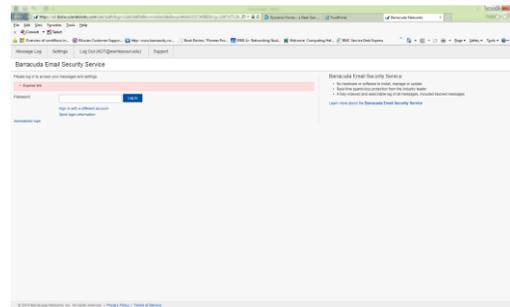
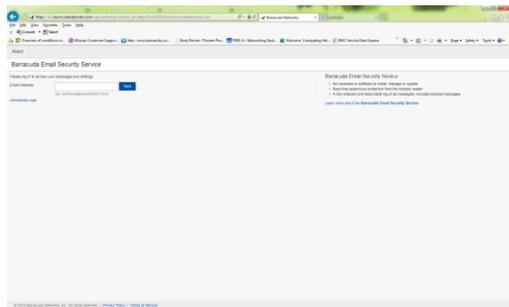


NORTHWEST EMAIL & BARRACUDA EMAIL SECURITY

Northwest has an email security service called Barracuda, which recognizes and filters junk/spam email. Occasionally, Barracuda will designate something as spam that you do not consider as spam and want to receive. To check to see if you have email messages that have not been delivered, login to Barracuda and do the following:

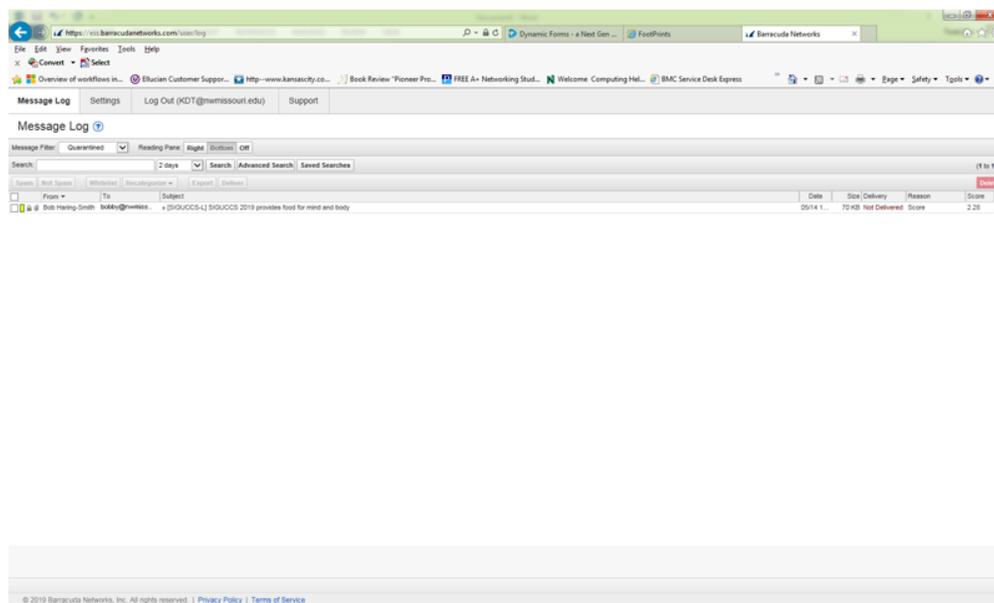
- Go to the following web address: <https://ess.barracudanetworks.com>.
 - You can also just click on the email message sent to you by Barracuda in your Inbox, which lets you know it quarantined an email message or messages.
 - Before you click on the link to access Barracuda make sure that following is accurate:
 - The **Subject** heading should read: **Barracuda Email Security Service Quarantine Notification**
 - The email address will be: **Barracuda Networks** quarantine@ess.barracuda.com
- You can do the following in Barracuda: Deliver, Manage Quarantine or View Message Log.
- To access Barracuda tools, type in your **Northwest Network Account Login Credentials** in the Username and Password areas.



