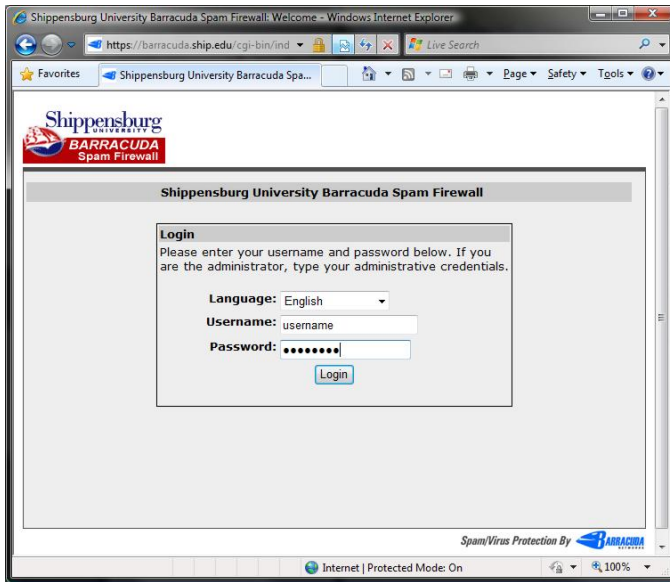


Barracuda.ship.edu

Login-

- 1) Open an internet browser and enter <https://barracuda.ship.edu> in the address bar.
- 2) Log in using your Shippensburg username and password.



Quarantine Inbox-

Deliver – Delivers the selected or individual message(s) to your Shippensburg email inbox.

Whitelist – Delivers the selected or individual message(s) to your Shippensburg email inbox and adds the sender to your list of allowed senders.

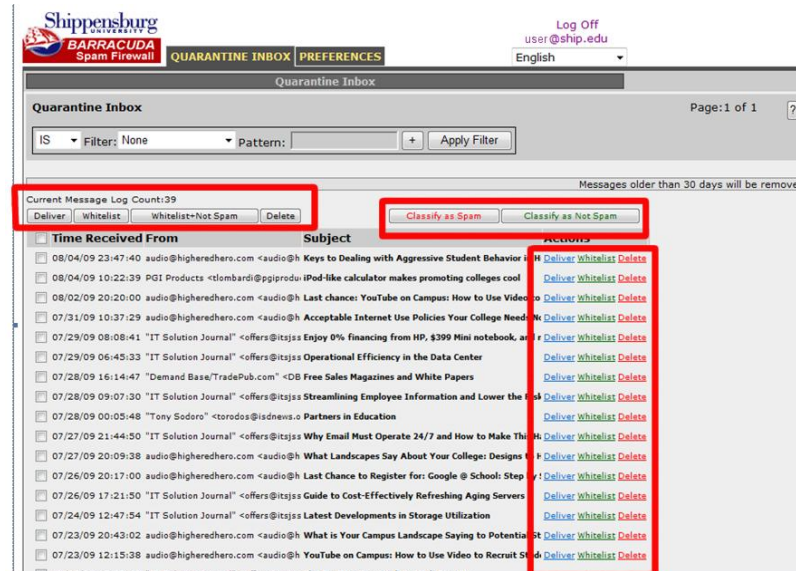
Whitelist + Not Spam - Delivers the selected or individual message(s) to your Shippensburg email inbox and adds the sender to your list of allowed senders. This will also submit the email information to the firewall filter to assist with spam identification.

Delete – Removes the message from your Barracuda inbox.

Classify as Spam - Submits the email information to the firewall filter to assist with spam identification.

Classify as Not Spam - Submits the email information to the firewall filter to assist with spam identification.

- Use the check boxes along the left to select multiple messages and select an action along the top bar.
- Use the actions along the right had side to deliver, whitelist or delete an individual message.

