

## Managing Your Barracuda Spam Filter Settings/Account

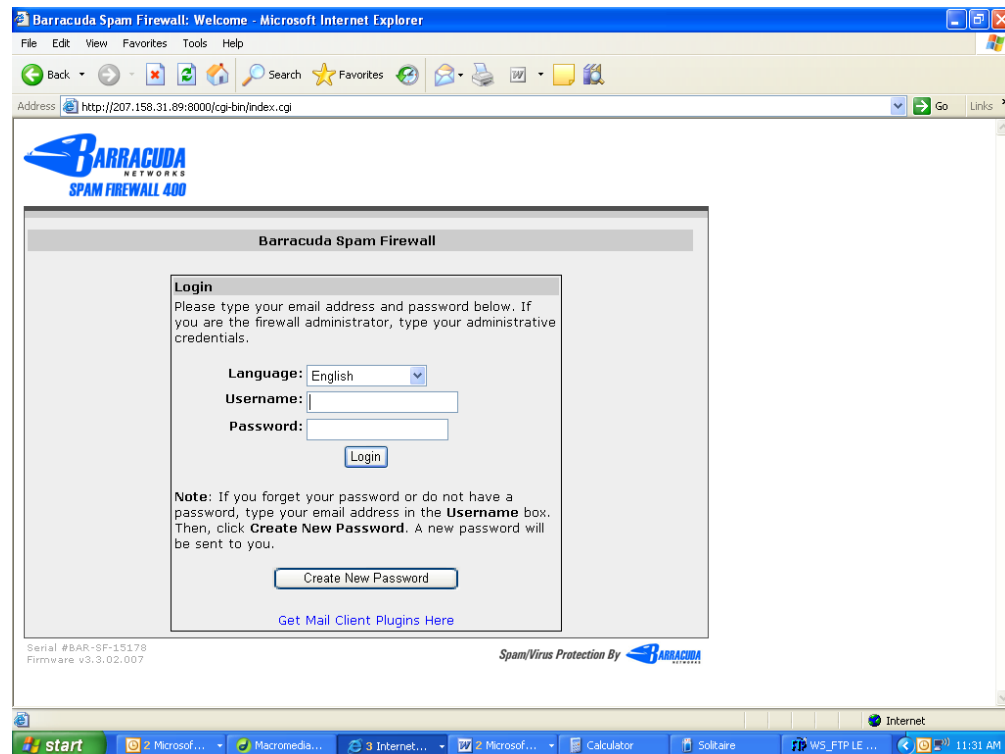
### ACCESSING AND MANGING EMAIL

1. Bring up the Barracuda home page in a browser by going here:

<http://barracuda.gsws.com:8000>

Login using your email address as the **username** and entering the provided **password**.

If you do not know your password, enter your email address as the **username** and click on the **Create New Password** button. An email will be sent to your address with a new password.



- Once logged in, the screen displayed below is your **Quarantine Inbox** which displays all emails which have been scanned by the Barracuda and are in limbo waiting for you to either deliver or delete them.

### Managing Individual Emails

You can select individual emails by clicking the check box to the left of each email. With email selected, you can perform the following functions:

- Deliver:** The **blue** link will deliver the email to your email account
- Whitelist:** The **green** link will have the email delivered and have future emails from the sender not be scanned as possible spam
- Delete:** The **red** link will delete the email

The screenshot shows the Barracuda Spam Firewall Quarantine Inbox interface. At the top, there is a navigation bar with 'QUARANTINE INBOX' and 'PREFERENCES' tabs. Below this is a search and filter area. The main content is a table of quarantined emails. Each row includes a checkbox, the time received, the sender's name and email address, the subject line, and a set of action links: 'Deliver' (blue), 'Whitelist' (green), and 'Delete' (red). Below the table are buttons for 'Classify as Spam' and 'Classify as Not Spam'.

