

Barracuda Spam Firewall

How To Install the Outlook Spam Tool

The “Outlook Spam Tool” is an easy to use two button toolbar which provides a quick user interface for the Barracuda Spam Firewall to designate an e-mail sender as legitimate or a spammer.

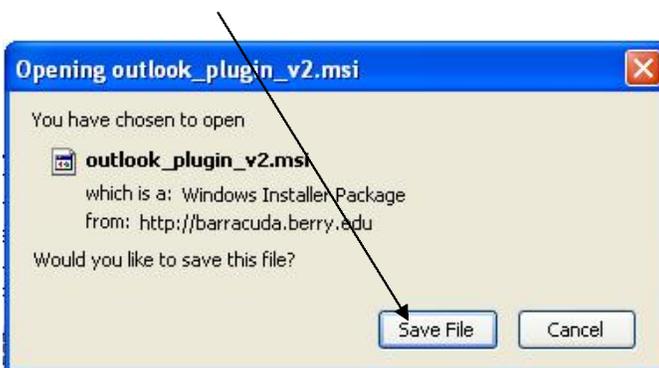
1. Go to <http://mailgw.berry.edu/cgi-bin/index.cgi> in internet explorer.
2. Select **Get Mail Client Plug-ins Here**



3. Select **Download Now** at the top of the screen.



4. Select **Save File**. Then select where to save file and select **Save** again.

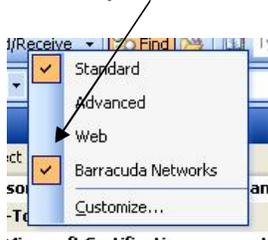


5. When finished downloading, locate the saved file and open it.
6. Click **Next** and then **Accept** the terms. Then click **Next** twice and click **Finish** when done.

There should now be the two button Barracuda toolbar in Outlook.



If the Barracuda toolbar is not present, right-click any toolbar and select it from the dropdown list.

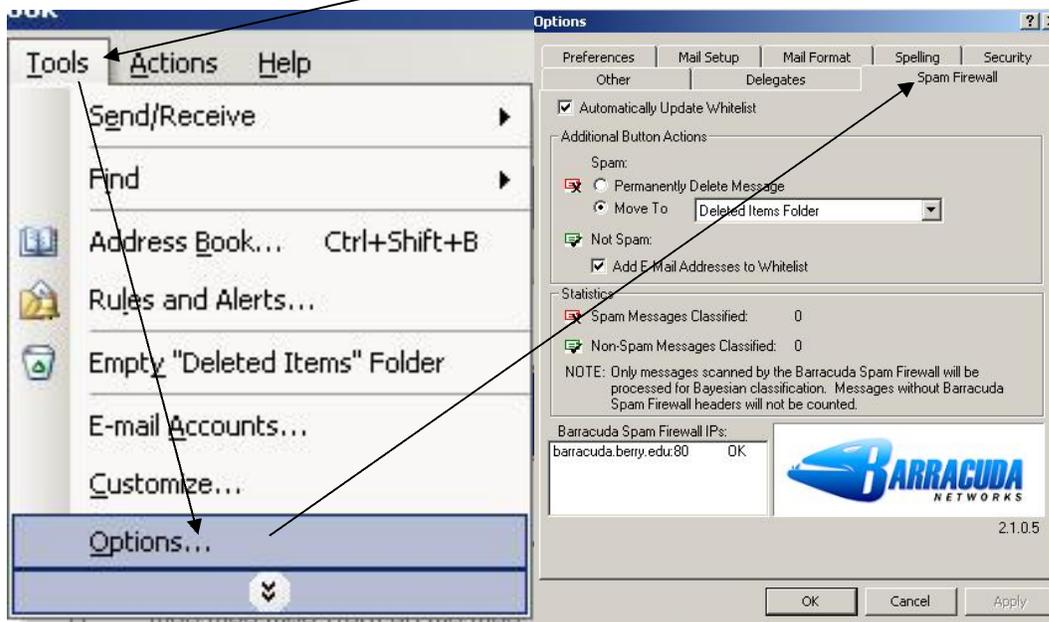


The green **Not Spam** button will place the legitimate sender on the Whitelist and the red **Spam** button will place the spammer on the Blacklist.

The Barracuda Spam Firewall manages spam by referencing two dynamic lists of e-mail addresses: the **Whitelist** and the **Blacklist**. The Whitelist is a list of known legitimate e-mail addresses. The Blacklist consists of known spam offenders. All users are responsible for managing their lists.

Managing the Outlook Spam Tool

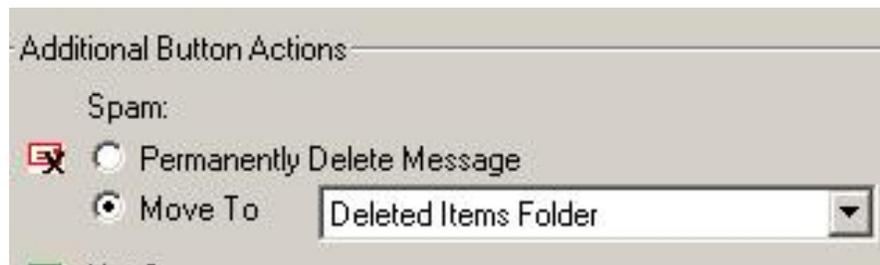
On the Outlook menu bar, select **Tools > Options > Spam Firewall** tab.



