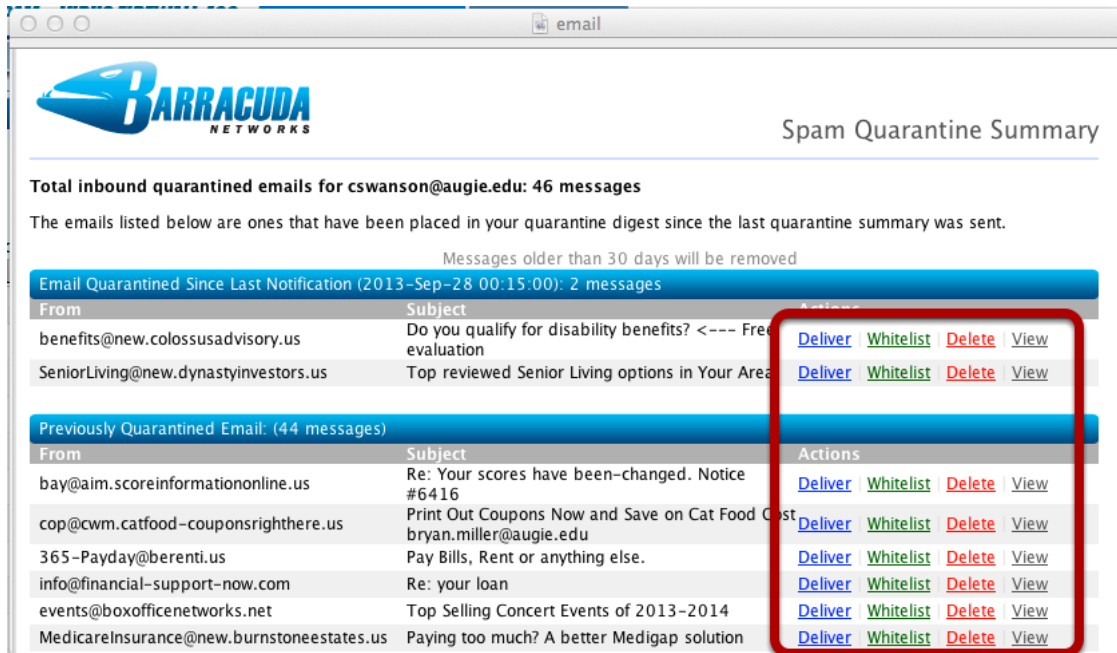# Barracuda
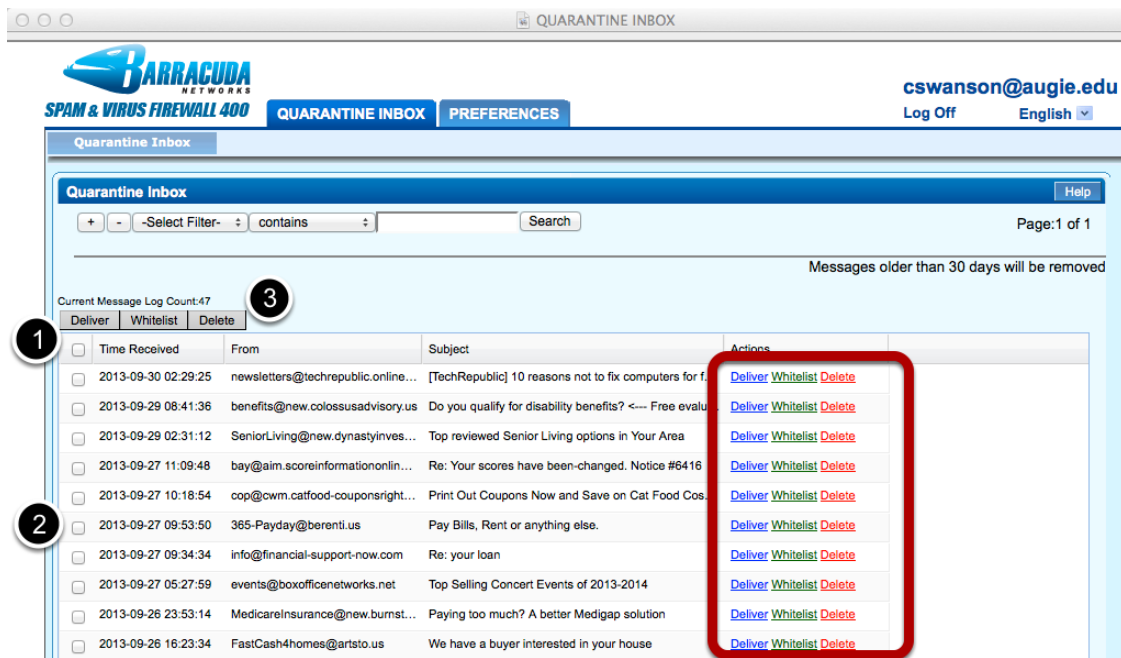
Getting started instructions for Barracuda Spam Firewall

Checking your quarantine.

Each day that you have a new spam message, Barracuda will send an email report   You will see both the new and old messages in the email message. You can act on them right from the message. Choosing any of the options
will automatically log you in to your real time Barracuda account.

LIve Barracuda account

OR You can login to your live Cuda account directly by going to https://cuda.augie.edu:8000. Use your regular Augustana username and password.

