

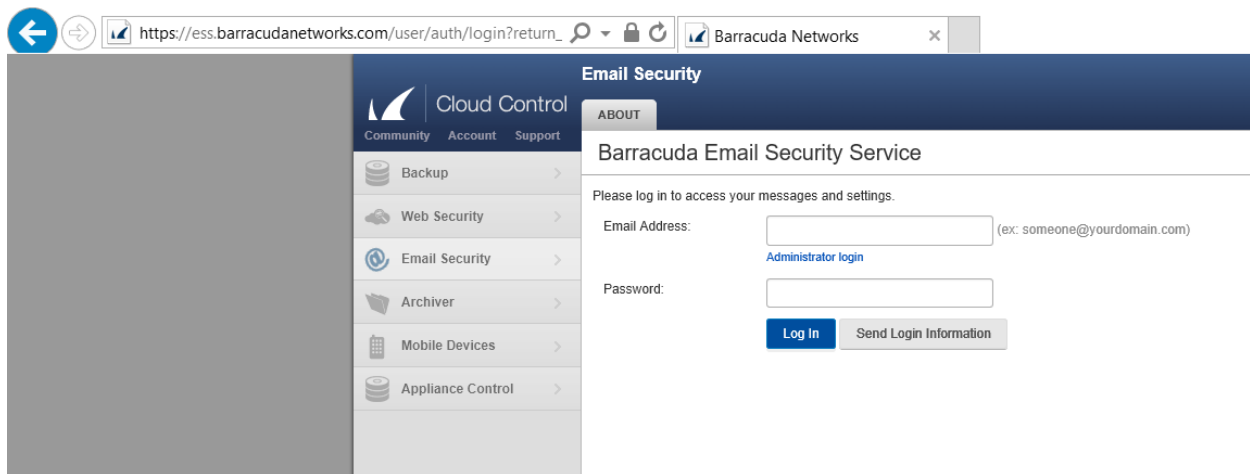
BARRACUDA EMAIL FILTERING

UCP utilizes Barracuda Networks Email Security System (ESS) to scan incoming email for viruses, malware and inappropriate content. All incoming messages are logged and stored for a maximum of 30 days when they are automatically deleted. A valid message can be flagged incorrectly for a variety of reasons. Users can review the content of their own ESS mailbox and take action for messages that have been quarantined. Users can also configure periodic notifications to be sent regarding messages that have been quarantined.

ACCESSING THE MESSAGE LOG

Browse to the following URL: <https://ess.barracudanetworks.com>

Logon using your UCP email address and UCP network password



REVIEWING THE MESSAGE LOG

Upon logon you are presented with a list of messages that have been quarantined in the past 2 days. You can change the parameters of this list by using the drop down boxes to change:

Message Filter –

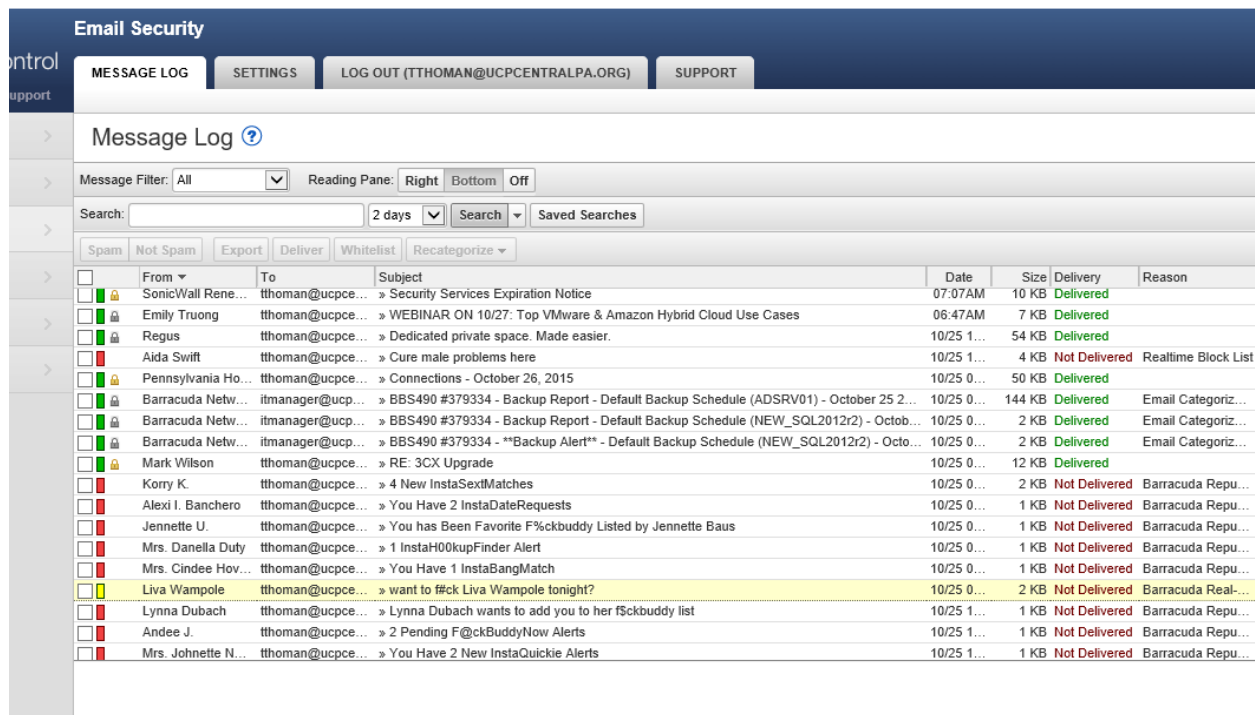
- All – messages delivered and non-delivered
- Allowed – messages that were delivered
- Not Allowed – messages that were blocked, deferred, or quarantined
 - **Blocked** – messages that were blocked
 - Deferred – messages that were deferred from delivery
 - **Quarantined** - messages that were quarantined