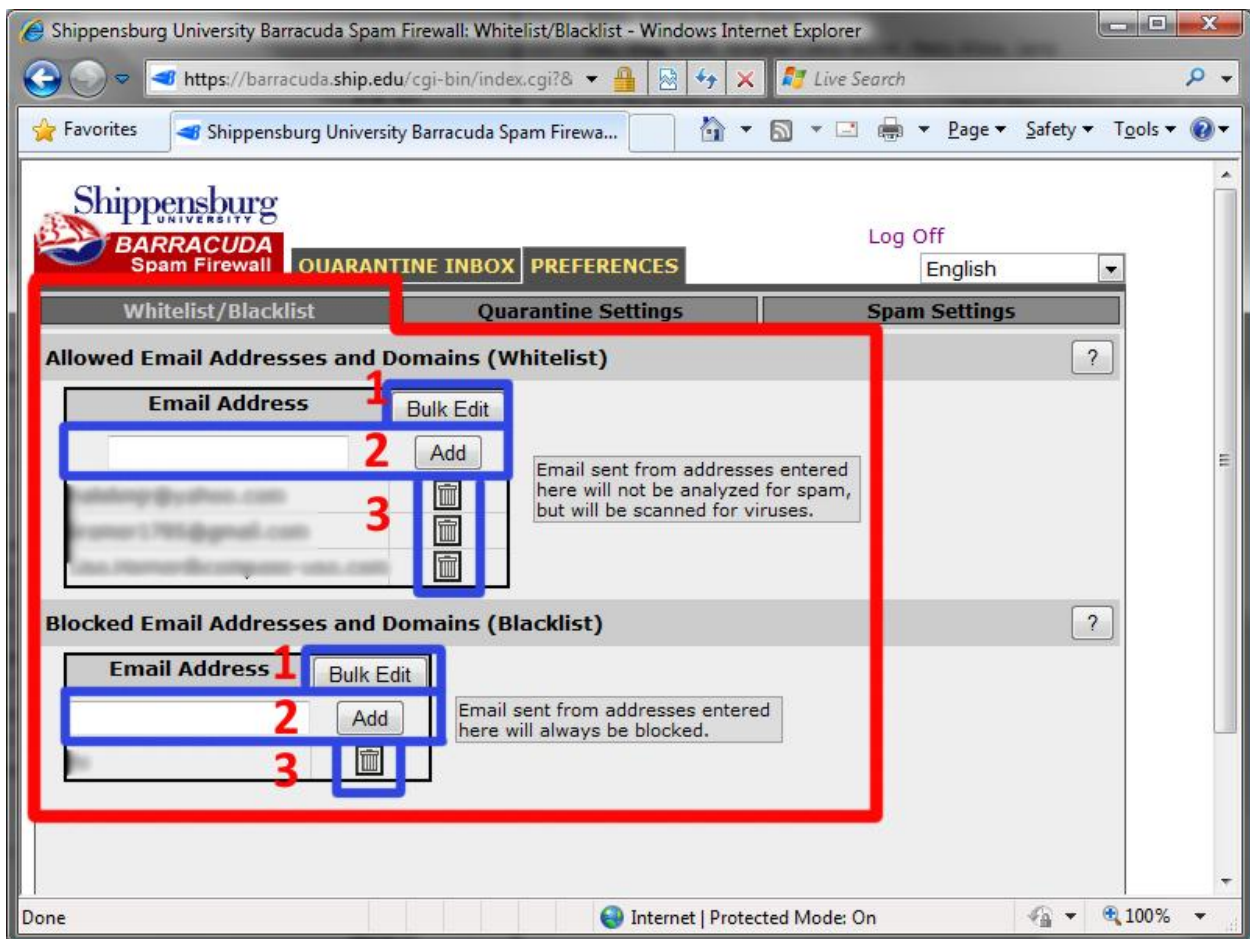


Preferences-

To access the Preferences menu once logged in, click the "PREFERENCES" tab at the top of page.

- **Whitelist/Blacklist:**

- Whitelist - Addresses on this list will automatically bypass the spam firewall and be delivered to your Shippensburg email.
- Blacklist - Addresses on this list will always be directed to your quarantine inbox available at barracuda.ship.edu.
- Email addresses can be added to the blacklist and whitelist individually or in bulk.
 - 1) To modify your lists in bulk, click the "Bulk Edit" button for the list you wish to modify. This will open a new window where you can add, remove, or modify entries. Click "Save Changes" when you are finished editing your list.
 - 2) To individually add an address, type the name in the add field for the appropriate list. Once the address is entered, click "Add".
 - 3) To individually remove an address from either list, click the trashcan icon to the right of the email address.



- **Quarantine Settings:**

- Enable Quarantine – This setting allows you to enable/disable Barracuda Quarantine Inbox on your Shippensburg email account.
 - 1) The recommended selection for this feature is “Yes”.
 - 2) If you decide to disable the Quarantine Inbox, all mail will be delivered to your email inbox with a [QUARANTINE] tag appended to the message subject.
- Quarantine Notification – This feature allows you to select the interval at which Barracuda will email you a summary of quarantined emails.
 - 1) You can set this interval to daily, weekly, or never. By default this selection is set to “Never”.
 - 2) You also have the option to specify an email address for the summary email. By default all summaries are sent to your Shippensburg account.
- Be sure to save any changes you made before logging out of Barracuda.

