



Stellar Systems, Inc.

We Make Computers Smart....

...and that's smart business!

Barracuda Email Security Service Documentation

Stellar Systems integrates Barracuda Email Security Services to provide professional anti-virus and anti-spam email protection. The system is very easy to use and can be customized and modified by individual users as needed.

Quarantine Report Email

All Barracuda filtering clients will receive email reports daily with a list of any emails that were quarantined and not delivered to the inbox. Quarantined emails are ones that the spam filter was unsure whether to block or deliver. The Barracuda filtering system is very good about blocking spam, however some email, including newsletters and marketing emails, fall into a middle ground and are quarantined.

The easiest way to use Barracuda Email Security Services is to review your quarantine email and determine if any email should be allowed to be delivered. If no email should be delivered, you can delete your email report and nothing else needs to be done. If you do not receive a quarantine email, then no email was quarantined for you.

If you find an email in the list that you want to receive, you have 3 options:

- 1) Click the Deliver link – a one-time delivery to your inbox.
- 2) Click the Whitelist link – deliver this email and all future emails from this sender to your inbox
- 3) Click the View Message Log blue button / link to be taken to the Barracuda online system to review the email safely and then decide what to do.

Barracuda Essentials

MANAGE QUARANTINE

12 Inbound Quarantine Emails

From	Date	Subject	Actions
"Training for Managers and HR Pros" <SkillPath@e-skillpath.com>	01/28/19 02:31 PM	Employee Onboarding -- Powerful New Training	DELIVER WHITELIST
CRN Media Solutions <info@thechannelcompany.com>	01/28/19 01:46 PM	West Monroe Partners Achieves ROI in 8 Months	DELIVER WHITELIST
CRN Alert <editorialnewsletters@thechannelcompany.com>	01/28/19 09:26 AM	Nutanix CEO Pandey Talks 'Standing Up' To VMware And 'Archaic' vTax	DELIVER WHITELIST

VIEW MESSAGE LOG



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Using the Online Barracuda System

Initial setup

Upon creation of your account with Stellar Systems, you will receive a welcome email from Barracuda that will give you the option to setup a password to access your online account. You can do this now or in the future. The initial email is only valid for 7 days; however, you can create your account at any time by requesting a password reset through SSI. Follow the on screen instructions of the email to setup your password that is associated with your email address.

Access to your account is only necessary if you want to review and customize your settings and emails that were scanned.

Logging in to your account

You can review your settings and scanned email at any time by logging in to the barracuda system located here: <https://ess.barracudanetworks.com>

Barracuda Email Security Service

Please log in to access your messages and settings.

Email Address: **Next**
(ex: someone@yourdomain.com)

[Administrator login](#)

Barracuda Email Security Service

Please log in to access your messages and settings.

Password: **Log In**

[Sign in with a different account](#)
[Send login information](#)

[Administrator login](#)

Message Log Screen

After logging in you will be on the Message Log Screen, which is also accessible in the top menu. Here you can filter and review your messages.

Filters include options of what types of messages to view: All, Blocked, or Allowed email (a). You can get more specific within the blocked email filter to see only not allowed, deferred, and quarantined emails. Search options are also available if needed (b). Typically, paging is set to 50 and there is an option for advancing to the next page (c).

Message Log

Message Filter: All Reading Pane: Right Bottom Off

Search: 2 days Search Advanced Search Saved Searches (1 to 50) Next 50 »

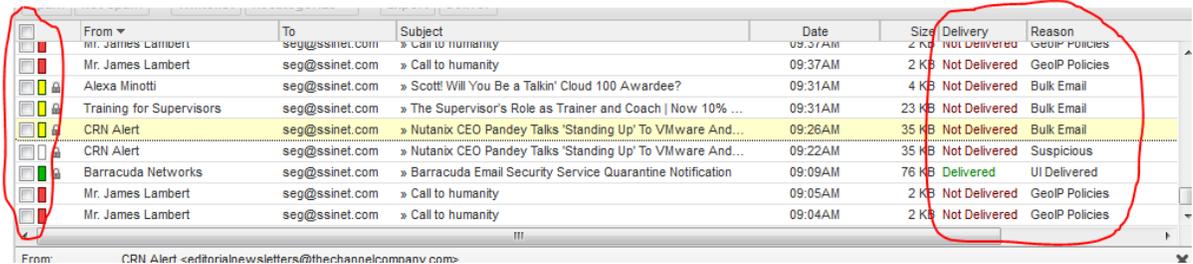
Spam Not Spam Whitelist Recategorize Export Deliver

	From	To	Subject	Date	Size	Delivery	Reason
	seg@essinet.com	seg@essinet.com	CRN Alert	11:11AM	38 KB	Not Delivered	Bulk Email
	christopher.d.trean@barracuda.com	seg@essinet.com	RE: MCEP Transfer	10:59 AM	10 KB	Delivered	



Reviewing the List of Emails

The list of emails provides many easy to understand columns. Each email is color coded with the action taken by the filter service. You can see email details, such as from, to, subject, date/time, and size. To the far right you can see the delivery status of the email and a reason for that delivery status. Clicking on an email will load it in a reading pane that allows you to preview the message. In this list, you can click a single email to view in the reading pane or the checkmarks on the left to perform actions on multiple emails at one time.

