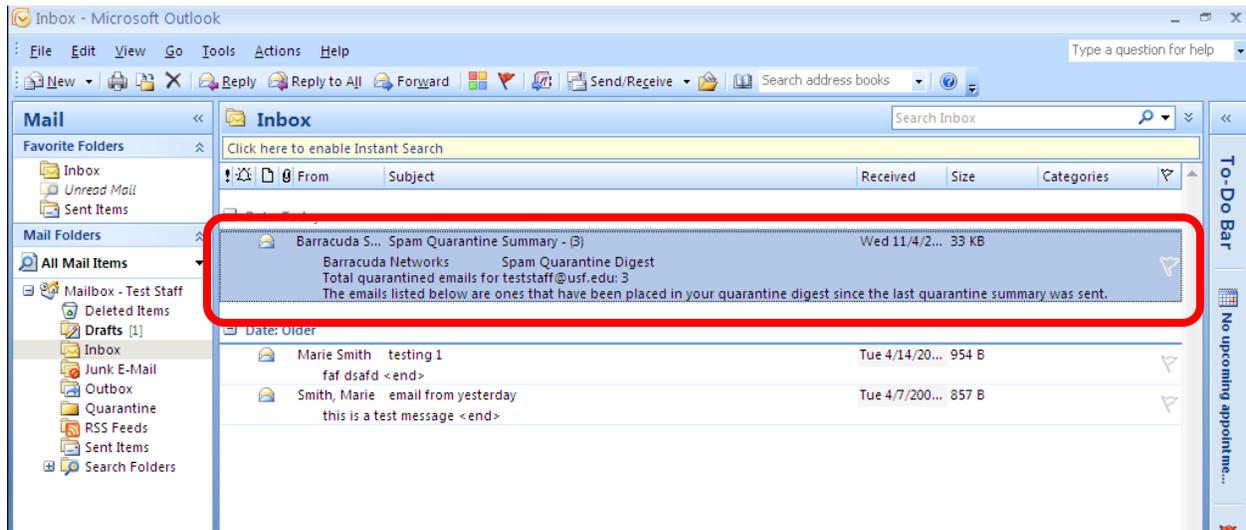


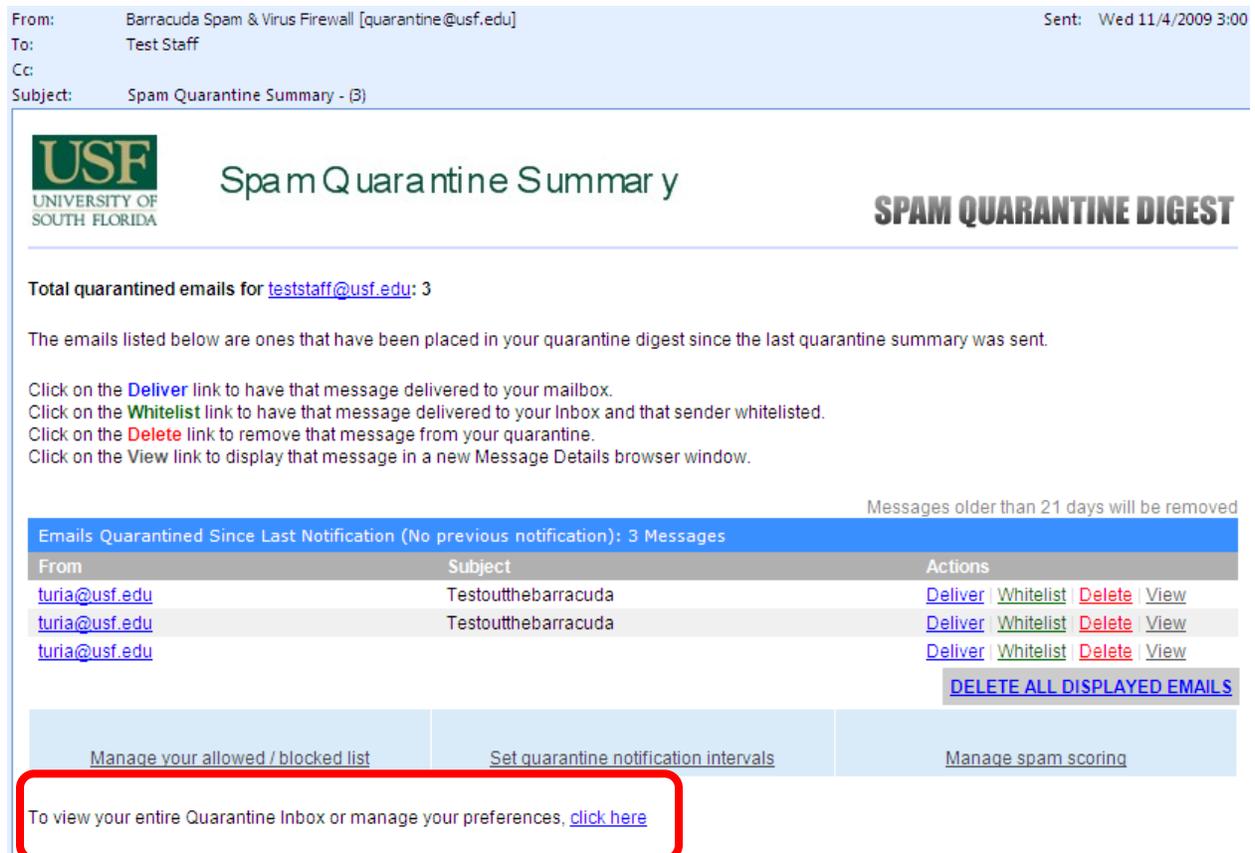
Barracuda- Changing Spam Scoring Settings

WARNING: Certain settings may create a situation where valid email is REFUSED by the system with NO means of recovering those messages.

