

## Barracuda – Customizing Your Spam Preferences

### To access your spam account

1. Open up a browser and go to <http://spam.wdmcs.org:8000>
2. Log in with your network ID and password.
3. Click on the **Login** button.



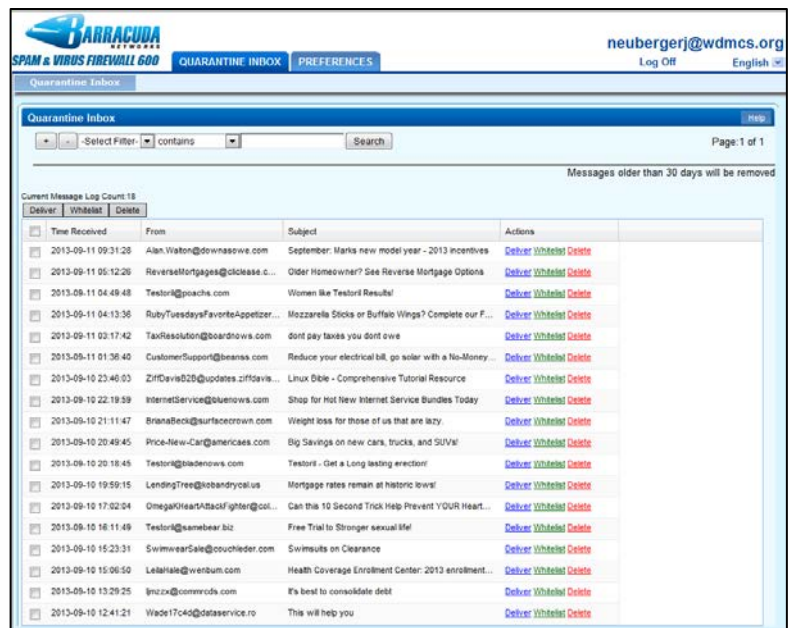
The image shows the login page for the Barracuda Spam & Virus Firewall. It has a blue header with the title "Barracuda Spam & Virus Firewall". Below the header is a "Login" section with a blue button. The text says: "Please type your email address and password below. If you are the firewall administrator, type your administrative credentials." There are three input fields: "Language:" with a dropdown menu set to "English", "Username:", and "Password:". A blue "Login" button is at the bottom right of the login section.

### Quarantine Inbox

Once you're logged in, the screen opens up to the **Quarantine Inbox**. This is where you'll see a list of messages that are being held due to the possibility of being spam. The more or less items you see here are dependent on how you have set up your preferences.

You can view any held email by clicking on it.

Buttons exist for **whitelisting** senders, **delivering** a message once or **deleting** (blacklisting) a message.

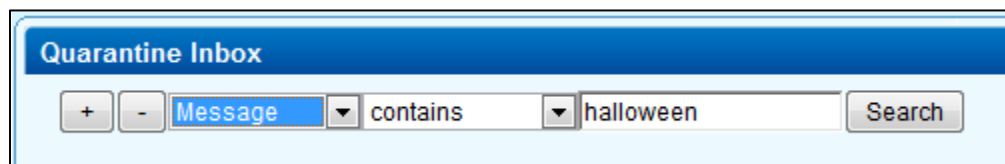


The image is a screenshot of the Barracuda Spam & Virus Firewall Quarantine Inbox. The top navigation bar includes "QUARANTINE INBOX" and "PREFERENCES". The user is logged in as "neubergerj@wdmcs.org". The main area shows a list of quarantined messages. Each message row includes a checkbox, "Time Received", "From", "Subject", and "Actions". The "Actions" column contains links for "Deliver", "Whitelist", and "Delete".

