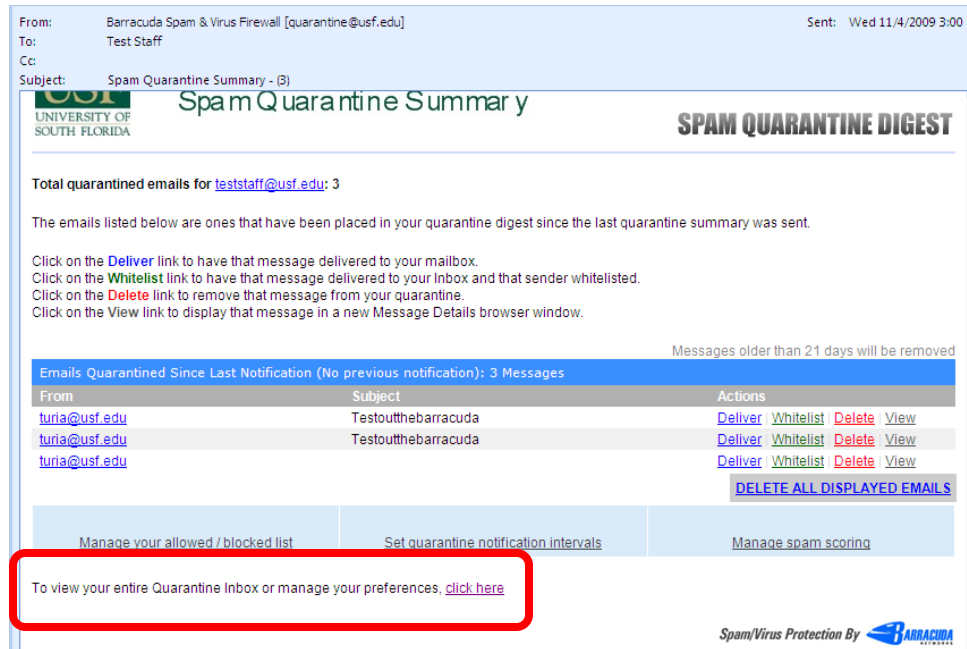


Using the Barracuda Spam Firewall

You can access your quarantined email in two ways:

1. Click the link in your daily summary email that is sent to your inbox. This will automatically connect and log you in to the email quarantine.



OR

2. Open a web browser and go to <http://www.usf.edu/antispam> then use the **Access your Barracuda Email Quarantine** link provided. You will then see the log on screen shown below:



Username: USF email address

Password: the same password that you use to log on to the network

Once you are logged in, you will see your quarantine inbox as pictured below:

Serial #BAR-SF-178029
Firmware v4.0.1.008
Model: 800

Spam/Virus Protection By BARRACUDA
Copyright 2004-2009 Barracuda Networks, Inc.

Quarantine Inbox tab - Deliver/Whitelist/Delete email in the Quarantine

By default, the QUARANTINE INBOX is displayed. You can manage the items in the quarantine individually or as a group.

- Individually: To Deliver, Whitelist, or Delete individual emails, select the preference to the right of the email subject. (area highlighted in purple)
- As a Group: To Deliver, Whitelist, or Delete all the emails in the quarantine at one time, click the small box next to "Time Received" and then make your choice above the box you just checked. (area highlighted in green)

Allowed Email Addresses and Domains (Whitelist) ?

Email Address	Bulk Edit
<input type="text"/>	<input type="button" value="Add"/>

Email sent from addresses entered here will not be analyzed for spam, but will be scanned for viruses.

Blocked Email Addresses and Domains (Blacklist) ?

Email Address	Bulk Edit
<input type="text"/>	<input type="button" value="Add"/>

Email sent from addresses entered here will always be blocked.

Preferences Tab – Whitelist /Blacklist

- **Allowed Email Addresses and Domains:** This area will allow you to manually add or delete email addresses and domains from the Whitelist. When an email address or domain is added to the Whitelist from the Quarantine Inbox, the system automatically enters them to the list found here.
- **Blocked Email Addresses and Domains:** This area will allow you to add or delete users and domains from the Blacklist.

Quarantine Enable/Disable Save Changes ?

Enable Quarantine: Yes No

If **No**, messages that would ordinarily be quarantined will instead be delivered to your mailbox with an identifier (ex. [QUARANTINE]) prepended to the subject line. **Recommended: Yes**

Quarantine Notification Save Changes ?

Notification Interval: Daily Weekly Never

Determines how often you receive an email summary of the messages that are quarantined. **Recommended: Daily**

Notification Address:

Set the email address that will receive quarantine notifications for this account. **Default: teststaff@usf.edu**

Default Language Save Changes ?

Default Language:

Sets the default quarantine message language. Also sets the default encoding for handling unknown character sets during filtering. **Note:** All email notifications from the Barracuda will be in UTF8 encoding.

Preferences Tab – Quarantine Settings

- **Enable Quarantine:** The default setting is “Yes” to turn on spam filtering. If you change this setting to “No,” filtering will be disabled and all email will be delivered to your inbox.
- **Quarantine Notification:** The default setting is “Daily.” You can change the setting to “Weekly” or “Never.” If you select “Never” you will not receive a summary email and will need to manually log in to your account to check spam as described in the first section of this document.
- **Default Language:** The default setting is English. Use the pull down next to the language to see other language options.

Logging Off

When you are finished viewing your quarantine email, you can log off of the Barracuda system by clicking on the “Log Off” link found in the upper right-hand corner of the page.