



Information Technology Help Document Using the Email Archiver.

The City of West Allis has an e-mail archiving system where every e-mail message sent or received is retained for the 7 year retention policy. The archiver comes from a software company called 'Barracuda'.

You can access the mail archive via [AskAllis](#). From the Help Center/Emergency category, look for the Email Archive link.

You can also use the Mail Archiver URL: <https://login.barracudanetworks.com/>

Barracuda Mail Archiver – contains all emails sent or received for the past 7.5 years.

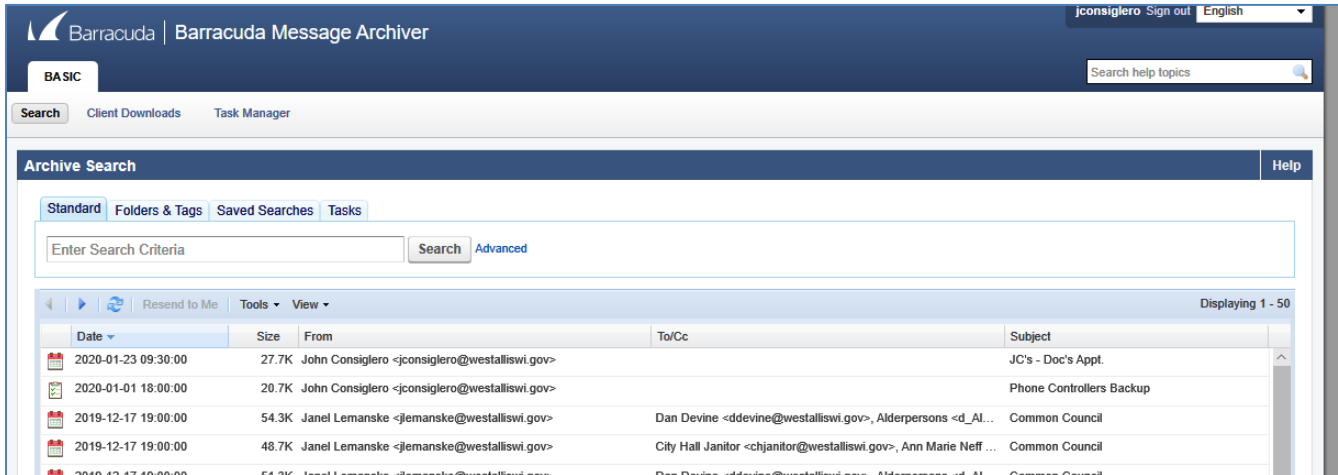
When you click on the link to the Archiver, you will be asked for your e-mail account (flast@westalliswi.gov) and possibly your city user ID and password.

A screenshot of the Barracuda Sign In page. The page has a blue header with "English (US)" and a dropdown arrow. The main content area is white and features the Barracuda logo at the top. Below the logo, it says "Sign In with your Barracuda Account". There is an "Email Address" label above a text input field. Below the input field is a blue "NEXT" button. At the bottom, there is a "CREATE A USER" link and a small disclaimer: "By clicking 'Next', you agree to our Privacy Policy. Need Help? Contact Barracuda Support".A screenshot of the Barracuda Message Archiver login screen. The page has a dark blue header with the Barracuda logo and the text "Barracuda | Message Archiver". Below the header, there is a white login form with a "Username" label above a text input field and a "Password" label above another text input field. A blue "Sign in" button is located at the bottom right of the form.

After logging in, your mail archive is displayed.

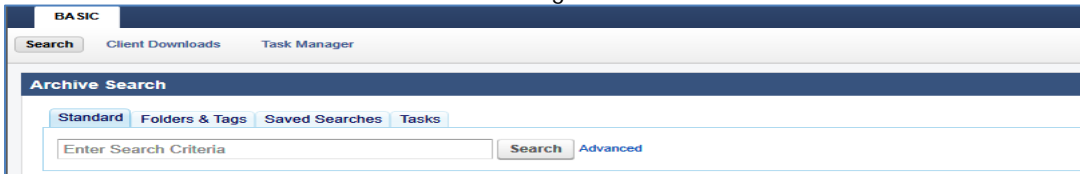


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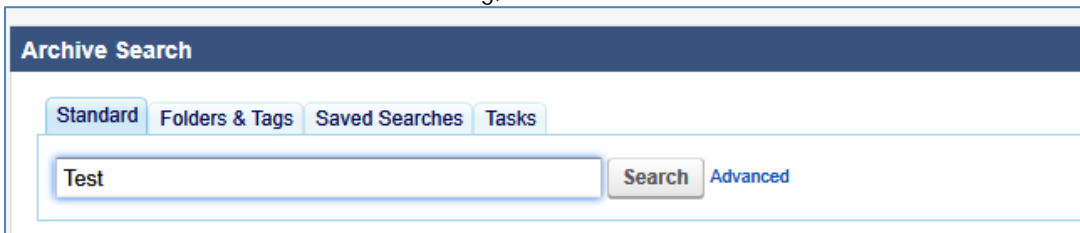