|                          | Time Received       | From                              | Subject  | Actions                  |
|--------------------------|---------------------|-----------------------------------|--|--------------------------|
| <input type="checkbox"/> | 2013-09-11 09:31:28 | Alan.Walton@downaspine.com        | September: Marks new model year - 2013 incentives        | Deliver Whitelist Delete |
| <input type="checkbox"/> | 2013-09-11 05:12:26 | ReverseMortgages@ckcass.com       | Older Homeowner? See Reverse Mortgage Options            | Deliver Whitelist Delete |
| <input type="checkbox"/> | 2013-09-11 04:48:48 | Testorik@psachs.com               | Women like Testorik Result!                              | Deliver Whitelist Delete |
| <input type="checkbox"/> | 2013-09-11 04:13:36 | RubyTuesdays@vantageappetizer.com | Mozzarella Sticks or Buffalo Wings? Complete our F...    | Deliver Whitelist Delete |
| <input type="checkbox"/> | 2013-09-11 02:17:42 | TaxResolution@boardnews.com       | dont pay taxes you dont owe                              | Deliver Whitelist Delete |
| <input type="checkbox"/> | 2013-09-11 01:36:40 | CustomerSupport@beams.com         | Reduce your electrical bill, go solar with a No-Money... | Deliver Whitelist Delete |
| <input type="checkbox"/> | 2013-09-10 23:40:03 | ZiffDavis@updates.ziffdavis.com   | Linux Bible - Comprehensive Tutorial Resource            | Deliver Whitelist Delete |
| <input type="checkbox"/> | 2013-09-10 22:19:59 | InternetService@bluewin.com       | Shop for Hot New Internet Service Bundles Today          | Deliver Whitelist Delete |
| <input type="checkbox"/> | 2013-09-10 21:11:47 | BrianBeck@surfacecrown.com        | Weight loss for those of us that are lazy.               | Deliver Whitelist Delete |
| <input type="checkbox"/> | 2013-09-10 20:49:45 | Price-New-Car@americas.com        | Big Savings on new cars, trucks, and SUVs!               | Deliver Whitelist Delete |
| <input type="checkbox"/> | 2013-09-10 20:18:45 | Testorik@bladenews.com            | Testorik - Get a Long lasting erection!                  | Deliver Whitelist Delete |
| <input type="checkbox"/> | 2013-09-10 19:59:15 | LendingTree@lendingtree.com       | Mortgage rates remain at historic lows!                  | Deliver Whitelist Delete |
| <input type="checkbox"/> | 2013-09-10 17:02:04 | OmegaHeartAttack@col.com          | Can this 10 Second Trick Help Prevent YOUR Heart...      | Deliver Whitelist Delete |
| <input type="checkbox"/> | 2013-09-10 16:11:49 | Testorik@samebear.biz             | Free Trial to Stronger sexual life!                      | Deliver Whitelist Delete |
| <input type="checkbox"/> | 2013-09-10 15:23:31 | SwimwearSale@ouchleader.com       | Swimwear on Clearance                                    | Deliver Whitelist Delete |
| <input type="checkbox"/> | 2013-09-10 15:06:50 | LetalHale@wentburn.com            | Health Coverage Enrollment Center: 2013 enrollment...    | Deliver Whitelist Delete |
| <input type="checkbox"/> | 2013-09-10 13:29:25 | lncz@commod.com                   | It's best to consolidate debt                            | Deliver Whitelist Delete |
| <input type="checkbox"/> | 2013-09-10 12:41:21 | Wade17c4@datasevice.ro            | This will help you                                       | Deliver Whitelist Delete |

If you have a long list of messages and need to find a particular item that may have wind up in your spam, use a filter to locate the message quickly.

1. From the **Filter** ▼ drop-down, choose either **From**, **Subject** or **Message** for the filter you want to filter on.
2. Choose **Contains** for the part of the message that you want the filter to look for.
3. Finally, type the text that you want the filter to look for.
4. Click **+** to specify additional filters or **-** to remove a filter.