Period

- 1 day, 2 days, 1 week, 2 weeks, 1 month

Search Keywords

- Enter keywords such as the sender's name, subject line, etc. to narrow the search



The screenshot displays the 'Email Security' interface, specifically the 'Message Log' section. The interface includes a navigation bar with 'MESSAGE LOG', 'SETTINGS', 'LOG OUT (TTHOMAN@UCPCENTRALPA.ORG)', and 'SUPPORT'. Below the navigation bar, there are filters for 'Message Filter: All', 'Reading Pane: Right Bottom Off', and a search bar with a '2 days' filter and a 'Search' button. The main area shows a table of messages with columns for 'From', 'To', 'Subject', 'Date', 'Size', 'Delivery', and 'Reason'. The messages are listed in descending order of date, with the most recent at the top. The table includes various messages, some of which are marked as 'Not Delivered' or 'Delivered'.

	From	To	Subject	Date	Size	Delivery	Reason
<input type="checkbox"/>	SonicWall Rene...	tthoman@ucpce...	» Security Services Expiration Notice	07:07AM	10 KB	Delivered	
<input type="checkbox"/>	Emily Truong	tthoman@ucpce...	» WEBINAR ON 10/27: Top VMware & Amazon Hybrid Cloud Use Cases	06:47AM	7 KB	Delivered	
<input type="checkbox"/>	Regus	tthoman@ucpce...	» Dedicated private space. Made easier.	10/25 1...	54 KB	Delivered	
<input type="checkbox"/>	Aida Swift	tthoman@ucpce...	» Cure male problems here	10/25 1...	4 KB	Not Delivered	Realtime Block List
<input type="checkbox"/>	Pennsylvania Ho...	tthoman@ucpce...	» Connections - October 26, 2015	10/25 0...	50 KB	Delivered	
<input type="checkbox"/>	Barracuda Netw...	itmanager@ucp...	» BBS490 #379334 - Backup Report - Default Backup Schedule (ADSRV01) - October 25 2...	10/25 0...	144 KB	Delivered	Email Categoriz...
<input type="checkbox"/>	Barracuda Netw...	itmanager@ucp...	» BBS490 #379334 - Backup Report - Default Backup Schedule (NEW_SQL2012r2) - Octob...	10/25 0...	2 KB	Delivered	Email Categoriz...
<input type="checkbox"/>	Barracuda Netw...	itmanager@ucp...	» BBS490 #379334 - **Backup Alert** - Default Backup Schedule (NEW_SQL2012r2) - Octo...	10/25 0...	2 KB	Delivered	Email Categoriz...
<input type="checkbox"/>	Mark Wilson	tthoman@ucpce...	» RE: 3CX Upgrade	10/25 0...	12 KB	Delivered	
<input type="checkbox"/>	Korry K.	tthoman@ucpce...	» 4 New InstaSextMatches	10/25 0...	2 KB	Not Delivered	Barracuda Repu...
<input type="checkbox"/>	Alexi I. Bancho	tthoman@ucpce...	» You Have 2 InstaDateRequests	10/25 0...	1 KB	Not Delivered	Barracuda Repu...
<input type="checkbox"/>	Jennette U.	tthoman@ucpce...	» You has Been Favorite F%ckbuddy Listed by Jennette Baus	10/25 0...	1 KB	Not Delivered	Barracuda Repu...
<input type="checkbox"/>	Mrs. Danella Duty	tthoman@ucpce...	» 1 InstaH00kupFinder Alert	10/25 0...	1 KB	Not Delivered	Barracuda Repu...
<input type="checkbox"/>	Mrs. Cindee Hov...	tthoman@ucpce...	» You Have 1 InstaBangMatch	10/25 0...	1 KB	Not Delivered	Barracuda Repu...
<input type="checkbox"/>	Liva Wampole	tthoman@ucpce...	» want to #ck Liva Wampole tonight?	10/25 0...	2 KB	Not Delivered	Barracuda Real...
<input type="checkbox"/>	Lynna Dubach	tthoman@ucpce...	» Lynna Dubach wants to add you to her f\$ckbuddy list	10/25 1...	1 KB	Not Delivered	Barracuda Repu...
<input type="checkbox"/>	Andee J.	tthoman@ucpce...	» 2 Pending F@ckBuddyNow Alerts	10/25 1...	1 KB	Not Delivered	Barracuda Repu...
<input type="checkbox"/>	Mrs. Johnette N...	tthoman@ucpce...	» You Have 2 New InstaQuickie Alerts	10/25 1...	1 KB	Not Delivered	Barracuda Repu...

