Using the Barracuda Spam Firewall

You can access your quarantined email in two ways:

1. Click the link in your daily summary email that is sent to your inbox. This will automatically connect and log you in to the email quarantine.

OR

2. Open a web browser and go to http://www.usf.edu/antispam then use the Access your Barracuda Email Quarantine link provided. You will then see the log on screen shown below:

Username: USF email address
Password: the same password that you use to log on to the network
Once you are logged in, you will see your quarantine inbox as pictured below:

Quarantine Inbox tab - Deliver/Whitelist/Delete email in the Quarantine

By default, the QUARANTINE INBOX is displayed. You can manage the items in the quarantine individually or as a group.

- **Individually**: To Deliver, Whitelist, or Delete individual emails, select the preference to the right of the email subject. (area highlighted in purple)

- **As a Group**: To Deliver, Whitelist, or Delete all the emails in the quarantine at one time, click the small box next to “Time Received” and then make your choice above the box you just checked. (area highlighted in green)
Preferences Tab – Whitelist /Blacklist

- **Allowed Email Addresses and Domains:** This area will allow you to manually add or delete email addresses and domains from the Whitelist. When an email address or domain is added to the Whitelist from the Quarantine Inbox, the system automatically enters them to the list found here.

- **Blocked Email Addresses and Domains:** This area will allow you to add or delete users and domains from the Blacklist.
Preferences Tab – Quarantine Settings

- **Enable Quarantine**: The default setting is “Yes” to turn on spam filtering. If you change this setting to “No,” filtering will be disabled and all email will be delivered to your inbox.

- **Quarantine Notification**: The default setting is “Daily.” You can change the setting to “Weekly” or “Never.” If you select “Never” you will not receive a summary email and will need to manually log in to your account to check spam as described in the first section of this document.

- **Default Language**: The default setting is English. Use the pull down next to the language to see other language options.

Logging Off
When you are finished viewing your quarantine email, you can log off of the Barracuda system by clicking on the “Log Off” link found in the upper right-hand corner of the page.