The image shows the filter interface in the Quarantine Inbox. It has a blue header with the title "Quarantine Inbox". Below the header are two buttons: a plus sign (+) and a minus sign (-). To the right of these buttons is a dropdown menu with "Message" selected. Next to the dropdown menu is a dropdown menu with "contains" selected. To the right of the "contains" dropdown menu is a text input field with "halloween" entered. A "Search" button is at the bottom right.

5. Click the **Search** button to see the matching results.

**Helpful Hint:**

To unfilter the Inbox, just switch the filter to **–Select Filter–**, delete the text in the text field and then click on the **Search** button.

## **Preferences**

To access the Preferences area, simply click on the Preferences tab at the top of your screen. There are 3 sections that you can customize.

### **Whitelist/Blacklist**

#### **Allowed Email Addresses and Domains (Whitelist)**

This option allows you to add any email senders to your **whitelist**. This list of senders are not blocked even if the message matches spam rules. You can either be specific (user@domain.com) or make your whitelist more broad by typing just the domain (domain.com).

The screenshot shows two sections: 'Allowed Email Addresses and Domains (Whitelist)' and 'Blocked Email Addresses and Domains (Blacklist)'. Each section has a table with a header 'Email Address' and a 'Bulk Edit' button. Below the header is a text input field and an 'Add' button.

#### **Blocked Email Addresses and Domains (Blacklist)**

This option allows you to add any email senders to your blacklist. This list of senders are blocked, regardless of content, unless a whitelist entry is also present. You can either use a full email address or make it more broad.

To **add an address**, just type it in the appropriate box and click the **Add** button.

To **delete an address**, just click on the trash icon next to the email address.

### **Quarantine Settings**

#### **Quarantine Enable/Disable**

If you leave the default of **Yes**, any messages that are suspect will be routed to the Quarantine Inbox.

If you choose **No**, quarantined messages will be sent your Outlook Inbox with **[QUARANTINE]** added to the subject line.

The screenshot shows two sections: 'Quarantine Enable/Disable' and 'Quarantine Notification'. The first section has a label 'Enable Quarantine:' followed by radio buttons for 'Yes' (selected) and 'No'. The second section has a label 'Notification Interval:' followed by radio buttons for 'Daily' (selected), 'Weekly', and 'Never'. Below this is a label 'Notification Address:' followed by a text input field containing 'Do not change.'

## Quarantine Notification

Currently, the default notification is sent out on a **daily** basis. Here's an example of what the message will look like in your Outlook Inbox:

|                                 |   |
|---------------------------------|---|
| Jackie Neuberger                | FW: Voice Message From: John Brown [6010] |
| Barracuda Spam & Virus Firewall | Spam Quarantine Summary - (17)            |
| Brown, Scott                    | Infinite Campus                           |

If you don't want to receive a daily notification, then you can click on **Weekly** or **Never**.

**Notification Address** – do not change the default address.

### Spam Settings

The first time you access **Spam Settings**, you will only see is the default settings. If you would like to make changes:

1. Click on **No** under the **Spam Scoring** section.
2. Click on the **Save Changes** button for that section.
3. The Spam Scoring section will expand to allow for customization.

| Spam Scoring         |   |
|----------------------|---|
| Use System Defaults: | <input checked="" type="radio"/> Yes <input type="radio"/> No |

To help you better understand how the scoring works, refer to the scenarios below:

I want **less spam**, even if it blocks legitimate messages . . .

- Move the **Tag** slider down to **0.5**
- Move the **Quarantine** slider to **2.0**

I don't mind getting more messages tagged as [SPAM?] in my Inbox. I don't mind seeing them as long as they're marked . . .

- Keep the **Tag** slider at **1.5**
- Move the **Quarantine** slider to **5.0**

Okay, so I want to be able to see them, but I don't want them to automatically be tucked away into a folder so I can look at them when I want.

- Keep the **Tag** slider at **1.5**
- Move the **Quarantine** slider to **5.0**
- Locate the handout *Outlook – how to create an email rule for SPAM* and set up a rule for **[SPAM?]**