

## IVC Barracuda Spam Firewall Basic Level Handout

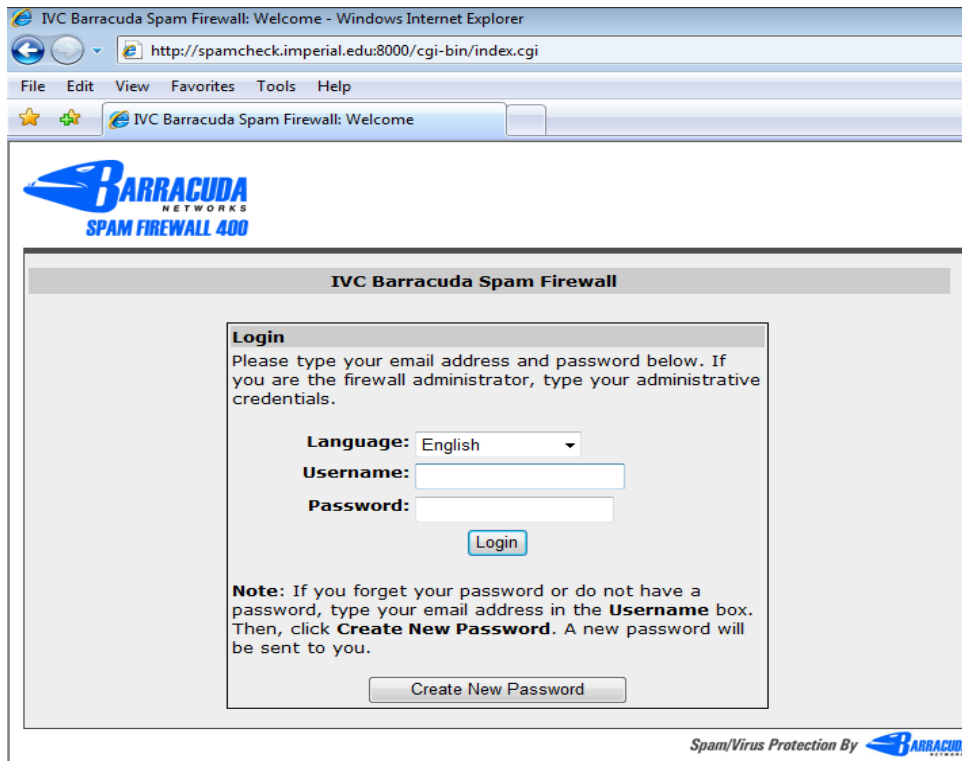
The Barracuda Spam Firewall is a spam filter program that allows the end user to filter (allow or block SPAM e-mails) from coming into your Outlook e-mail account.

### 1. How do I log into the IVC Barracuda Spam Firewall?

Step A. Go to the Imperial Valley College website: <http://www.imperial.edu>

Step B. Click on the Faculty and Staff tab

Step C. Scroll down and click on the Barracuda Spam Filter link



The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <http://spamcheck.imperial.edu:8000/cgi-bin/index.cgi>. The page title is "IVC Barracuda Spam Firewall: Welcome". The main content area features the Barracuda Networks Spam Firewall 400 logo and a login form titled "IVC Barracuda Spam Firewall". The form includes a "Login" section with instructions: "Please type your email address and password below. If you are the firewall administrator, type your administrative credentials." Below the instructions are three input fields: "Language" (set to English), "Username", and "Password". A "Login" button is positioned below the password field. A "Note" section states: "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." A "Create New Password" button is located at the bottom of the form. The footer of the page reads "Spam/Virus Protection By BARRACUDA NETWORKS".

