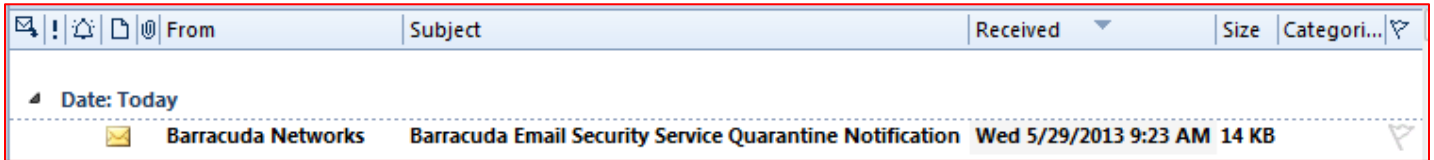


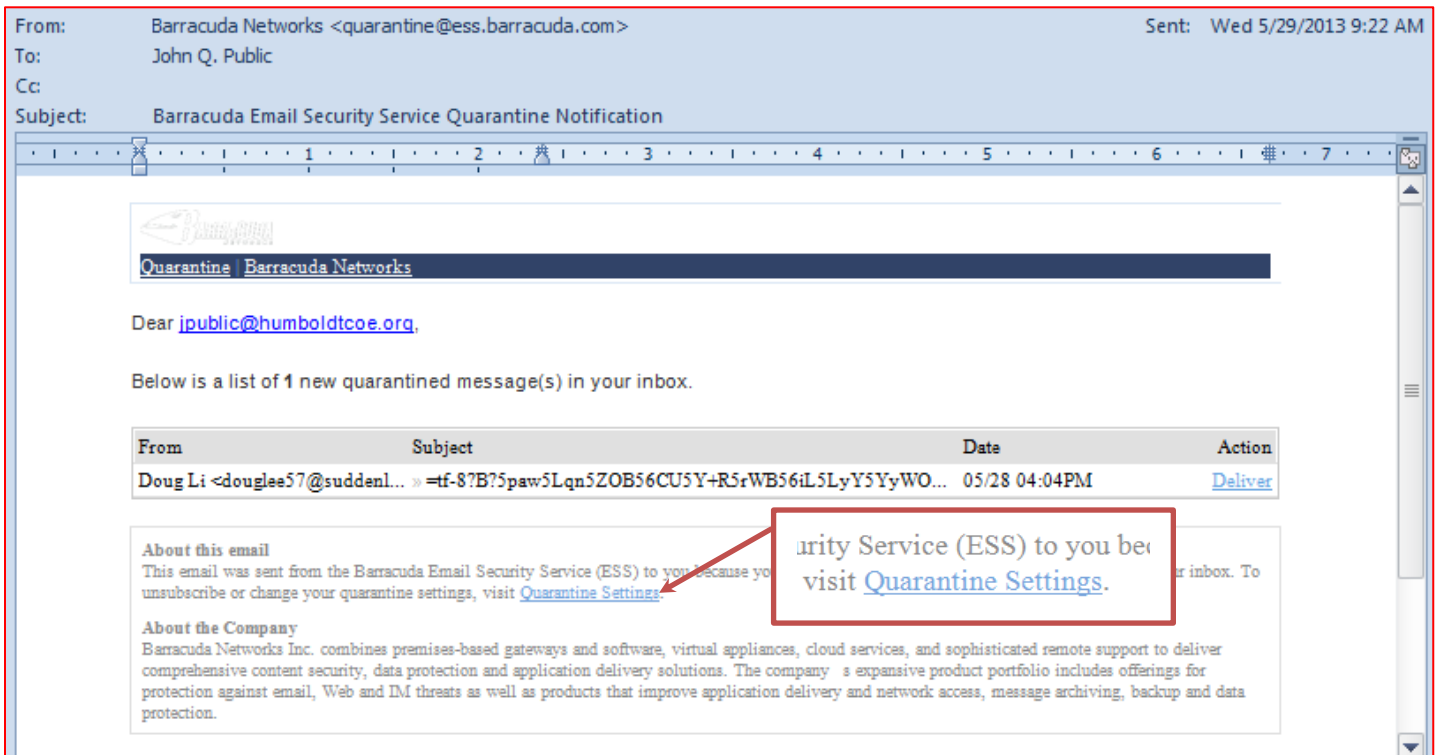
# HCOE Spam Filtering System

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.