1. Double-click the **Spam Quarantine Summary** message in your inbox

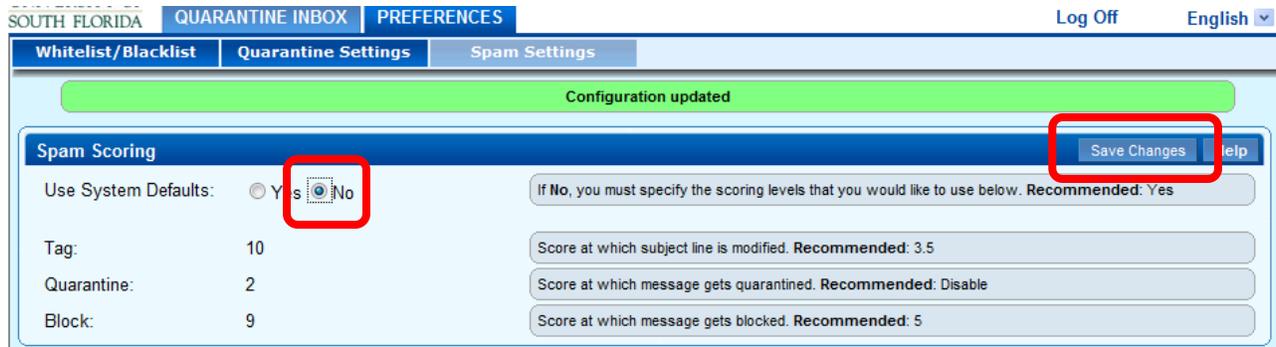


2. Scroll to the bottom of the **Spam Quarantine Summary** message and click on the **click here** link in the sentence: "To view your entire quarantine inbox or manage your preferences, **click here**"

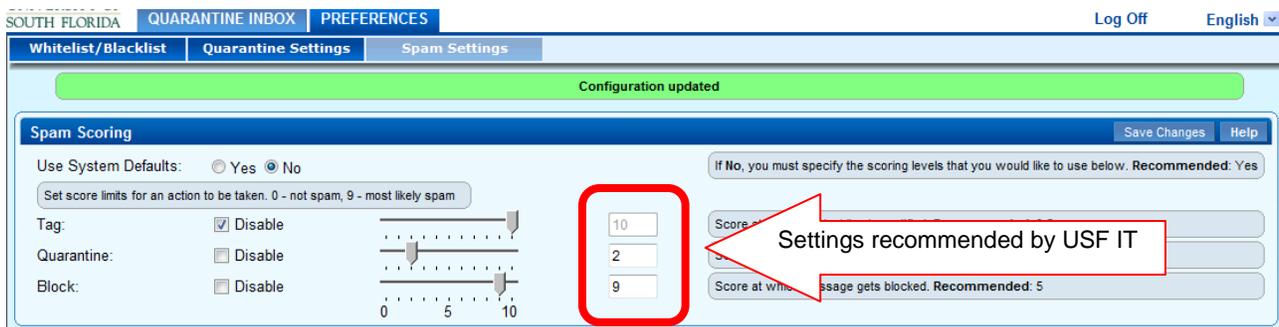


The Barracuda Quarantine Inbox screen opens.

3. Select the **PREFERENCES** tab, then Select the **Spam Settings** item
4. Select the **NO** radio button next to Use System Defaults on the Spam Settings page and then click the **Save Changes** button.



5. A confirmation message stating **Configuration updated** should appear and you can now edit the spam score settings. The defaults, shown in the **RED** boxes, are those recommended by Information Technology at USF:



6. Change settings by using the sliders OR type in a number in the box provided. **Information Technology recommends:**

Tag score: A score of **10** is recommended. This turns email tagging **OFF**. You may also use the Disable checkbox. This setting is recommended because bulk/spam messages should be quarantined instead of being delivered to the inbox with the word [BULK] in the subject line.

Quarantine score: A score of **2** is recommended.

IT has found that a setting of **2** will deliver a high percentage of valid email to your inbox with few valid emails being quarantined.

A higher score, such as 5, will quarantine **LESS** email and increase the chances that you will receive spam messages.

A lower score, such as 1, will quarantine **MORE** email and increase the chances that valid email will be quarantined.

If you check the Disable box no email will be quarantined.

Block score: A score of **9** is recommended. You should **NOT** change this setting.

IT feels **VERY STRONGLY** that this setting should be left at 9. Blocked messages are **NEVER** received by the system. They do **NOT** go to quarantine. **Blocked messages CANNOT be recovered**. You will **NOT** see the message, nor will you be notified that the message has been blocked. Furthermore, IT has found that setting this item lower than **9** will block messages from most listservs which means that you will **NEVER** receive those messages.

If you check the Disable box, no messages will be blocked.

7. After making the desired changes click the **Save Changes** button
8. Click the **Log Off** link in the upper right corner of the screen then close the **Barracuda** window and return to your Outlook Inbox