### 2. How do I log into the Barracuda Spam Firewall?

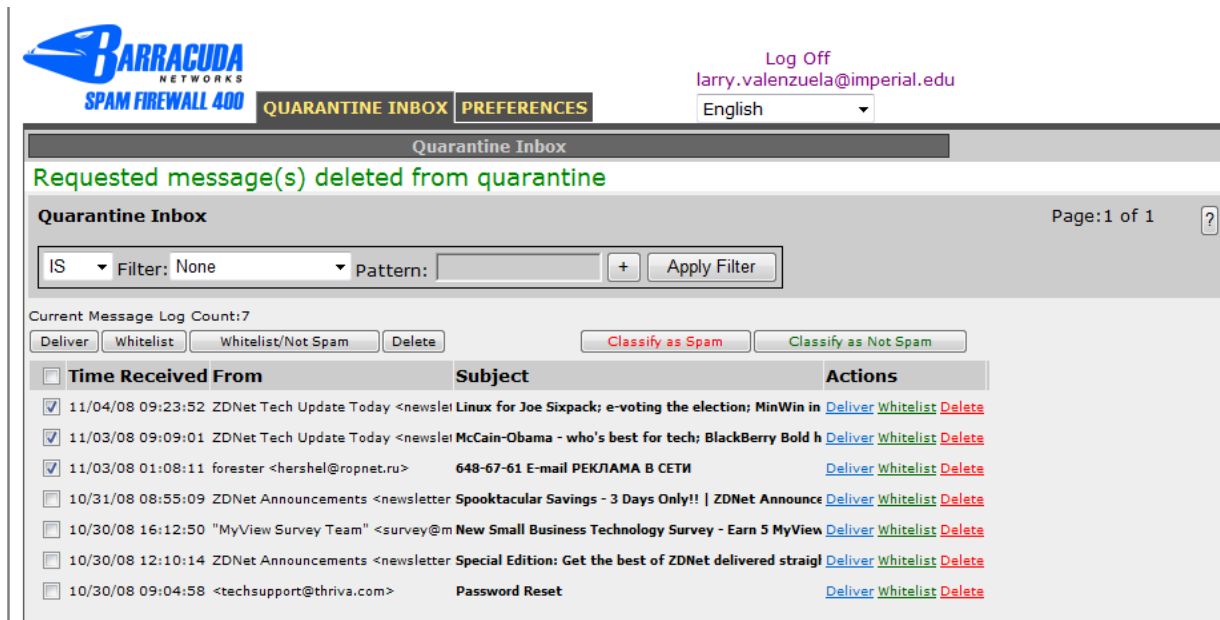
First, the language needs to be set to English. In username, type in your e-mail address:

For example: [larry.valenzuela@imperial.edu](mailto:larry.valenzuela@imperial.edu) If you are login in for the first time or forgot your password, in username type in your e-mail address and then click on Create New Password. By doing this, Barracuda will send you an e-mail to your Microsoft Outlook account to let you know what is your password. Below is an example:



This screenshot shows the same login form as above, but with example data entered. The "Language" dropdown is set to "English". The "Username" field contains the email address `larry.valenzuela@imperial.`. The "Password" field is filled with ten dots. The "Login" button is highlighted. The "Note" and "Create New Password" button remain visible at the bottom of the form.

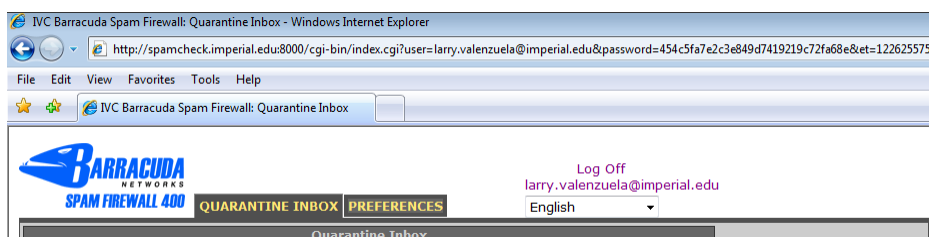
### 3. How will my screen look when I log into the Barracuda SPAM firewall? Below is an example.



- ✓ By checking off e-mails and clicking them as **(Deliver Button or Deliver link)** = means that these e-mails will go to your Microsoft Outlook inbox.
- ✓ By checking off e-mails and clicking them as **(White list/Not Spam Button or White list link)** = means that these e-mails are Classified as Not Spam and will be delivered to your Outlook Junk E-mail Folder
- ✓ By checking off e-mails and clicking them as **(Classified as Spam or Delete link)** = means that these e-mails are Classified as Spam and will be deleted and you will no longer see them again.

### 4. How do I get to the White list/Black list tab?

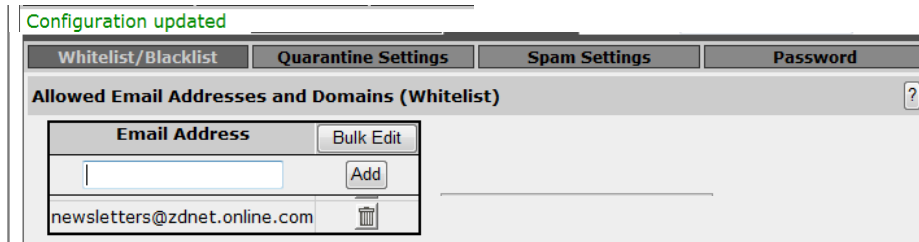
First, click on the Preferences Tab. You are now in the White list/Blacklist Tab section. Please follow the instructions below carefully.



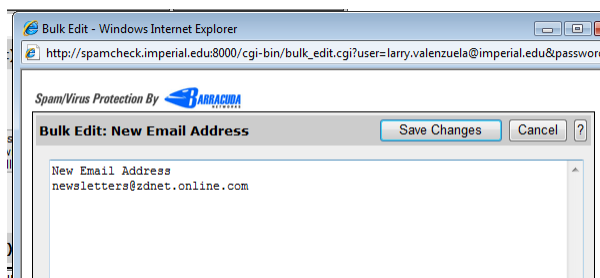
## 5. How can I add e-mails or domains on the (white list) so that I receive those e-mails in Microsoft Outlook?