Select a message to take an action on by clicking the box on the left side. You can then select what action to take:

- **Deliver** – delivers the message to your mailbox
- **Whitelist** – delivers the message to your mailbox and then marks the sender as safe which will help to avoid false quarantine of message from the sender in the future.

ucptrain@gator3045.hostgator.com

Email Security

MESSAGE LOG SETTINGS LOG OUT (TTHOMAN@UCPCENTRALPA.ORG) SUPPORT

Message Log ?

Message Filter: All Reading Pane: Right Bottom Off

Search: 2 days Search Saved Searches

Spam Not Spam Export Deliver Whitelist Recategorize

	From	To	Subject	Date	Size	Delivery	Reason
<input type="checkbox"/>	UPS Quantum V...	mzarreii@ucpce...	UPS Tracking Notification	10:28AM	376 KB	Not Delivered	Barracuda Repu...
<input type="checkbox"/>	Patty Winkler	tthoman@ucpce...	Best anti-impotence drug available	10:05AM	3 KB	Not Delivered	Barracuda Repu...
<input type="checkbox"/>	Mark Wilson	tthoman@ucpce...	RE: 3CX Upgrade	09:25AM	21 KB	Delivered	
<input type="checkbox"/>	Administrator, C...	tthoman@ucpce...	A support ticket has been resolved NCSI:00201131	09:10AM	1 KB	Delivered	
<input type="checkbox"/>	Administrator, C...	tthoman@ucpce...	A support ticket has been resolved NCSI:00201130	09:10AM	1 KB	Delivered	
<input checked="" type="checkbox"/>	SonicWall Rene...	tthoman@ucpce...	Security Services Expiration Notice	07:07AM	10 KB	Delivered	
<input type="checkbox"/>	Emily Truong	tthoman@ucpce...	WEBINAR ON 10/27: Top VMware & Amazon Hybrid Cloud Use Cases	06:47AM	7 KB	Delivered	
<input type="checkbox"/>	Regus	tthoman@ucpce...	Dedicated private space. Made easier.	10/25 1...	54 KB	Delivered	
<input type="checkbox"/>	Aida Swift	tthoman@ucpce...	Cure male problems here	10/25 1...	4 KB	Not Delivered	Realtime Block List
<input type="checkbox"/>	Pennsylvania Ho...	tthoman@ucpce...	Connections - October 26, 2015	10/25 0...	50 KB	Delivered	
<input type="checkbox"/>	Barracuda Netw...	itmanager@ucp...	BBS490 #379334 - Backup Report - Default Backup Schedule (ADSRV01) - October 25 2...	10/25 0...	144 KB	Delivered	Email Categoriz...
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<input type="checkbox"/>	Mrs. Danella Dubv...	tthoman@ucpce...	1 InstaH00kupFinder Alert	10/25 0...	1 KB	Not Delivered	Barracuda Repu...

CONFIGURE PERIODIC NOTIFICATIONS OF QUARANTIED MESSAGES

- Select the SETTINGS tab
- Select Quarantine Notifications
- Choose the interval from the drop down box – Never, Daily, Weekly, Custom (further options follow when choosing Custom)
- Click Save Changes

Email Security Log In

MESSAGE LOG **SETTINGS** LOG OUT (TTHOMAN@UCPCENTRALPA.ORG) SUPPORT

Quarantine Notification Sender Policy Linked Accounts Change Password

Quarantine Notification ? Cancel Save Changes

Specify the interval of quarantined email notification:

Never

Daily

Weekly

Custom