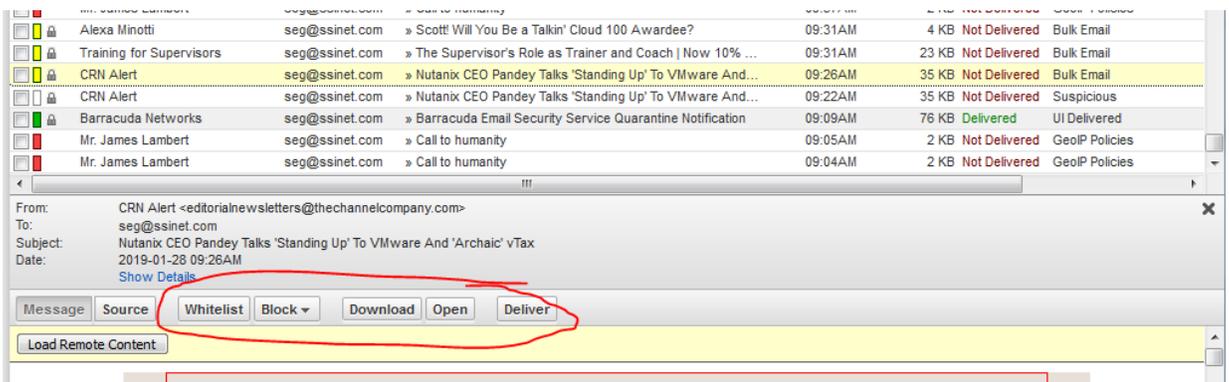


	From	To	Subject	Date	Size	Delivery	Reason
<input type="checkbox"/>	Mr. James Lambert	seg@ssinet.com	» Call to humanity	09:37AM	2 KB	Not Delivered	GeoIP Policies
<input type="checkbox"/>	Mr. James Lambert	seg@ssinet.com	» Call to humanity	09:37AM	2 KB	Not Delivered	GeoIP Policies
<input type="checkbox"/>	Alexa Minotti	seg@ssinet.com	» Scott! Will You Be a Talkin' Cloud 100 Awardee?	09:31AM	4 KB	Not Delivered	Bulk Email
<input type="checkbox"/>	Training for Supervisors	seg@ssinet.com	» The Supervisor's Role as Trainer and Coach Now 10% ...	09:31AM	23 KB	Not Delivered	Bulk Email
<input type="checkbox"/>	CRN Alert	seg@ssinet.com	» Nutanix CEO Pandey Talks 'Standing Up' To VMware And...	09:26AM	35 KB	Not Delivered	Bulk Email
<input type="checkbox"/>	CRN Alert	seg@ssinet.com	» Nutanix CEO Pandey Talks 'Standing Up' To VMware And...	09:22AM	35 KB	Not Delivered	Suspicious
<input type="checkbox"/>	Barracuda Networks	seg@ssinet.com	» Barracuda Email Security Service Quarantine Notification	09:09AM	76 KB	Delivered	UI Delivered
<input type="checkbox"/>	Mr. James Lambert	seg@ssinet.com	» Call to humanity	09:05AM	2 KB	Not Delivered	GeoIP Policies
<input type="checkbox"/>	Mr. James Lambert	seg@ssinet.com	» Call to humanity	09:04AM	2 KB	Not Delivered	GeoIP Policies

Reading Pane Options and Delivering Blocked Email

If you identify an email that you think should be delivered to your inbox, you can click on it to load it in the reading pane. At the top of the reading pane, there are options to help manage your email filtering.

- If you would always like to receive email from this sender, you can click whitelist.
- If you only want to have one email delivered to you inbox, click deliver
- You can also open, download, and block email from this reading pane.
- Clicking show details can provide additional information regarding reason for blocking or allowing email.



