

Anti-Spam Software from Barracuda Networks

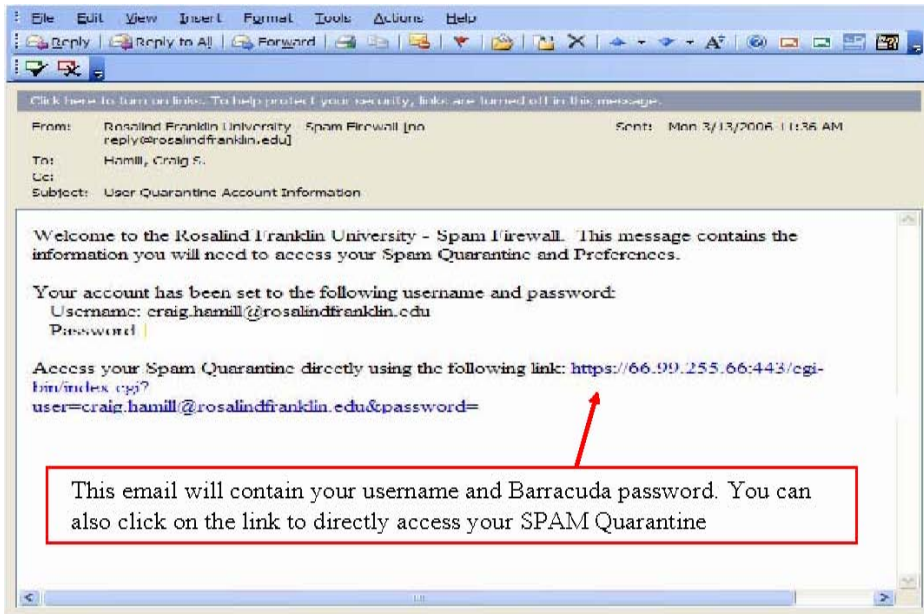
(Information and Educational Technology Services)

This document explains how to utilize the Barracuda anti-spam interface and what to expect from this software. Although there is no way to prevent receipt of all SPAM, Barracuda will significantly reduce the amount arriving in your inbox. If you have any questions, please contact the Helpdesk at ext. 8800 or helpdesk@rosalindfranklin.edu.

Basic Barracuda Function

Barracuda uses a Bayesian filter that contains roughly 4000 rules. Each piece of incoming e-mail is compared to these rules and receives a score, which determines if the message qualifies as potential spam. E-mail, falling within this "potential SPAM" score, will be quarantined and an e-mail will be sent alerting you that potential spam is awaiting further action in your quarantine tank.

Initial Spam Message



- Upon receipt of the initial SPAM message, you will receive an e-mail explaining how to access your SPAM Quarantine and Preferences and providing your username and password information.
- The easiest way to access Barracuda is to click on the link in the e-mail. (see red bordered box)

Security Certificate



- Once you click on the hyperlink to access Barracuda, your web browser will open and display a Security Alert box.
- Click on **YES** to proceed. Do not be concerned about security as the Barracuda software is housed on the university's servers and thus poses no threat to the security of your local computer system.

Alternate Logins

- There are alternate ways to access Barracuda. You can enter the following address into your web browser: <https://66.99.255.66>. The Barracuda Login page will direct you to the SPAM Quarantine.

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- Your username is your full e-mail address.
 - **First.Last@rosalindfranklin.edu**
 - **First.Last@students.rosalindfranklin.edu**
- Your password was provided in the initial e-mail that you received. However, if you have misplaced this e-mail, just enter your username and click on the "Create New Password" button.

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

Language: English

Username:

Password:

Login

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.

Create New Password

[Get Mail Client Plugins Here](#)

Quarantine Inbox

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QUARANTINE INBOX PREFERENCES English

Quarantine Inbox Page: 1 of 1

IS Filter: None Pattern: + Apply Filter

Quarantine Page: 0% of 5120 KB Messages older than 14 days will be removed

07/18/2006 11:27 07/17/2006 17:33 07/16/2006 23:38 07/16/2006 23:38

Current Message Log Count:1

Deliver Whitelist Delete

Time Received	From	Subject	Actions
07/16/06 23:38:40	info@strangecosmos.com	Vol 503 - July 17, 2006 - TOP 25 COUNTRY SONGS	Deliver Whitelist Delete

- Each e-mail message tagged as potential SPAM will be listed in your Quarantine Inbox.
- There are three options for individual messages. (red arrow)
 - **Deliver** the e-mail, but no rule is created for future filtering
 - **Whitelist** delivers the e-mail and creates a rule to always allow that piece of mail to bypass the quarantine (useful for newsletters)
 - **Delete** the e-mail and it is not delivered to your inbox.
- You can select multiple e-mails using the check box to the left of each e-mail and then:
 - choose to **Deliver, Whitelist, or Delete** from the Top Level Classification (Green Arrow)

Preferences Tab

- **Whitelist** allows you to manually input allowed e-mail addresses and domains using Barracuda plug-ins in Outlook.
- **Blacklist** allows you to manually block e-mail addresses and domains using Barracuda plug-ins in Outlook. (red arrow)

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QUARANTINE INBOX PREFERENCES English

Whitelist/Blacklist Quarantine Settings Spam Settings Password

Allowed Email Addresses and Domains (Whitelist)

Email Address
<input type="text"/>

Add

Quarantine Settings Tab

- You can enable the Quarantine feature using this tab.
- It is highly recommended that you leave this setting on **YES**, which is the default.

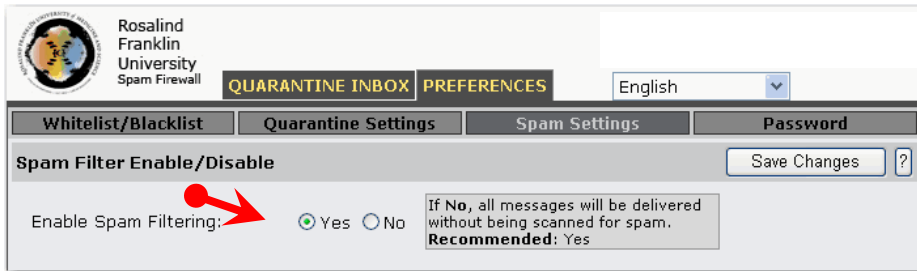
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SPAM Settings Tab

- Enable or disable the SPAM Filtering option here.
- The default setting is **YES** to have incoming mail scanned for SPAM.



Daily SPAM Quarantine Summary

- Barracuda will send you an e-mail notification, only if you have SPAM in your Quarantine Inbox that needs to be acted upon.
- SPAM left in the Quarantine Inbox for more than 14 days will be deleted automatically.
- The Quarantine Summary e-mail allows you the same SPAM action options as the Inbox: deliver, whitelist, or delete. (red arrow)
- Quarantined mail does **not** count against your e-mail quota.



Outlook 2003 Plug-ins

- Outlook plug-ins allow you to manually classify messages as **SPAM** or **NOT SPAM**.
- In Outlook, select the message(s) to be classified and locate the Barracuda buttons on your mailbox toolbar. (red arrow)



- Click on the **RED** envelope (with the 'X' mark) to classify a message as SPAM.
- Click on the **GREEN** envelope (with the ✓ mark) to indicate this message should not be considered SPAM.