Searching Your Mail Archive

1. Select the Standard tab on horizontal navigation bar.



2. Enter search term for basic searching, then click the Search button



3. Search results will display in a table format. If there are multiple pages of messages, use the navigation buttons to move between pages. Search results can be sorted by clicking on a column heading



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Date	Size	From	To/Cc	Subject
2019-07-22 09:05:16	4.9K	John Consigliero <JConsigliero@westalliswi.gov>	Jack Coffey <JCoffey@westalliswi.gov>	Twinning
2019-07-22 03:31:55	5.9K	Barracuda Networks Technical Support <noreply@barracuda...>	DigitalServices <DigitalServices@westalliswi.gov>	BBS690 #458869 - **ALERT** Backup Serv...
2019-07-22 01:56:48	302.6K	Barracuda Networks Technical Support <support@barracuda...>	DigitalServices <DigitalServices@westalliswi.gov>	BBS690 #458924 - Backup Report - GIS Ser...
2019-07-22 01:56:42	9.7K	Barracuda Networks Technical Support <support@barracuda...>	DigitalServices <DigitalServices@westalliswi.gov>	BBS690 #458924 - **Backup Alert** - GIS S...
2019-07-22 00:14:03	20.6K	Barracuda Networks Technical Support <support@barracuda...>	DigitalServices <DigitalServices@westalliswi.gov>	BBS690 #628617 - Backup Report - City SQ...

Advanced Searching by Multiple Criteria

Use Barracuda’s Advanced Searching to search by multiple search terms, sender name, message date, and other search criteria

1. Click the Advanced link (next to the Search button) to open the Advanced search tools. Use the drop down fields to enter your search criteria.

Archive Search

Standard Folders & Tags Saved Searches Tasks

+ Email Entire Message contains Test Search

Save Search

2. Using the + button to add more search criteria and terms or the – button to delete.

Archive Search

Standard Folders & Tags Saved Searches Tasks

+ Email Entire Message contains Test AND Search Basic

+ Email Entire Message contains

Save Search

Forward Messages from Mail Archiver

You can send messages from your Mail Archive to your own Outlook or to another email address.

1. From any mailbox view or search, select a single message by clicking once on it, or hold the “Ctrl” key on your keyboard and select multiple messages by single clicking on each one.
2. Right click on selected message(s) In the menu that appears select forward message



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The screenshot shows an email client interface with a list of emails. A context menu is open over the email dated 2019-07-21 17:27:50. The menu options are: Export Messages, Forward Selected, Tag Selected, and Untag Selected. The email list has columns for Date, Size, From, To/Cc, and Subject.

Date	Size	From	To/Cc	Subject
2019-07-22 09:05:16	4.9K	John Consiglero <JConsiglero@westalliswi.gov>	Jack Coffey <JCoffey@westalliswi.gov>	Twinning
2019-07-22 03:31:55	5.9K	Barracuda Networks Technical Support <noreply@barracuda...>	DigitalServices <DigitalServices@westalliswi.gov>	BB5690 #458869 - **ALERT** Backup Serv...
2019-07-22 01:56:48	302.6K	Barracuda Networks Technical Support <support@barracuda...>	DigitalServices <DigitalServices@westalliswi.gov>	BB5690 #458924 - Backup Report - GIS Ser...
2019-07-22 01:56:42	9.7K	Barracuda Networks Technical Support <support@barracuda...>	DigitalServices <DigitalServices@westalliswi.gov>	BB5690 #458924 - **Backup Alert** - GIS S...
2019-07-22 00:14:03	20.6K	Barracuda Networks Technical Support <support@barracuda...>	DigitalServices <DigitalServices@westalliswi.gov>	BB5690 #628617 - Backup Report - City SQ...
2019-07-21 17:27:50	90.4K	City Hall Information Technology <d_City_Hall_Information_T...>	City Hall Information Technology <d_City_Hall_Information_T...>	PRTG: WMDNSSERVER WM DNS Test Do...
2019-07-21 17:26:55		City Hall Information Technology <d_City_Hall_Information_T...>	DigitalServices <DigitalServices@westalliswi.gov>	PRTG: WMDNSSERVER WM DNS Test Down
2019-07-21 17:17:55		City Hall Information Technology <d_City_Hall_Information_T...>	City Hall Information Technology <d_City_Hall_Information_T...>	PRTG: WMDNSSERVER WM DNS Test Do...
2019-07-21 17:16:00		City Hall Information Technology <d_City_Hall_Information_T...>	DigitalServices <DigitalServices@westalliswi.gov>	PRTG: WMDNSSERVER WM DNS Test Down
2019-07-21 08:55:45		Barracuda Networks Technical Support <support@barracuda...>	DigitalServices <DigitalServices@westalliswi.gov>	BB5690 #628617 - Backup Report - City SQ...

3. Enter in the email address you wish to send the message to, and it will be delivered to that mail box.