<input type="checkbox"/>	Time R...	From	Subject	Actions
<input type="checkbox"/>	04/05 06:24	"Debbie Key" <dkeyqu@neo.rr.co...>	Is it a "Penny Stock Payday"?	<a href="#">Deliver</a> <a href="#">Whitelist</a> <a href="#">Delete</a>
<input type="checkbox"/>	04/04 08:05	"Sean Richardson" <all@lwci.com>	Ratess will skyrocket soon	<a href="#">Deliver</a> <a href="#">Whitelist</a> <a href="#">Delete</a>
<input type="checkbox"/>	04/04 08:04	"Consuelo Bonilla" <painter@fish...>	Ratess approved	<a href="#">Deliver</a> <a href="#">Whitelist</a> <a href="#">Delete</a>
<input type="checkbox"/>	04/04 06:59	"PrivateAssetMgmt" <trading.de...>	Trading Markets: Focus on Commodity stocks	<a href="#">Deliver</a> <a href="#">Whitelist</a> <a href="#">Delete</a>
<input type="checkbox"/>	04/04 03:58	"Rubin Dillon" <hysbawdnqvwoj@...>	Re: ?	<a href="#">Deliver</a> <a href="#">Whitelist</a> <a href="#">Delete</a>
<input type="checkbox"/>	04/04 01:37	SCGI <SCGI12851293@gotwec...>	Investor Insights	<a href="#">Deliver</a> <a href="#">Whitelist</a> <a href="#">Delete</a>
<input type="checkbox"/>	04/04 01:14	"Stewart Lindsey" <stewart_linds...>	America's Growth Stocks	<a href="#">Deliver</a> <a href="#">Whitelist</a> <a href="#">Delete</a>
<input type="checkbox"/>	04/03 19:24	"Tyson Andersen" <tyson.anders...>	U.S. Hot Stock Highlights	<a href="#">Deliver</a> <a href="#">Whitelist</a> <a href="#">Delete</a>
<input type="checkbox"/>	04/03 15:04	Limited Promotion <LimitedProm...>	Complimentary Nike-SasQuatch driver and forged ir...	<a href="#">Deliver</a> <a href="#">Whitelist</a> <a href="#">Delete</a>
<input type="checkbox"/>	04/03 09:26	"Rosalinda K. Painter" <r_kpainte...>	The Daily Stock Barometer	<a href="#">Deliver</a> <a href="#">Whitelist</a> <a href="#">Delete</a>
<input type="checkbox"/>	04/03 05:38	"Jack@alchemy.net"	will this s-t-ock be a "s-uper NOva"?	<a href="#">Deliver</a> <a href="#">Whitelist</a> <a href="#">Delete</a>
<input type="checkbox"/>	04/02 23:06	SCGI <SCGI20236179@gotwec...>	Investor Insights	<a href="#">Deliver</a> <a href="#">Whitelist</a> <a href="#">Delete</a>
<input type="checkbox"/>	04/02 11:47	"Jerri Holman" <jerri.holman_nv...>	New Penny Stock Report	<a href="#">Deliver</a> <a href="#">Whitelist</a> <a href="#">Delete</a>
<input type="checkbox"/>	04/02 06:42	"Allyson Rzedfield" <sharansei...>	stocks	<a href="#">Deliver</a> <a href="#">Whitelist</a> <a href="#">Delete</a>
<input type="checkbox"/>	04/02 03:18	"Robert Sheffield" <JanineFrederi...>	Re: Loan request. 2 Apr 2006	<a href="#">Deliver</a> <a href="#">Whitelist</a> <a href="#">Delete</a>

#### 4. **Managing Multiple Emails Simultaneously**

You can select all emails displayed on the screen clicking the check above the emails, to the left of Where is says **Time**. With multiple emails selected, you can perform the following functions:

1. **Deliver:** The Deliver button above the emails will deliver the email to your email account
2. **Whitelist:** The Whitelist button will have the email delivered and have future emails from the sender not be scanned as possible spam
3. **Delete:** The Delete button will delete the emails
4. **Classify as Spam:** This will classify the emails as spam, letting the Barracuda learn your email habits and better control future emails sent to you.

**NOTE:** This is a big feature with the Barracuda. Once 200+ emails have been classified as spam, the Barracuda can then better classify emails based on your patterns/usage.