From: CRN Alert <editorialnewsletters@thechannelcompany.com>
To: seg@ssinet.com
Subject: Nutanix CEO Pandey Talks 'Standing Up' To VMware And 'Archaic' vTax
Date: 2019-01-28 09:26AM
[Show Details](#)

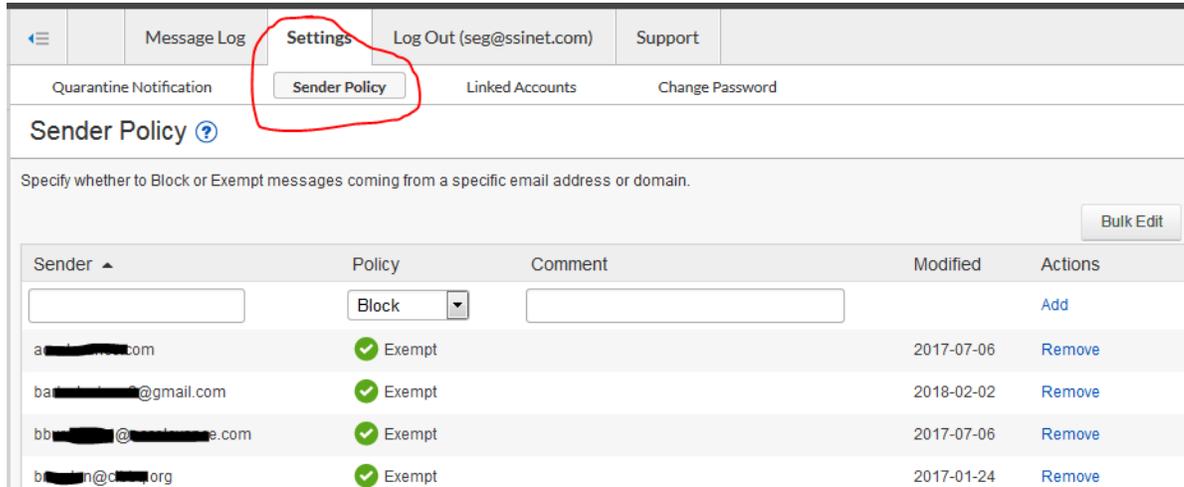
Message Source **Whitelist** Block Download Open Deliver

Load Remote Content



Review Sender Policy / Whitelist / Block List

If you specifically whitelist or block someone, you can review those settings within the Settings / Sender Policy tab. On this screen you can review and make changes to your specific rules



Message Log **Settings** Log Out (seg@ssinet.com) Support

Quarantine Notification **Sender Policy** Linked Accounts Change Password

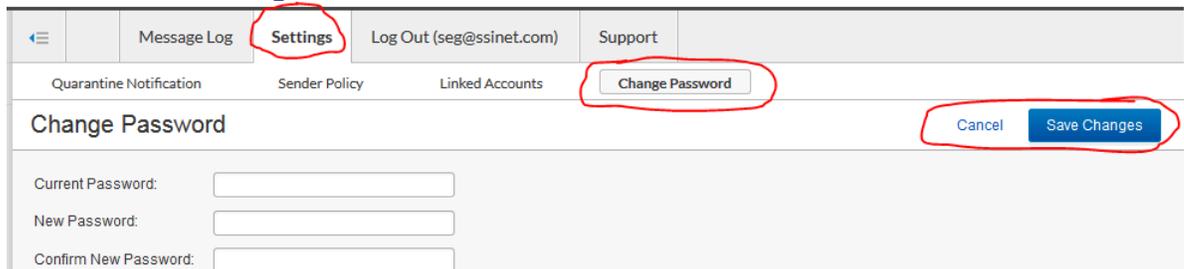
Sender Policy ?

Specify whether to Block or Exempt messages coming from a specific email address or domain. Bulk Edit

Sender	Policy	Comment	Modified	Actions
<input type="text"/>	Block	<input type="text"/>		Add
a[REDACTED].com	Exempt		2017-07-06	Remove
ba[REDACTED]@gmail.com	Exempt		2018-02-02	Remove
bb[REDACTED]@[REDACTED].com	Exempt		2017-07-06	Remove
b[REDACTED]h@[REDACTED].org	Exempt		2017-01-24	Remove

Change your Password

You can change your password by clicking on Settings in the top menu and Change Password on the right of the sub menu.



Message Log **Settings** Log Out (seg@ssinet.com) Support

Quarantine Notification Sender Policy Linked Accounts **Change Password**

Change Password

Cancel **Save Changes**

Current Password:

New Password:

Confirm New Password:

Logging Out

When you have completed your spam filter review you can exit by clicking log out in the top menu.



Message Log Settings **Log Out (seg@ssinet.com)** Support

More Help

If you need any additional help with your Email Security Services, please contact Stellar Systems, at 309-677-7350 or support@stellarmail.com.



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