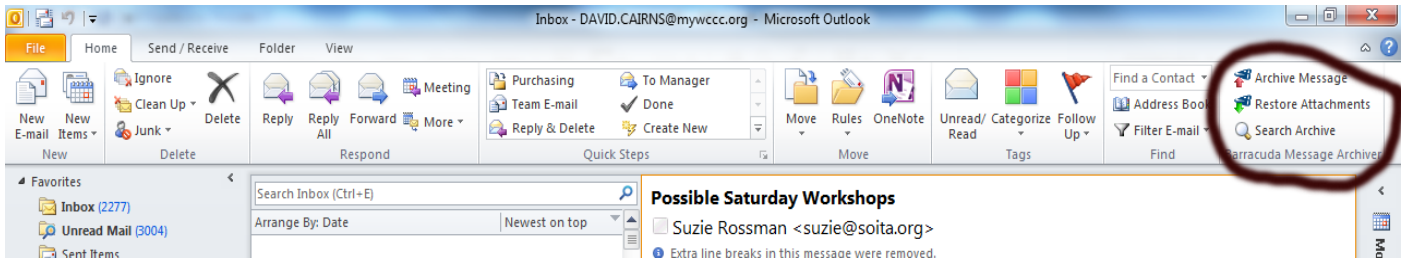
Here is what item tagging will do for you – this is how, if you desire, to organize your items in the archvier:

Displaying 1 - 1

Date	Size	From	To/Cc	Subject
2011-03-24 09:30:24	15.8K	Charles Nottingham <cnottingham@mywccc.or...	Dave Cairns <david.cairns@mywccc.org>	printer reassignments

Tags:

There's really not a lot more to it! At work, we have installed a quick search plugin for Outlook which you may have already noticed.



This plugin allows you to do a basic Archiver search without leaving Outlook.

Under Client Configuration, there is also a stand-alone search utility that you may want to install at home, on your laptop, or your work computer if you are an Outlook Web Client user.



Please keep in mind that the Archiver is not a backup solution nor is it as fast or responsive as Exchange. Nothing can replace quality of taking the time to keep your email neat and organized. The primary purpose of the Archiver is to keep our organization legally compliant. It will archive everything that Exchange processes including calendar items, notes, and tasks in addition to email.