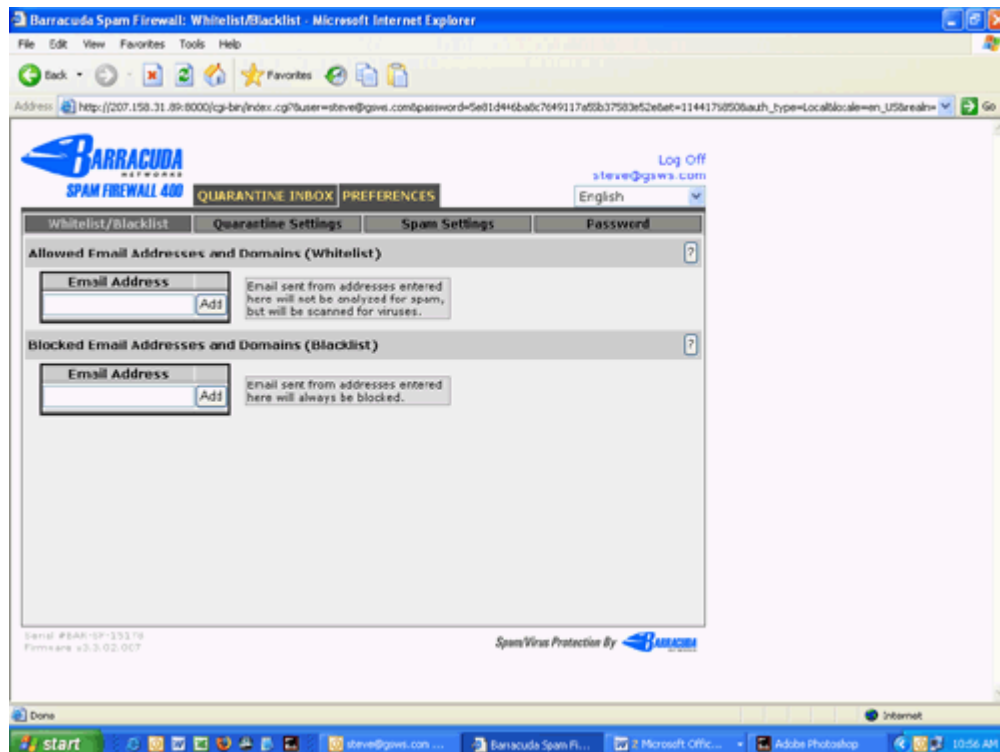
## MANAGING PREFERENCES

1. Under the **Preferences** tab, the first sub tab, **Whitelist/Blacklist** allows you to specify specific emails as **Allowed** or **Blocked**.

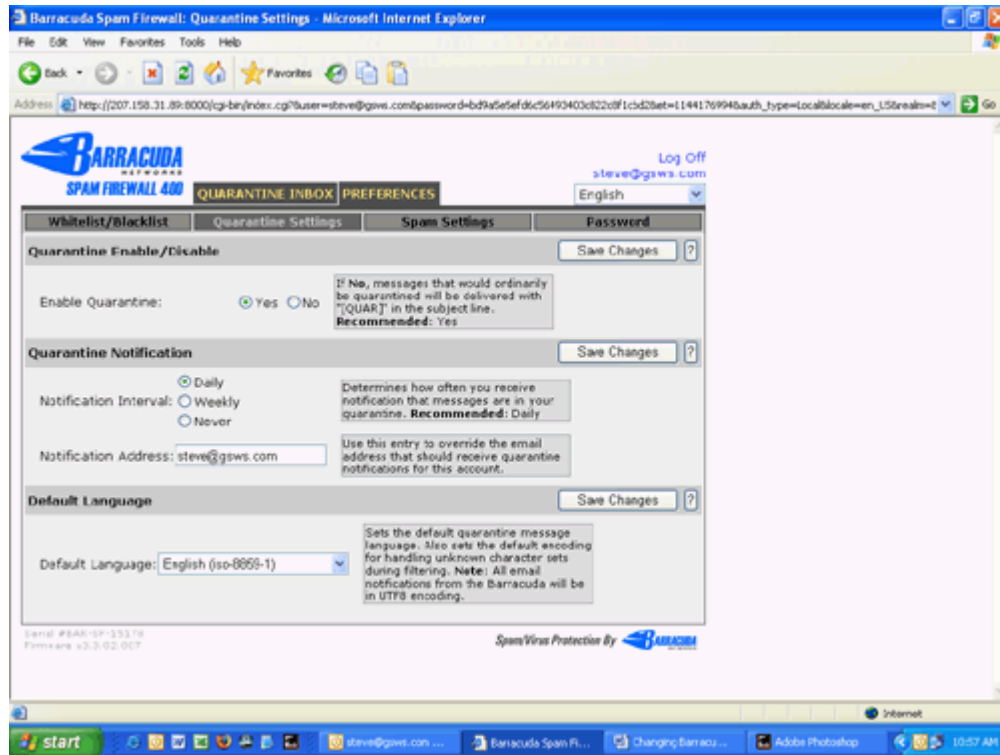
**Allowed:** Email addresses are addresses that will no longer analyzed as possibly being spam.