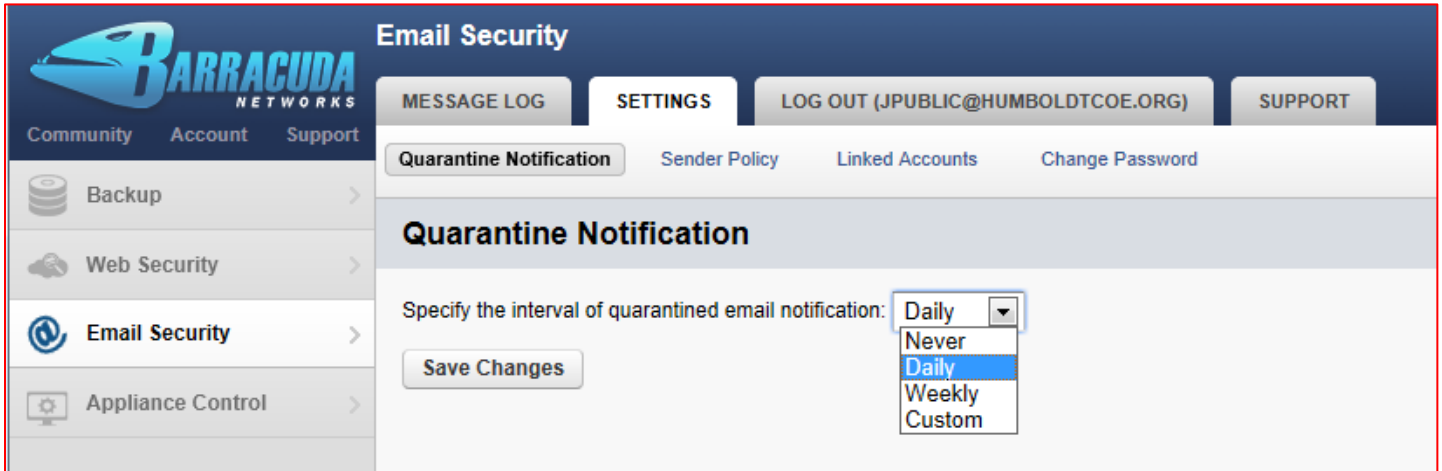
Every so often (everyday, by default), Barracuda Networks will notify you via email if it has filtered out spam for you since the last time it notified you. (You can control how often it notifies you.) The message will look like this in your inbox:



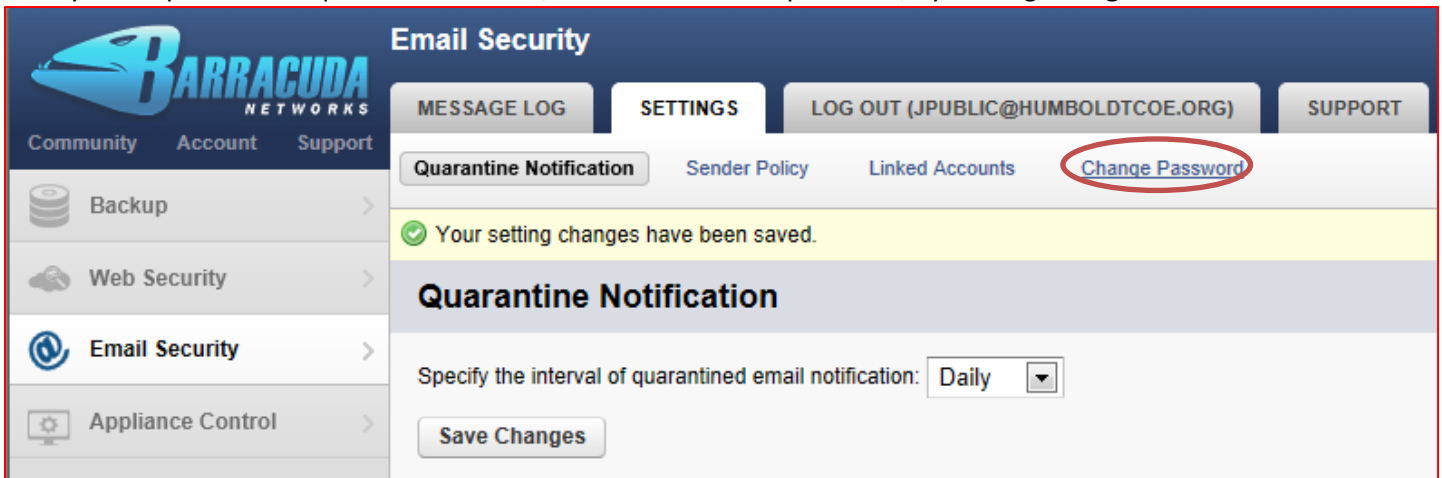
When you open the message, it will look something like the following. In practice, you will probably see more messages listed. *The first time you receive one of these notifications*, you should click **Quarantine Settings** to select how often you want to be notified about new spam as well as other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



