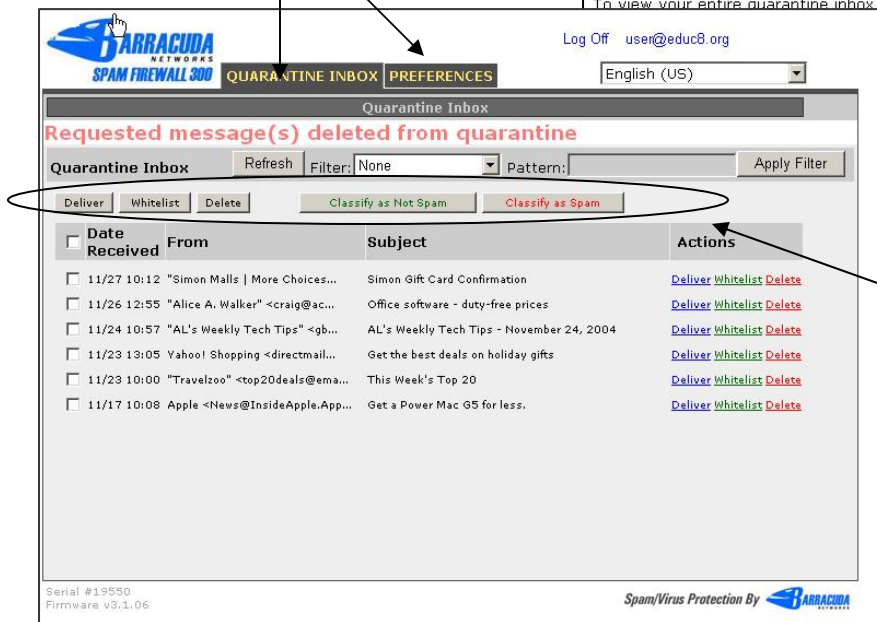
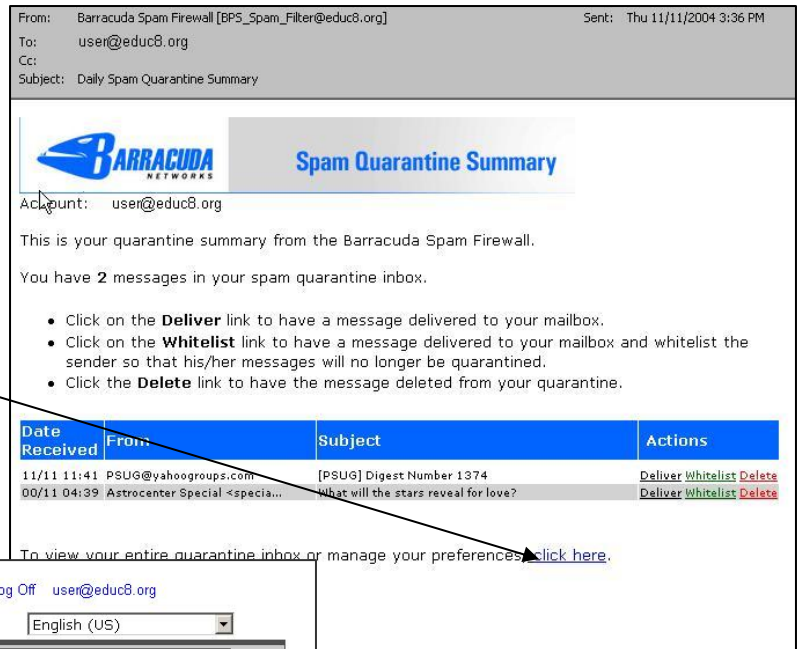


Barracuda Spam Firewall Basics

You will receive daily email messages indicating whether there are quarantined items in your barracuda inbox. The message will look similar to that shown here.

To access your barracuda inbox, click on the **CLICK HERE** link at the bottom of the message.