### In Allowed E-mail Addresses and Domains:

Here you can type e-mail addresses or domains that you want to Allow to come into your Microsoft Outlook account. For Example: You can type an e-mail address or domain, and then click **Add**. If you make a mistake and want to delete the e-mail, just click on the trashcan icon to delete the e-mail address to start over again. Below is an example.

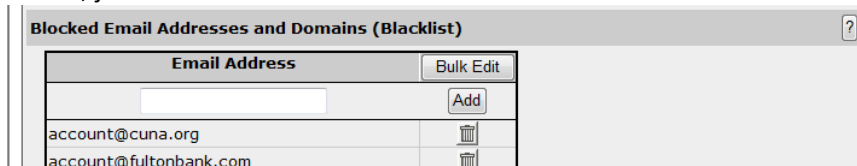


If you have a list of e-mails that you want to Allow, click on **Bulk Edit Button** to type a list of e-mails that you want to Allow to come into your Microsoft Outlook Account.

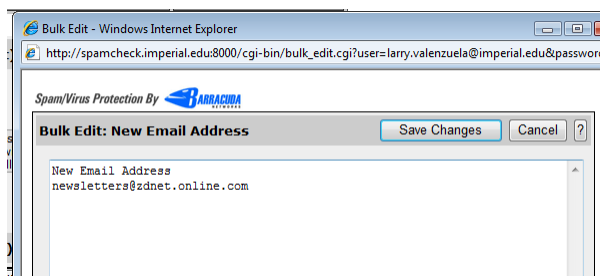


### In Blocked E-mail Addresses and Domains:

Here you can type e-mail addresses or domains that you want to Block from coming into your Outlook account. For Example: You can type an e-mail address or domain, and then click **Add**. If you make a mistake and want to delete the e-mail, just click on the trashcan icon to delete the e-mail address to start over again.



If you have a list of e-mails that you want to Block, click on **Bulk Edit Button** to type e-mails that you want to Block from coming into your Microsoft Outlook Account.



Important: If by any chance you encounter a problem that you added an e-mail to the allowed list and for some reason you do not receive the e-mail into your Microsoft Outlook account, please contact Gordon Bailey at (760) 355-6150 or e-mail [Gordon.bailey@imperial.edu](mailto:Gordon.bailey@imperial.edu) Thank You.

## 6. How can I configure my SPAM settings to configure my quarantine notification or default language?

Make sure that your Quarantine is enabled, and you can set your Quarantine Notification to be either **daily** or **weekly**. The default language is set to English.

The screenshot shows the 'Spam Settings' tab in the Barracuda Spam Filter interface. It is divided into three sections:

- Quarantine Enable/Disable:** Features a 'Save Changes' button and a help icon. The 'Enable Quarantine' option is set to 'Yes' (radio button selected). A tooltip explains that if 'No' is selected, messages would be delivered to the mailbox with a quarantine identifier. The recommended setting is 'Yes'.
- Quarantine Notification:** Also has a 'Save Changes' button and help icon. The 'Notification Interval' is set to 'Daily' (radio button selected). A tooltip states that this determines how often an email summary of quarantined messages is received, with 'Daily' as the recommended setting. The 'Notification Address' is 'larry.valenzuela@imperial.edu', with a tooltip explaining it's the address for quarantine notifications and a default of 'larry.valenzuela@imperial.edu'.
- Default Language:** Has a 'Save Changes' button and help icon. The 'Default Language' is set to 'English (iso-8859-1)' in a dropdown menu. A tooltip explains it sets the default quarantine message language and encoding. A note states that all email notifications from the Barracuda will be in UTF8 encoding.

## 6. How can I make sure that e-mails are being scanned from the Barracuda SPAM filter?

In Spam Settings, select **Yes** so that your incoming e-mail(s) are being scanned for SPAM.

The screenshot shows the 'Spam Filter Enable/Disable' section within the 'Spam Settings' tab. It includes a 'Save Changes' button and a help icon. The 'Enable Spam Filtering' option is set to 'Yes' (radio button selected). A tooltip indicates that if 'No' is selected, all messages will be delivered without being scanned for spam. The recommended setting is 'Yes'.

## 7. How can I change my password in Barracuda SPAM filter?

Yes. By clicking on the Password Tab, you will be able to type your old password and type in a new password (8 alphanumeric character password).

The screenshot shows the 'Password Change' section within the 'Password' tab. It features three input fields: 'Old Password:', 'New Password:', and 'Re-Type New Password:'. A 'Save Password' button is located at the bottom of the section.

## 8. How do I log out of the Barracuda SPAM Filter? Click on Log Off