Automatically Update Whitelist

The first option allows the Whitelist to be automatically updated when checked. Selecting this option will automatically place a legitimate sender on the Whitelist. Otherwise, the sender will have to be “allowed” each time an e-mail arrives.

Options under **Additional Button Actions** allow for spam to be permanently deleted or moved to a specified folder.



By default, highlighting an e-mail and clicking the green **Not Spam** button temporarily assumes that the item sent is not spam. By checking the **Add E-Mail Addresses to Whitelist** box shown, e-mails from this sender will **always** be marked as Not Spam.

Not Spam:
 Add E-Mail Addresses to Whitelist

Managing the Quarantine Inbox

All users should be receiving periodic e-mails containing summary reports of their Barracuda Quarantine Inbox. Barracuda holds “suspicious” e-mail in the Quarantine Inbox until the user acts on it. After ten days, if nothing is done, the e-mail is permanently deleted.

If a user is not receiving expected e-mail, check the Barracuda Quarantine Inbox to see if it is being held there. If so, the following information should help to ensure legitimate e-mail arrives in the Outlook Inbox.

The following is an example of an e-mailed summary report and how to make use of it.



Spam Quarantine Summary

Account: **dsandberg@berry.edu**

This is your quarantine summary from the Barracuda Spam Firewall.

You have **3** messages in your spam quarantine inbox.

- Click on the **Deliver** link to have a message delivered to your mailbox.
- Click on the **Whitelist** link to have a message delivered to your mailbox and whitelist the sender so that his/her messages will no longer be quarantined.
- Click the **Delete** link to have the message deleted from your quarantine.

Time Received	From	Subject	Actions
05/08/07 22:00:59	witoldibureowusu@aol.co.uk	Request	Deliver Whitelist Delete
05/07/07 15:30:15	"cynic" <prpc@lardenmuniak.com>	Since I wrote this, the difficulty of finding Stereo Shop	Deliver Whitelist Delete
05/07/07 10:35:00	"Mrs Janan Harb" <mrs_janan_harb@...>	Dear Beloved One	Deliver Whitelist Delete

To view your entire quarantine inbox or manage your preferences, [click here](#).

Spam/Virus Protection By

When a selection is made under the **Actions** column, the user will be automatically navigated to the Quarantine Inbox.

OR

To access the Quarantine Inbox, go to <http://mailgw.berry.edu/cgi-bin/index.cgi> and use your Outlook e-mail logon name and your Barracuda password.

Login

Please type your email address and password below. If you are the firewall administrator, type your administrative credentials.

Language: English

Username:

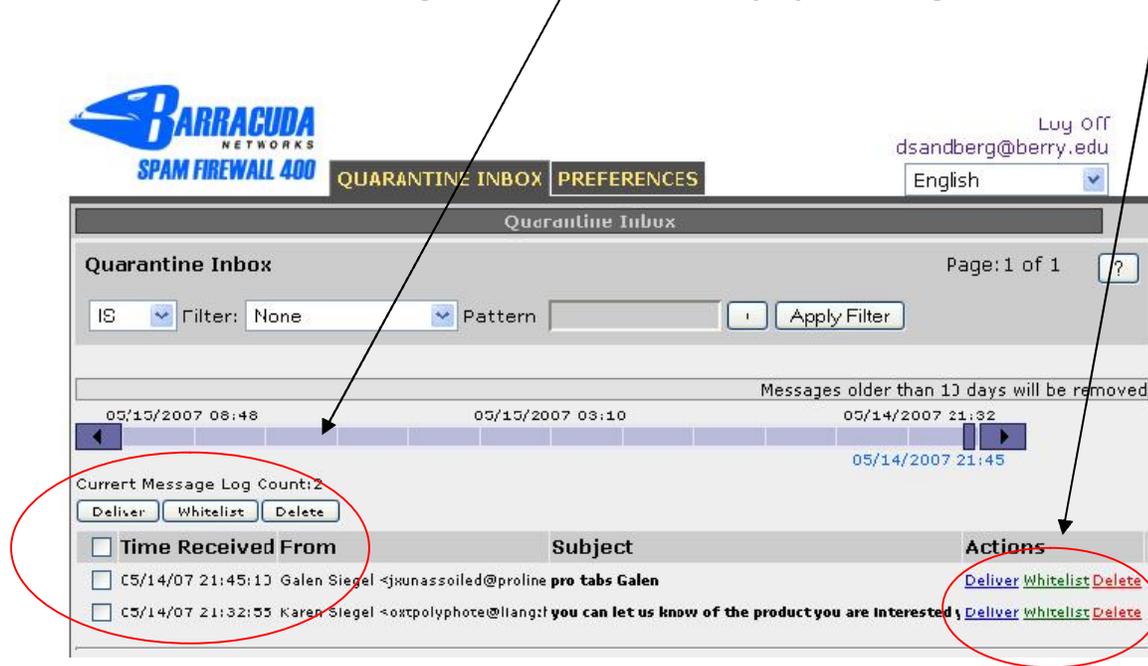
Password:

Note: If you forget your password or do not have a password, type your email address in the **Username** box. Then, click **Create New Password**. A new password will be sent to you.

