# 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:
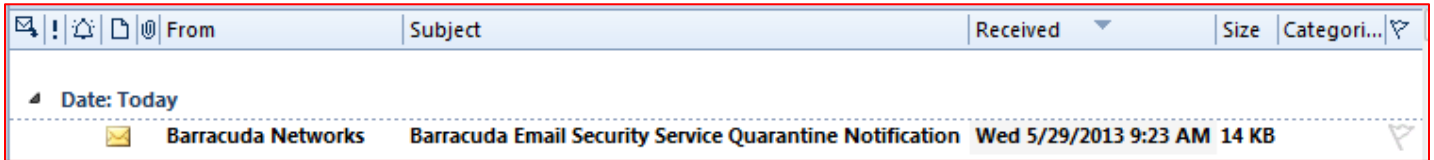

When you open the message, it will look something like the following. In practice, you will probably see more messages listed. *The first time you receive one of these notifications*, you should click **Quarantine Settings** to select how often you want to be notified about new spam as well as other settings.
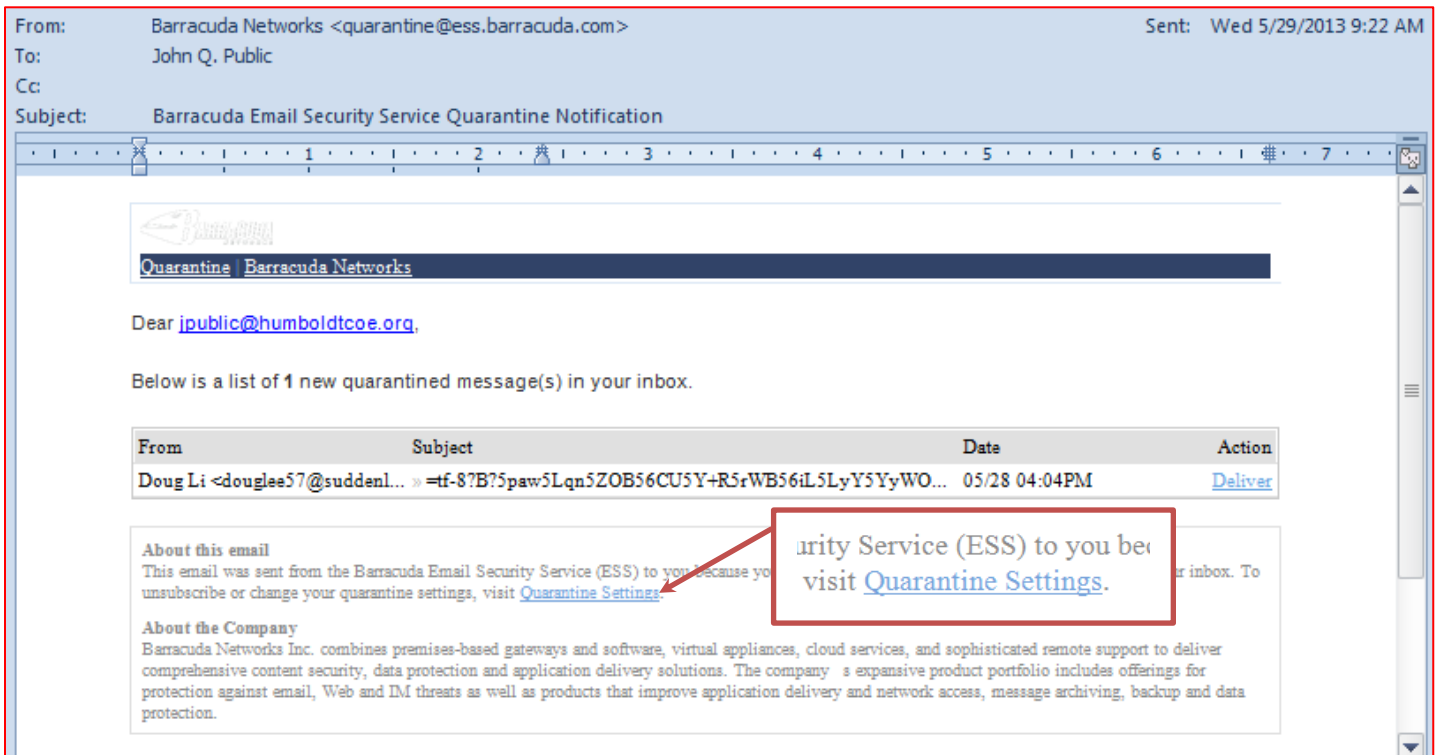