There are two tabs in your Barracuda inbox, the **Quarantine Inbox** tab, and the **Preferences** tab.



Quarantine Inbox tab - once you are in your Barracuda inbox, you can view the messages that were quarantined and choose how they are handled by the system using the buttons:

Deliver – Deliver message to your email inbox. No settings are saved to the spam filter and if a message from this address is sent again, it will be

delivered to your Barracuda inbox again.

Whitelist – Deliver message to your email inbox and allow all future messages from the sender to be sent directly to your email inbox.

Delete – Delete message from your quarantine inbox. Message is not delivered to your email inbox and no settings are saved to the spam filter. Any future messages from this address will be delivered to your Barracuda inbox.

Classify as Not Spam – Deliver message to your email inbox and train filter not to mark messages of this type as spam. Any future messages from this address will be delivered directly to your email inbox.

Classify as Spam – Delete message from your quarantine inbox. Message is not delivered to your email inbox and spam filter is trained to recognize future messages of this type as spam. Any future emails of this type will be deleted and not reach your inbox.

Barracuda Spam Firewall Basics

Preferences Tab – clicking on the Preferences tab will take you to the preference settings for your Barracuda account. There are four sub-tabs under Preferences:

The screenshot shows the 'Whitelist/Blacklist' sub-tab. It features two main sections: 'Allowed Email Addresses and Domains (Whitelist)' and 'Blocked Email Addresses and Domains (Blacklist)'. Each section has an 'Email Address' input field, an 'Add' button, and a trash icon. The whitelist section contains a list of email addresses: daily@astrocenter.com, PEN@PublicEducation.org, PSUG@yahoo.com, webmaster@osxfaq.com, and weekly@astrocenter.com. A tooltip explains that emails from these addresses will not be analyzed for spam but will be scanned for viruses. The blacklist section has a tooltip stating that emails from these addresses will always be blocked.

Whitelist/Blacklist – shows the email addresses that you have added to your whitelist (which are sent directly to your email inbox) and blacklist (which are deleted and never seen in your inbox). You can manually add and delete address to your lists using this tab, but generally it needs no maintenance since you indicate in your Quarantine Inbox whether to whitelist or blacklist items.

Quarantine Settings – allows you to disable the quarantine inbox, which will deliver all messages directly to your inbox using the [QUAR] designation as described.

The Quarantine Notification section allows you to change the delivery of the email notifications from daily to weekly or never. If you change the interval to never, you will need to manually log in and check your quarantine inbox.

The screenshot shows the 'Quarantine Settings' sub-tab. It includes two main sections: 'Quarantine Enable/Disable' and 'Quarantine Notification'. The 'Quarantine Enable/Disable' section has a 'Save Changes' button and radio buttons for 'Yes' (selected) and 'No'. A tooltip indicates that 'Yes' is recommended and that messages will be quarantined with '[QUAR]' in the subject line. The 'Quarantine Notification' section also has a 'Save Changes' button and radio buttons for 'Daily', 'Weekly' (selected), and 'Never'. A tooltip explains that 'Daily' is recommended and determines how often notifications are received. Below this, there is a 'Notification Address' field with the value 'jennifer_weber@educ8.org' and a tooltip stating to use this entry to override the default notification address.

The screenshot shows the 'Spam Settings' sub-tab. It features a 'Spam Filter Enable/Disable' section with a 'Save Changes' button and radio buttons for 'Yes' (selected) and 'No'. A tooltip indicates that 'Yes' is recommended and that all messages will be scanned for spam.

Spam Settings – allows you to disable and enable the spam filter for your email account. If you disable, all email will be delivered directly to your email inbox without being scanned.

It is recommended that you keep spam filtering enabled.

Password – this page allows you to change the default password to your account.

The screenshot shows the 'Password' sub-tab. It is titled 'Password Change' and has a 'Save Password' button. It contains three input fields: 'Old Password:', 'New Password:', and 'Re-Type New Password:'.