1. Click the top box to select all messages in the window. You can then click Delete (3) to delete them all.
2. You can choose some of the messages by using the check box infront of the message and then choose Deliver, Whitelist or Delete above. (3) to act on the checked items.

Deliver This will deliver the message directly to your GroupWise mailbox (delivery may take anywhere from a few seconds to several minutes
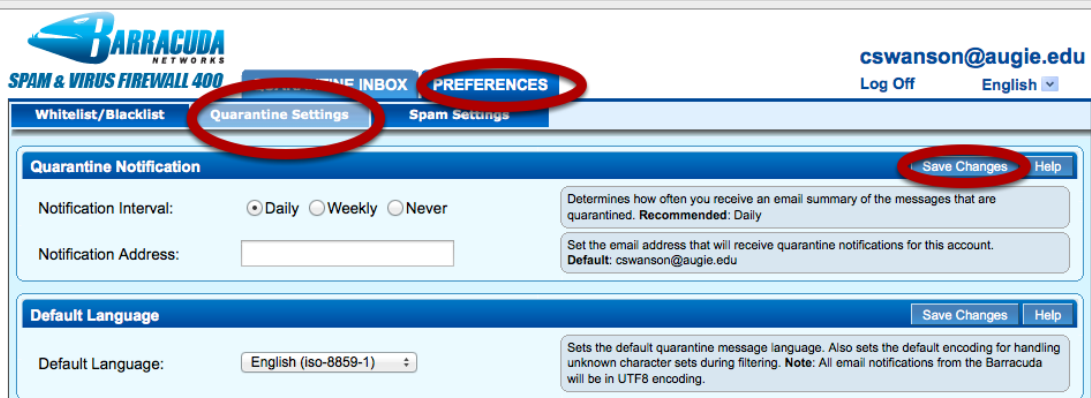
Whitelist Marking an address in this way will bypass CUDA and always deliver mail from the whitelisted address to your Inbox, unless it contains a virus.

Delete Deletes the message from your Cuda Inbox.

If you see a message in your Quarrintine and are not sure if it is a legitimate message, you can click on the subject and Cuda will open a window that displays the message. You can then decide if you want to Deliver, Whitelist or Delete the message.

You may see messages coming to your regular mailbox that are marked as SPAM? If these are messages from legitimate senders, you may want to whitelist the address to make sure messages from them are delivered to your Inbox.
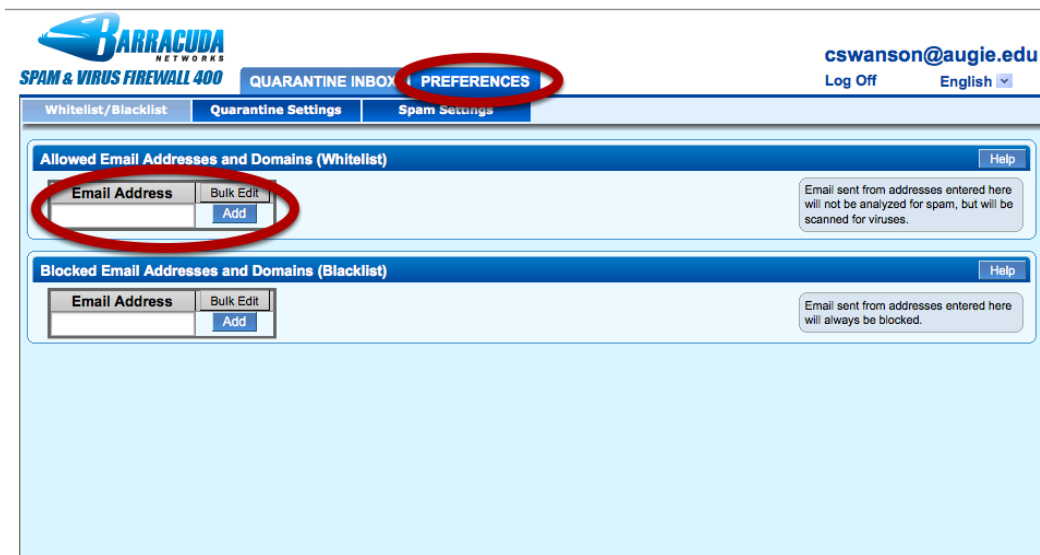
Changing your notification settings

You can change how often Barracuda sends you email notifications. The default is set to send you a notice every 24 hours (as long as you have a new spam message in that period). You can change that notice to weekly or to never. You may want to leave it at daily for awhile to make sure that you are comfortable with how Barracuda is handling your mail. This setting can be changed at any time.

- Click on the Preferences Tab
- Click on the Quarantine Settings area
- Choose Daily, Weekly or Never
- You can leave the email address blank. It know to send to your GroupWise address.
- Then click Save Changes.

Add an address to your whitelist or blacklist

You can directly add an address to your whitelist by logging in to Cuda.
- Click on the Preferences Tab
- Type the address you want to whitelist into the Email Address box in the Whitelist area and

click Add. Most times you will want to use a complete email address. (swanson.cheryl@gmail.com) You would never want to whitelist (or blacklist) just gmail.com or yahoo.com

You can also add addresses to your blacklist here. Be very very careful using the blacklist. Any address that you blacklist will block that mail from being delivered to you. You will get no notice and it will NOT be in your quarintine.