Clicking **Quarantine Settings** will take you to a web page where you can select the frequency that you want to be notified about new spam. Keep in mind that you will only be notified if you get spam since the last time you were notified. Be sure to click **Save Changes** after you've made your selection.
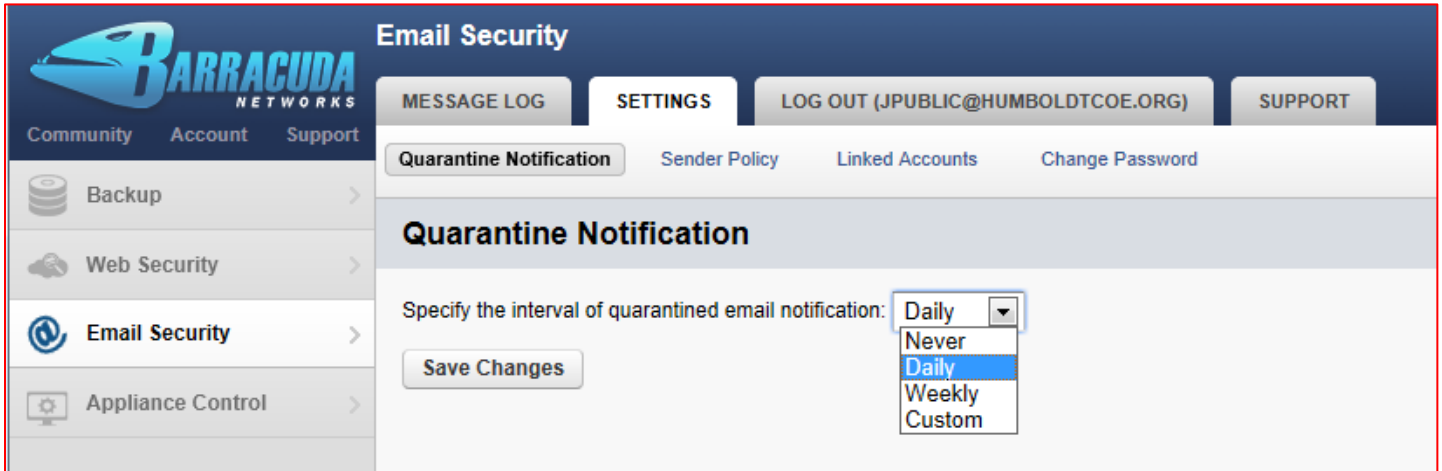
After you've specified the quarantine interval, be sure to create a password, by clicking **Change Password**:
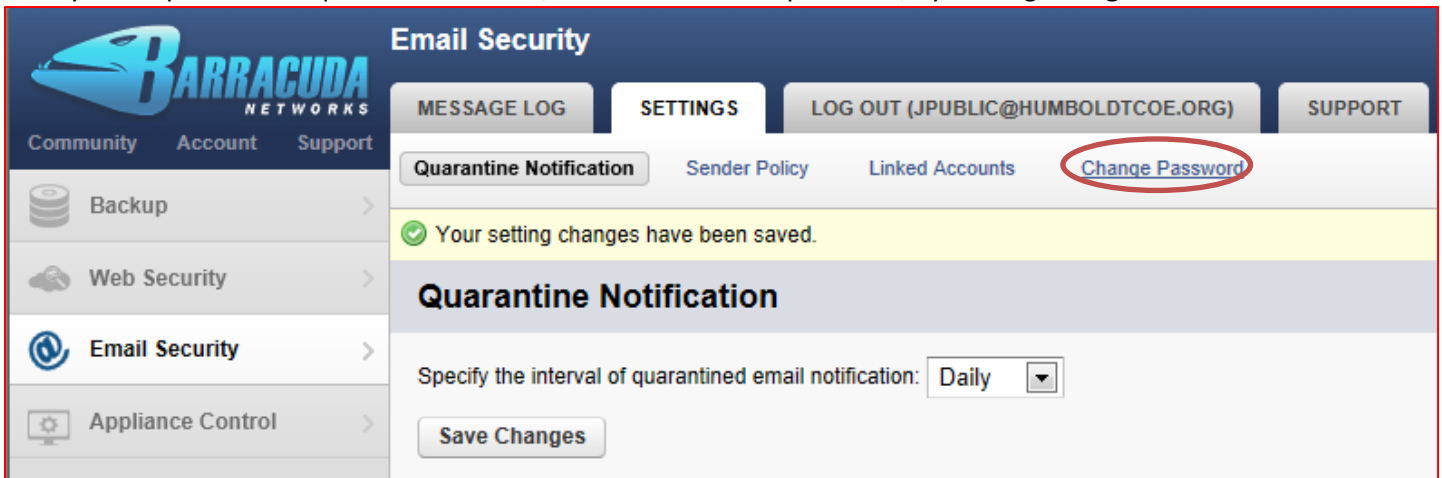
Enter your password twice, and then click **Submit**.
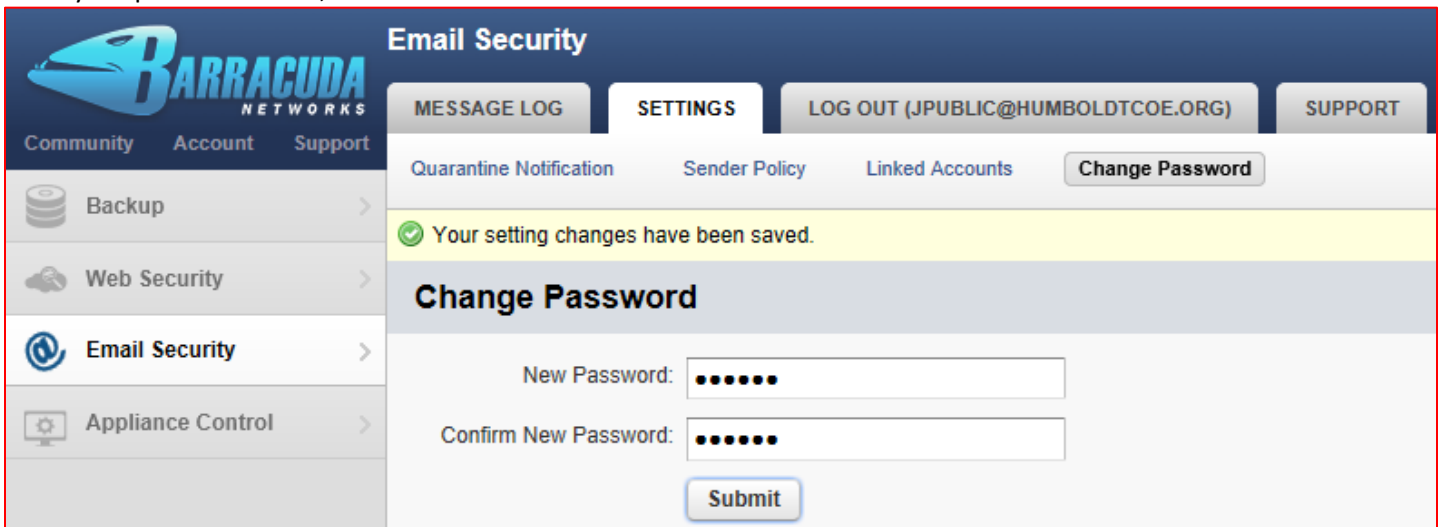
At this point you can click **Message Log** to see what messages have been filtered out. Notice that by default it only shows you messages from the last two days. You can select a longer time period and then click **Search**. Thirty days is the longest period that spam is held.

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

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**.

- 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!

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