[Get Mail Client Plugins Here](#)

If you have not accessed your Barracuda account before or have forgotten your password click the **Create New Password** button. Your new password will be sent to your Outlook e-mail account.

The Quarantine Inbox stores e-mail that Barracuda considers probable spam. Here the user can choose to **Deliver**, **Whitelist** or **Delete** e-mails. Multiple e-mails can be worked using this area or individually by choosing from this area.



If **Deliver** is selected, the e-mail is moved to the **Outlook Inbox** on a one-time basis. If another e-mail from the same sender arrives, the e-mail will again be placed in the Quarantine Inbox. That is why it is important to *Whitelist a sender before selecting Deliver*.

(NOTE: When the e-mail is released from the Quarantine Inbox, it must pass through GFI, another layer of spam protection, before it is sent to the Outlook Inbox. GFI may hold up the e-mail if it suspects the e-mail is spam. If the e-mail hasn't arrived in 30 minutes, contact Network Support to have the e-mail released from GFI.)

If **Whitelist** is selected, the e-mail sender is added to the Whitelist **and** the e-mail is sent to the Outlook Inbox. Thereafter, when an e-mail from that sender is received, it will automatically be sent to the Outlook Inbox.

(NOTE: When the e-mail is released from the Quarantine Inbox, it must pass through GFI, another layer of spam protection, before it is sent to the Outlook Inbox. GFI may hold up the e-mail if it suspects the e-mail is spam. If the e-mail hasn't arrived in 30 minutes, contact Network Support to have the e-mail released from GFI.)

If **Delete** is selected, the e-mail will be permanently deleted and the sender is added to the Blacklist. *When an e-mail is deleted from the Quarantine Inbox, it can **not** be recovered.*

The **Preferences** tab allows the user to change and set certain options.

The screenshot shows the Barracuda Spam Firewall 400 web interface. The top navigation bar includes the logo, the user email 'dsandberg@berry.edu', and a 'Log Off' link. The main menu has 'QUARANTINE INBOX' and 'PREFERENCES' tabs, with 'PREFERENCES' selected. Below the menu are three sub-tabs: 'Whitelist/Blacklist', 'Quarantine Settings', and 'Password', with 'Whitelist/Blacklist' active. The main content area is titled 'Allowed Email Addresses and Domains (Whitelist)'. It features a table with one entry: 'daniel.burke@apcpa.com'. To the left of the table is an input field for adding new addresses, with an 'Add' button. To the right of the table is a trashcan icon for deleting entries.

Under the **Whitelist/Blacklist** tab the user can add or remove entries to the Whitelist and Blacklist. To add to a list, type the sender's address into the box and click **Add**. To remove an entry, click the **trashcan icon** next to the entry.

The screenshot shows the same web interface as above, but with the 'Quarantine Settings' sub-tab selected. The main content area is titled 'Quarantine Enable/Disable' and 'Quarantine Notification'. The 'Quarantine Enable/Disable' section has radio buttons for 'Yes' (selected) and 'No'. A text box explains that if 'No' is selected, messages will have '[QUAR]' in the subject line, with a 'Recommended: Yes' note. The 'Save Changes' button is visible. The 'Quarantine Notification' section has radio buttons for 'Daily' (selected), 'Weekly', and 'Never'. A text box explains that this determines how often notifications are received, with a 'Recommended: Daily' note. Below this is a 'Notification Address' input field with a text box explaining it sets the email address for notifications, with a 'Default: dsandberg@berry.edu' note. The 'Save Changes' button is also visible. At the bottom, the 'Default Language' section has a dropdown menu set to 'English (iso-8859-1)'. A text box explains that this sets the default quarantine message language and encoding, with a 'Note: All email notifications from the Barracuda will be in UTF8 encoding.' The 'Save Changes' button is visible. At the bottom left, the serial number 'Serial #BAR-SF-67696' is displayed. At the bottom right, the text 'Examining Protection Dr...' is partially visible.

The **Quarantine Settings** tab contains several user definable options. Each option has an explanation to its right, as well as the recommended or default setting. The **Save Changes** button must be selected to keep the new options.

The **Password** tab allows the user to change the password. If help is needed, click the “?” button.

BARRACUDA
NETWORKS
SPAM FIREWALL 400

Log Off
dsandberg@berry.edu
English

QUARANTINE INBOX PREFERENCES

Whitelist/Blacklist Quarantine Settings Password

Password Change ?

Old Password:

New Password:

Re-Type New Password:

Save Password