HCOE Spam Filtering System

Starting on or about June 1, 2013, the Humboldt County Office of Education will begin using a new spam filtering system. The new system is hosted by Barracuda Networks and will function similar to our old system, Postini. Please read this document in its entirety to familiarize yourself with our new system.

Every so often (everyday, by default), Barracuda Networks will notify you via email if it has filtered out spam for you since the last time it notified you. (You can control how often it notifies you.) The message will look like this in your inbox:

ୟ ! ⊅ D @	From	Subject	Received 🔻	Size	Categori 🕅
A Date: Too	lay				
	Barracuda Networks	Barracuda Email Security Service Quarantine Notification	Wed 5/29/2013 9:23 AM	14 KB	Ÿ

When you open the message, it will look something like the following. In practice, you will probably see more messages listed. *The first time you receive one of these notifications*, you should click **Quarantine Settings** to select how often you want to be notified about new spam as well as other settings.

From:	Barracuda Networks <quarantine@ess.barracuda.com></quarantine@ess.barracuda.com>	Sent:	Wed 5/29	/2013 9:22 AM
To:	John Q. Public			
Cc				
Subject:	Barracuda Email Security Service Quarantine Notification			
· · · · · >		6 .	e e i ∰e	• 7 • • • 🕅
	Quarantine Barracuda Networks			
	ear jpublic@humboldtcoe.org,			
F	elow is a list of 1 new quarantined message(s) in your inbox			
	sion is a list of their qualantified message(s) in year moon.			=
1	From Subject Date		Action	
1	Doug Li ≪douglee57@sudden1 » =tf-8?B?5paw5Lqn5ZOB56CU5Y+R5rWB56iL5LyY5YyWO 05/28 04:04PM		Deliver	
	About this email urity Service (ESS) to you b	e		
	This email was sent from the Barracuda Email Security Service (ESS) to you because yo visit Quarantine Settings.	ir ii	ibox. To	
	unsubschoe of change your quarantine settings, visit <u>Quarantine Settings</u>			
	About the Company Baracuda Networks Inc. combines premises-based gateways and software, virtual appliances, cloud services, and sophisticated remote suppo	ort to deli	ver	
	comprehensive content security, data protection and application delivery solutions. The company s expansive product portfolio includes of	ferings fo	r	
	protection against email, web and LNI threats as well as products that improve application delivery and network access, message archiving, i protection.	oackup ar	id data	
	-			

Clicking **Quarantine Settings** will take you to a web page where you can select the frequency that you want to be notified about new spam. Keep in mind that you will only be notified if you get spam since the last time you were notified. Be sure to click **Save Changes** after you've made your selection.

	Email Security
NETWORKS	MESSAGE LOG SETTINGS LOG OUT (JPUBLIC@HUMBOLDTCOE.ORG) SUPPORT
Community Account Support	Quarantine Notification Sender Policy Linked Accounts Change Password
🔐 Backup >	
Web Security	Quarantine Notification
Email Security	Specify the interval of quarantined email notification: Daily
Appliance Control >	Weekly Custom

After you've specified the quarantine interval, be sure to create a password, by clicking **Change Password**:

	Email Security
NETWORKS	MESSAGE LOG SETTINGS LOG OUT (JPUBLIC@HUMBOLDTCOE.ORG) SUPPORT
Community Account Support	Quarantine Notification Sender Policy Linked Accounts Change Password
🔐 Backup >	
A	Vour setting changes have been saved.
Web Security >	Quarantine Notification
Security >	Specify the interval of quarantined email notification: Daily
Appliance Control	Save Changes

Enter your password twice, and then click **Submit**.

	Email Security						
NET WORKS	MESSAGE LOG SE	ETTINGS	LOG OUT (JPUBLIC@HUM	BOLDTCOE.ORG)	SUPPORT		
Community Account Support	Quarantine Notification	Sender Polic	y Linked Accounts	Change Password			
Backup >	S Your setting changes ha	ave been save	d.				
Web Security	Change Passwo	ord					
Email Security	New Passwore	d:]			
Appliance Control	Confirm New Passwore	rd: ••••••]			
		Submit)				

At this point you can click **Message Log** to see what messages have been filtered out. Notice that by default it only shows you messages from the last two days. You can select a longer time period and then click **Search**. Thirty days is the longest period that spam is held.

	Email Secu	rity					<u>Sign In</u>
	MESSAGE LO	DG SETTING S	LOG OUT (JPUBLIC@HUMBO	OLDTCOE.ORG) S	UPPORT		
Backup >	Messag	e Log					Help
Web Security	Message Filter	Quarantined 💌					
Security >	Search:			✓ 2 days	Search	Show Advanced Search	
Appliance Control	Mark as: Spa	am Not Spam	Export Deliver Delete	Whitelist 7 days	;		(1 to 1)
	🔲 🗌 🗎 🔍 Fro	m To	Sub	oject 30 days	;	Date	Size Delivery Status
			Del	ete all quarantined mess	ages		
	🔲 📕 🖉 Do	ug Li jpub	olic@humboldtcoe.org »	行产品研6mkXzKYXc		05/28 04:04PM	39 KB Not Delivered

You can click on a message to see its contents, or put a check in the box for additional options.

Mark as:	Spam Not Spa	am Export Deliver De	elete Whitelist		(1 to 1)
□ □ ₽	0 From	То	Subject	Date	Size Delivery Status
			Delete all guarantined messages		
	Ø Doug Li	jpublic@humboldtcoe.org	» 新产品研6mkXzKYXc	05/28 04:04PM	39 KB Not Delivered

You can take the following actions with messages using buttons above the message list:

- Spam Mark the selected message(s), if you think they are Spam, to have them sent to Barracuda Central for analysis.
- Not Spam Mark the selected message(s), if you think they are Not Spam, to have them sent to Barracuda Central for analysis.
- Export Export either selected or all messages to a CSV file. To export all messages, click the check box at the top of the Message List. You will be prompted for a file name to save to your local desktop or network.
- Deliver Attempt to deliver the selected message(s).
- Delete Delete the selected message(s) from the Message Log.
- Whitelist Never filter messages from this (these) sender(s).

In addition to "Whitelisting" email addresses, you can also "Blacklist" email addresses, which means all email from a particular address is blocked. On the **Settings** tab, click **Sender Policy**.

MESSAGE LOG SETTINGS	LOG OUT (JPUBLIC@HUME	OLDTCOE.ORG) SUPPORT	
Quarantine Notification Sender Police	Linked Accounts	Change Password	
Sender Policy			
Specify whether to Block or Exempt me	ssages coming from a specif	c email address or domain.	Add Sender Policy Bulk Edit
Add Sender Policy			
Email Address, Domain or User	Policy Commer	t (Optional)	
example@somewhere.com	Block An exa	mple sender policy	Add
	Exempt		
User	Quarantine Comm	ent	Modified
		No sender policy defined	

- Block Never accept messages from this sender.
- Exempt Always accept messages from this sender.
- Quarantine Always quarantine messages from this sender (you can choose what to do with them later).

Once you have established your Quarantine Notification interval and created a password, you can click on the **Quarantine** link to view your message log. You can also choose to have filtered messages delivered immediately by clicking on **Deliver** in the quarantine notification, but use caution!

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ct:	Barracuda Email Se	urity Servi	ce Quarantine Not	tification						
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Another way to view your message log is by using your web browser to visit http://ess.barracudanetworks.com.