

# EHE Barracuda Spam & Virus Firewall Quick Start Guide

The Office of Technology and Enhanced Learning has recently installed a new spam and virus filtering system created by Barracuda Networks. This “quick start” guide will show you the basics of how to use it.

## Daily Email Summary of Spam

If the system blocks any email from going to your Inbox, you will receive a daily summary of the messages it has quarantined. The message gives you a few options for your messages, including

- **Deliver** (the message will be sent to your Inbox)
- **Whitelist** (the message will be delivered and messages from the sender will no longer be quarantined)
- **Delete** (the message is permanently removed from quarantine).

There is also a link you can click on to take you to a webpage that shows all of the messages currently in quarantine (“To view your entire quarantine inbox or manage your preferences, click here”).

Below is an example spam quarantine summary message.

### Spam Quarantine Summary

Barracuda Spam & Virus Firewall [7tech@ehe.osu.edu]

Sent: Sun 6/7/2009 3:35 PM

To: John Pryba



Account: [jpryba@hec.ohio-state.edu](mailto:jpryba@hec.ohio-state.edu)

This is your quarantine summary from the Barracuda Spam & Virus Firewall.

You have **2** messages in your spam quarantine inbox.

- Click on the **Deliver** link to have a message delivered to your mailbox.
- Click on the **Whitelist** link to have a message delivered to your mailbox and whitelist the sender so that his/her messages will no longer be quarantined.
- Click the **Delete** link to have the message deleted from your quarantine.

Messages older than 30 days will be removed			
Time Received	From	Subject	Actions
06/07/09 05:51:35	The Ohio State University < <a href="mailto:help7@osu.edu">help7@osu.edu</a> >	Dear Osu.edu Subscriber	<a href="#">Deliver</a> <a href="#">Whitelist</a> <a href="#">Delete</a>
06/05/09 20:49:52	Victoria Campbell < <a href="mailto:vivoriacaa03@msn.com">vivoriacaa03@msn.com</a> >	Dear in Christ,	<a href="#">Deliver</a> <a href="#">Whitelist</a> <a href="#">Delete</a>

To view your entire quarantine inbox or manage your preferences, [click here](#).

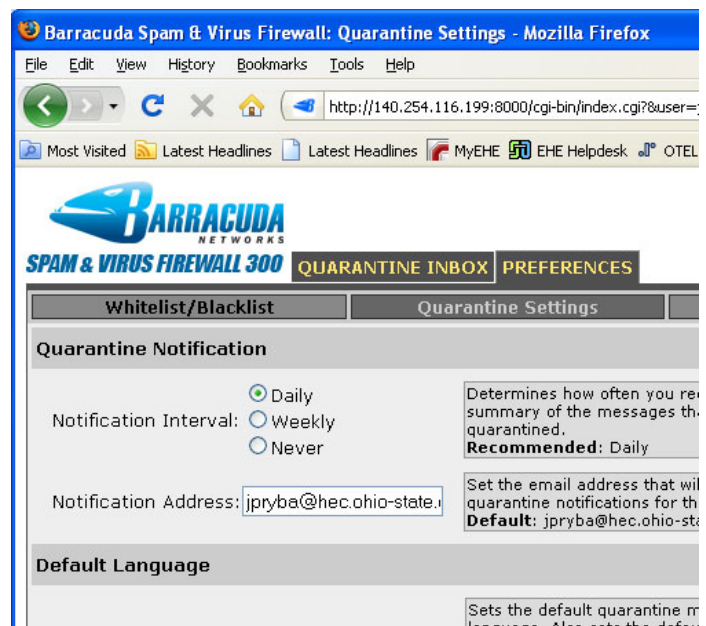
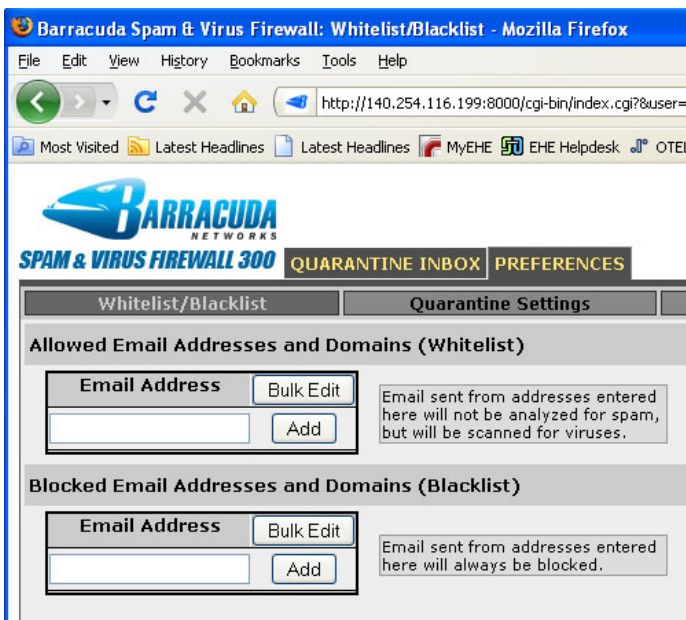
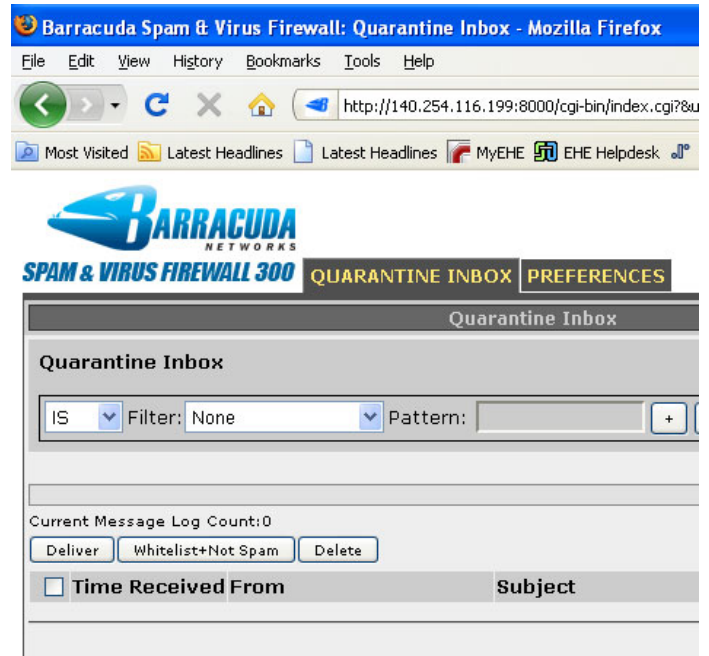
## Spam Quarantine Website

The easiest way to get to the spam quarantine website is to click on the link in your spam quarantine summary email (“To view your entire quarantine inbox or manage your preferences, click here”).

On this page, you will first see your **Quarantine Inbox**. It may be empty if you already clicked on the Deliver, Whitelist, or Delete link in the email you received.

There is also a **Preferences** tab you can click on. In this area you will find the following pages:

- **Whitelist/Blacklist** – Allows you to enter email addresses in your whitelist (email that the system will not block) and your blacklist (email from users who you want to block).
- **Quarantine Settings** – On this page, you can change your notification from daily (the recommended setting) to weekly or never. We recommend keeping the notification at daily or weekly. There is also an option to change the email address your notifications are set to. We recommend you don’t change this.
- **Password** – The passwords we have set up for this system are NOT the same as your EHE or OSU passwords. Please do not change this.



If you have any further questions, please contact 7TECH at 7-8324 or [7tech@ehe.osu.edu](mailto:7tech@ehe.osu.edu)