Barracuda Email Protection

- Barracuda
- Block SPAM
- Remove a sender policy from your Barracuda

Barracuda

Overview

These instructions are for accessing the spam filter, Barracuda.

Getting Started

- Go to https://ess.barracudanetworks.com/
- Log in with your email address and your password.

Temporary password

- If you are not able to log in, use the **Email me a temporary passcode**.
  - Click the **Email me a temporary passcode** link.
  - A temp password will be emailed to your employee email.
  - Find the password in the email from noreply@barracuda.com.
  - Enter the temp password to login.

Log out

- Select the circle with your first initial.
- Select Log out

Deliver Email

- Select the Message Log icon on the left side of the screen.
- Search for the email you need delivered.
  - You may use the Search Bar.
  - You may need to adjust the Date Presets, Action Taken, Delivery Status, or Reason to filter the results.
- Select the Check Box of the email you want delivered.
- Select the Deliver arrow.
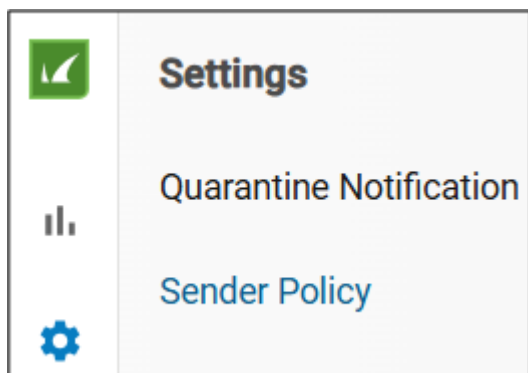- Select Deliver.

Block SPAM

Overview

This article covers how to add/block a SPAM email in Barracuda.

Getting Started

Login to Barracuda: https://us.ess.barracudanetworks.com/webui/login

Select the gear icon (left-hand side of page) for 'Settings'

Select 'Sender Policy'

Add the email to block:

- Enter 'Sender' email

- Policy-defaults to 'Block'

- Enter 'Comment' (optional) - reason to block

COMMENT

- Action - select 'Add'

ACTIONS

Add

Remove a sender policy from your Barracuda

Overview

This article covers how to remove a sender policy from your Barracuda and allow an email to be unblocked.

Getting Started

1. Go to https://ess.barracudanetworks.com/user/settings/sender_policy
2. Log in by entering your email address and click "Continue", then type your MCC password.
   - If this is for a shared email address, use "Email me a temporary passcode" as shared email addresses do not have passwords.
3. If a sender has a "Block" or "Quarantine" policy, it means that emails from that address will NOT be allowed. To remove the sender policy, click "Remove" on the right.