

## Barracuda Outlook Plug-In

The Barracuda Outlook Plug-in provides the ability to mark email as spam (or not spam) from within the Outlook client and automatically builds Whitelist entries as email is sent.

### TO INSTALL THE BARRACUDA OUTLOOK PLUG-IN

*Exit Outlook before beginning the installation*

Use your web browser to go to

[www.usf.edu/antispam](http://www.usf.edu/antispam)

Click the **Click Here to Access your Barracuda Email Quarantine** link

Click **OK** if you see a message that you are about to view pages over a secure connection

Do NOT login

Click the **Download Outlook Add-In** link

You will be asked if you want to Run or Save this file

Click the **Save** button

Select a directory to save the plug-in

Click the **Save** button

You may see a progress bar as the plug-in is downloaded  
When the download is finished

Click the **Open Folder** button

Double-click the **outlook\_plugin\_v2** item to start the install

Click the **Run** button

The **Installation Wizard** appears

Click the **Next>** button

The **End-User License Agreement** appears

Read the License Agreement and if you agree

Select the radio button next to **I accept the license agreement**

Click the **Next** button

The **Ready to Install** screen appears

Click the **Install** button

The installation will begin and a Progress Bar will display the installation status

When the installation is complete, the window will display a window stating **Completing the Barracuda Spam & Virus Firewall Outlook Add-In Setup Wizard**

Click the **Finish** button to close the window

## **TO USE THE BARRACUDA OUTLOOK PLUG-IN**

Start Outlook

You should see two new icons, one Green and one Red

The Green icon is rarely used since it is used to identify items that are NOT spam

The **RED** icon is used to deal with spam email that you find in your Inbox  
If you find a spam email in your Inbox,

Highlight the message and then  
Click the **RED** mark as spam icon

In addition, a new tab labeled Spam Firewall will appear under **TOOLS, OPTIONS**

IT recommends that these settings not be changed since these settings enable Barracuda to create a Whitelist from email you send out