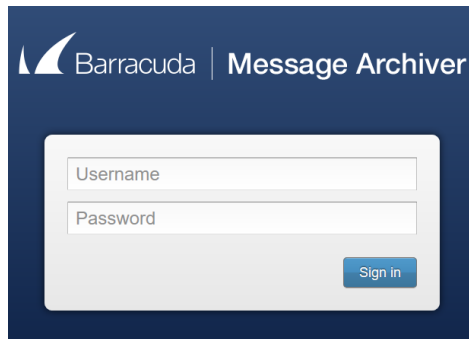# Message Archiver

There are 2 ways to use the Message Archiver. The Website and the Outlook Plug-In
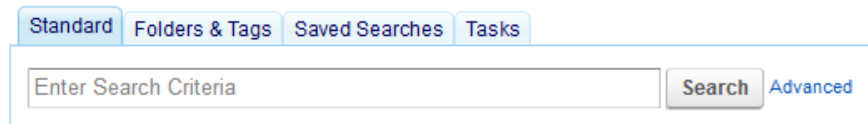
The Website allows you to have more precise search criteria while the Plug-In allows you to search the Archiver without leaving outlook.

Website

Go to https://bma.freestateelectric.com then login with your Freestate Username and Password

From here you can use the Search Bar to look for keywords in the subject, body, to/from field, and set a date range.
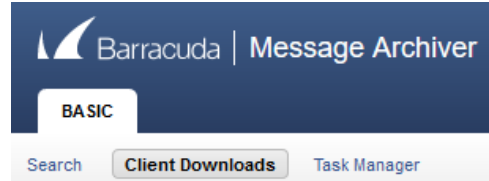

By clicking Advanced you can then choose the more specific search criteria such as keywords in the subject, body, to/from field, and you can set a date range. If you click on the plus or minus on the left-hand side of the search bar you can add or delete search criteria
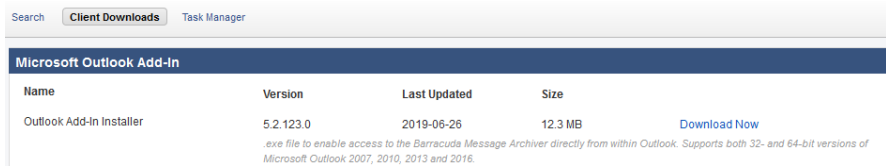
Plug-In

In order to download the plug-in go to https://bma.freestateelectric.com then login with your Freestate Username and Password. In the top left-hand corner choose the **Client Downloads** tab
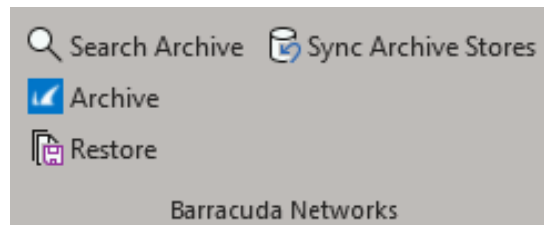

From here click on the **Download Now** option next to the Outlook Add-In Installer Once the download has completed find the Installer in your downloads folder and double click it to start the install
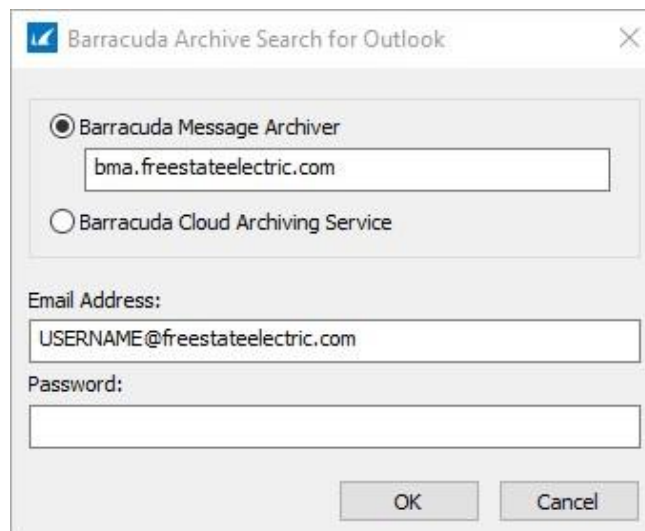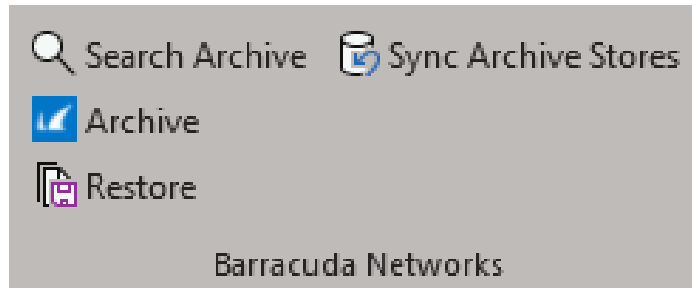

<div align="center">

YOU MUST CLOSE OUTLOOK BEFORE YOU START THE INSTALL

</div>

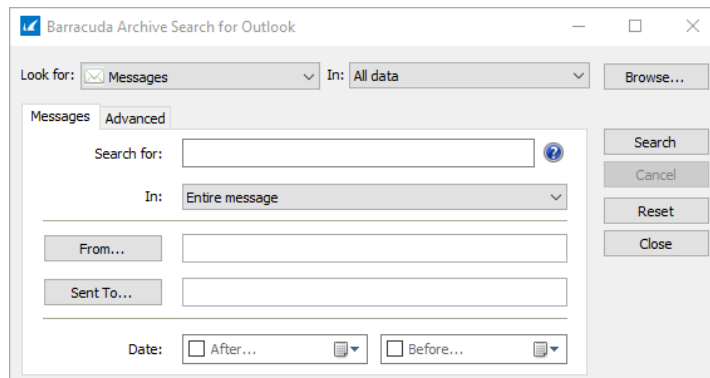Once the install is complete outlook will open and you will see the Add-In added to the Home Tab

The first time you click Search, Archive or Restore you will be prompted to sign into the Add-In.

Search Archive – Clicking this option will bring up a search box where you can search by keyword, the from or to address as well as select a date range to search. The search will return up to 1,000 results

Archive – After selecting a message with an attachment this option will Stub the attachment. This will remove the attachment from your inbox and replace it with a download link from the Barracuda Message Archive (BMA) clicking the link will bring you to the Message Archive page where you will be asked to Log In. After logging in the stubbed attachment will be downloaded to your computer. We also automatically Stub all messages that are over 30 days old.

Restore – This option will download any stubbed attachment back to the message. Replacing the download link with the actual attachment. This way you do not need to sign in to view every stubbed attachment.