**NOTE:** If an email address is listed as **Allowed**, it will no longer analyzed for spam content, but will continue to scanned for viruses.

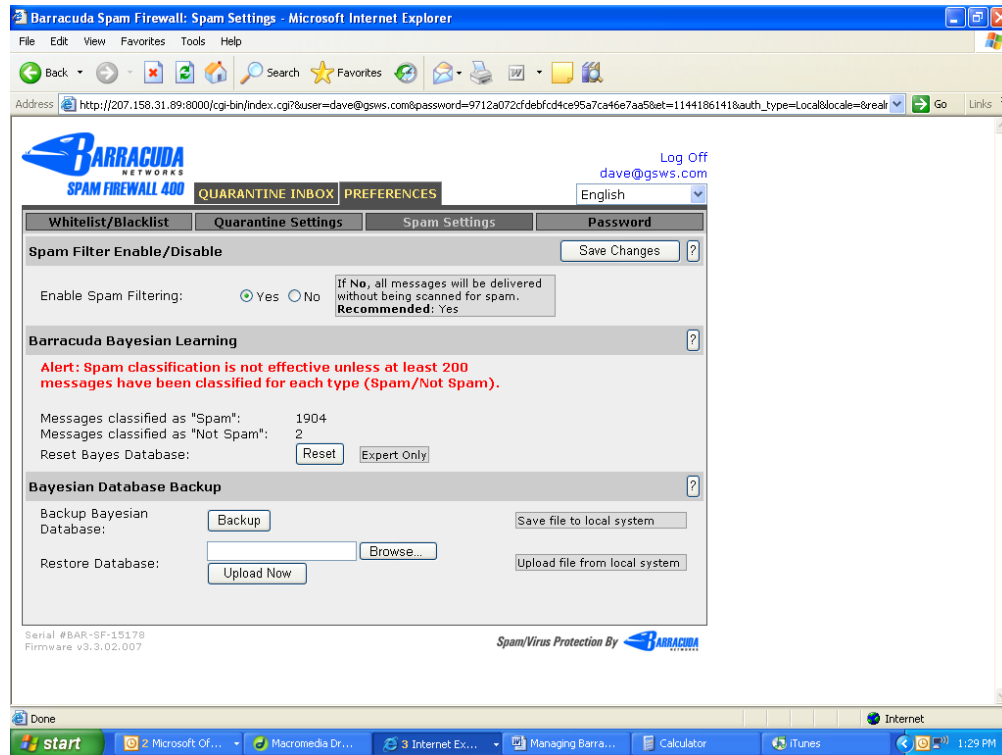
**Blocked:** Email addresses added as blocked are rejected entirely.



2. **Quarantine Settings** is where you note if and how often you will be notified when items end up in your Quarantine Inbox.



**3. Spam Settings** allows you to enable/disable spam filtering on your incoming emails.



**NOTE: DO NOT RESET THE BARRACUDA BAYESIAN LEARNING DATABASE UNLESS INSTRUCTED.**

- Password** allows you to reset/change your account password  
Simply enter the Old Password, New Password, Re-Type New Password and click the **Save Password** button.