- Once logged into Barracuda, you have the following buttons available to you: **Spam, Not Spam, Whitelist, Recategorize, Export** and **Deliver**.

Note: Until you check-mark an item, the above buttons will typically not be activate. Once you place a check-mark next to a message, you will have access to the buttons.

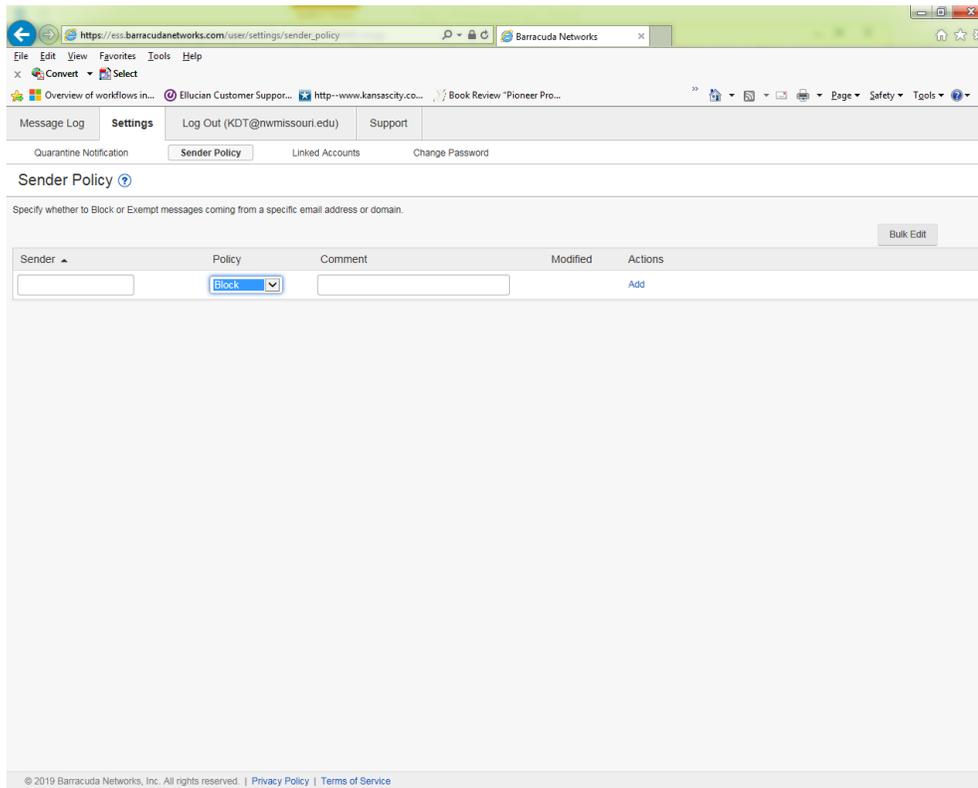
- To delete a message, **click** on the **check-mark box** and then click the red **Delete** button.
- To deliver a message to your Inbox, **click** the **check-mark box** and then click the **Deliver** button.



If you have further questions about Northwest's Barracuda Email Security Service, please contact the Northwest Technology Service Center at 660.562.1634 or help@nwmissouri.edu.

Barracuda allows you to create a policy to always block, exempt, or quarantine email from a specific email address or domain.

- To create a policy, click the Settings tab
- Click the Sender Policy button and then do the following:



- Enter the email address or domain in the **Sender** field (textbox).
- Use the drop-down menu to select the **Policy**: **Block**, **Exempt** or **Quarantine**.
 - You can also enter a **Comment** to indicate why you created the policy.
- Click the **Add** link, located beneath **Actions**, to create the policy.
- To delete a policy, click **Remove** in the **Actions** column.

If you have further questions about Northwest's Barracuda Email Security Service, please contact the Northwest Technology Service Center at 660.562.1634 or help@nwmissouri.edu.