

# 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](mailto: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.

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