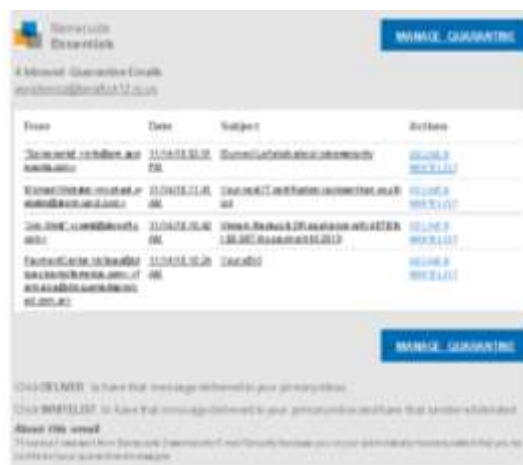


## Barracuda Cloud Based Antispam and Archiver

Tenafly has changed to a new Cloud based Antispam and archiving solution. You are set to get two spam reports a day, if you had spam blocked. First report is between 8am and 9am. The second is between 2pm and 3pm. Once you receive the report by email you can click on the “Manage Quarantine” button in the upper right corner of the email or go to <https://ess.barracudanetworks.com> and login with your email address and network password.



You now have access to both the Antispam and Archiver. The Email Security is the Antispam feature. You can see what emails are being blocked or quarantined here.

### Manage Mail

Use the Message Log to manage mail. The Message Log page displays all email messages that come through the Barracuda Email Security Service to your account. You can filter messages by **All**, **Allowed**, **UI Delivered**, **Not Allowed**, **Blocked**, **Deferred**, or **Quarantined** using the drop-down menu. Note that messages expire after 30 days.



Messages are blocked due to the following:

- Spam and virus policies set by your administrator for the domain; and
- Email address or domain block policies, as well as email from other users, set by your administrator for the domain.

Messages are deferred for various reasons. Click the **Help** (?) icon on the **Message Log** page for more information as well as details on searching for and filtering messages.

From the **Message Log** page, select one or more messages, and then click on an action. To select all messages, select the check box at the top of the Message List.

Depending on the message filter, once you select one or more messages, you can take the following actions:

- **Spam** – Selected messages are sent to Barracuda Central for analysis.
- **Not Spam** – Selected messages are sent to Barracuda Central for analysis.
- **Whitelist** – Senders of selected messages are whitelisted; note that you cannot whitelist blocked messages.
- **Recategorize** – When one or more categorized emails are selected, allows you to change the category. For example, if the message is categorized as **Corporate** but you believe it should be categorized as **Marketing Materials**, you can change the category via the **Recategorize** dropdown. This action submits this email message for recategorization to your selected category. If you select **Other** and enter a custom category, the category updates for that particular email message. For more information, see *Email Categorization* below.
- **Export** – Selected messages are exported to a CSV file. When prompted, enter a file name and select whether to save to your local desktop or network.
- **Deliver** – The service attempts to deliver the selected messages to your mailbox; note that you cannot deliver messages blocked for Advanced Threat Protection (ATP). If a message is successfully delivered, the **Delivery Status** changes to **Delivered**. The mail remains in the log until you select the message and click **Delete**. If the mail cannot be delivered, a notice displays in your browser window and the **Delivery Status** does not change. If delivered messages are not delivered to the recipient's mailbox, it may be due to a filter on the mail server or a service on your network catching the mail as spam. Check with your system administrator for more information. Additionally, check your local trash/spam folder for the mail.

## View Message

To view the message source, headers, and available options, double-click the message; the message content displays. You can take the following actions:

- Click **Source** to view all headers
- Click **Whitelist** to whitelist the sender
- Click **Deliver** to deliver the email to your regular mailbox
- Click **Download** to download the message to your local system or network

Alternatively, you can use the **Settings > Sender Policy** page to exempt or block senders. See *Set Exempt and Blocklist Policies* later in this article for additional information.

- Click **Block** and select whether to block the message **Domain** or **Email**
- Click **Download** to download and open the email
- Click **Delete** to remove the message (this option is available for quarantined messages only)

## Set Exempt and Blocklist Policies

Use the **Sender Policy** page to specify whether to block, allow, or quarantine messages from a specific sender or domain. These are called exempt/blocklist policies. To create a new policy:

1. Go to **Settings > Sender Policy** page, and enter the email address or domain in the **Sender** field.
2. From the **Policy** drop-down menu, select whether to **Block**, **Exempt**, or **Quarantine** the sender.
3. Optionally, you can add a comment to indicate why you created the policy.
4. Click **Add** to save the policy:
5. To remove a policy, click **Remove** in the **Actions** column for the sender policy you want to remove.



## Archiver

Log into <https://mas.barracudanetworks.com> to get into your personal archived emails.