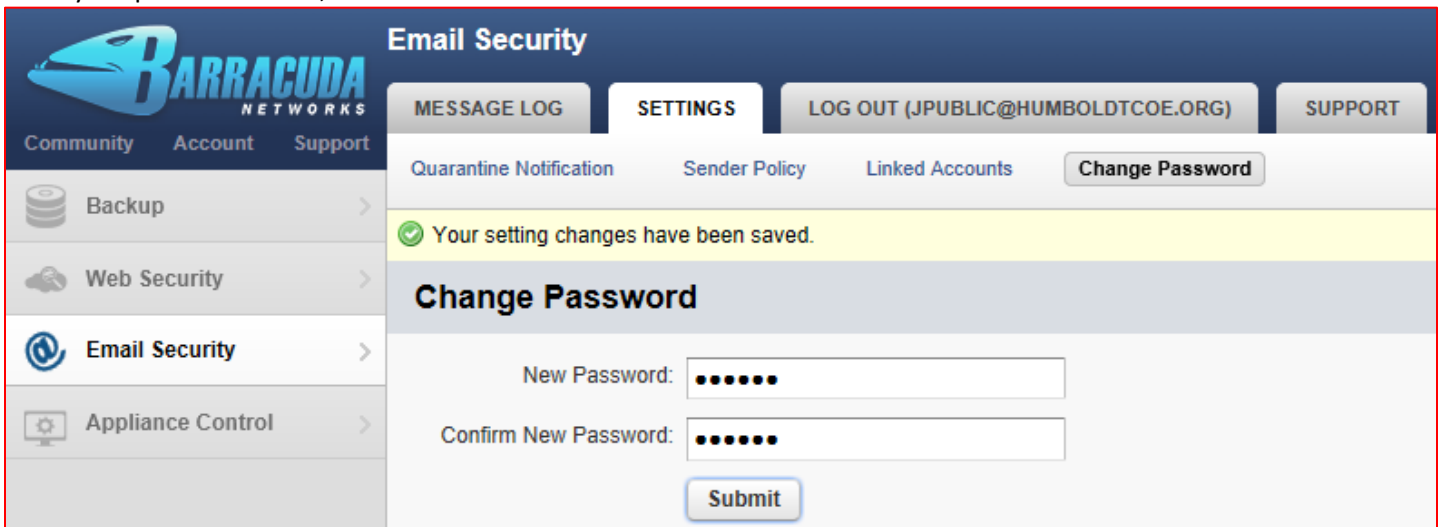
Clicking **Quarantine Settings** will take you to a web page where you can select the frequency that you want to be notified about new spam. Keep in mind that you will only be notified if you get spam since the last time you were notified. Be sure to click **Save Changes** after you've made your selection.



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



Enter your password twice, and then click **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.

The screenshot shows the Barracuda Email Security Message Log interface. The top navigation bar includes 'MESSAGE LOG', 'SETTINGS', 'LOG OUT (JPUBLIC@HUMBOLDTCOE.ORG)', and 'SUPPORT'. The left sidebar has 'Backup', 'Web Security', 'Email Security', and 'Appliance Control'. The main content area is titled 'Message Log' and features a 'Message Filter' set to 'Quarantined'. A search bar is present, along with a dropdown menu for time periods (2 days, 7 days, 14 days, 30 days). Below the search bar are buttons for 'Mark as: Spam', 'Not Spam', 'Export', 'Deliver', 'Delete', and 'Whitelist'. A table of messages is displayed with columns for From, To, Subject, Date, Size, and Delivery Status. One message from 'Doug Li' is visible.

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

This close-up screenshot shows the 'Mark as' buttons and the message table. The 'Mark as' buttons are 'Spam', 'Not Spam', 'Export', 'Deliver', 'Delete', and 'Whitelist'. The table has columns for From, To, Subject, Date, Size, and Delivery Status. A message from 'Doug Li' is highlighted.

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@HUMBOLDTCOE.ORG) | 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.

**Add Sender Policy** | Bulk Edit

**Add Sender Policy**

Email Address, Domain or User:  Policy: **Block** Comment (Optional):  **Add**

User	Policy	Comment	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!

From: Barracuda Networks <quarantine@ess.barracuda.com> Sent: Wed 5/29/2013 9:22 AM  
To: John Q. Public  
Cc:  
Subject: Barracuda Email Security Service Quarantine Notification

**Quarantine** Barracuda Networks

Dear [jpublic@humboldtcoe.org](mailto:jpublic@humboldtcoe.org),

Below is a list of 1 new quarantined message(s) in your inbox.

From	Subject	Date	Action
Doug Li <douglee57@suddenl...>	=tf-8?B?5paw5Lqn5ZOB56CU5Y+R5rWB56iL5Ly5YyWO...	05/28 04:04PM	<b>Deliver</b>

**About this email**  
This email was sent from the Barracuda Email Security Service (ESS) to you because you requested to be notified of quarantined messages in your inbox. To unsubscribe or change your quarantine settings, visit [Quarantine Settings](#).

**About the Company**  
Barracuda Networks Inc. combines premises-based gateways and software, virtual appliances, cloud services, and sophisticated remote support to deliver comprehensive content security, data protection and application delivery solutions. The company's expansive product portfolio includes offerings for protection against email, Web and IM threats as well as products that improve application delivery and network access, message archiving, backup and data protection.

Another way to view your message log is by using your web browser to visit <http://ess.barracudanetworks.com>.