

Barracuda Spam Filter

Quarantine Summary Report

The screenshot shows an email titled "Spam Quarantine Summary" from "WCU Spam & Virus Control". The email header includes the sender's name, a timestamp of "Tuesday, October 05, 2010 9:58 PM", and the recipient's name "Patrizio, Kaito P". The subject is "Spam Quarantine Summary - (3)". The main body of the email states: "Total inbound quarantined emails for kpatrizio@wcupa.edu: 1 message". Below this, it says "The emails listed below are ones that have been placed in your quarantine digest since the last quarantine summary was sent." A table lists one quarantined email with the subject "AGB.com". The table has columns for "From" (AGB.com) and "Action" (Deliver, Whitelist, Delete, View). A "DELETE ALL DISPLAYED EMAILS" button is visible. Below the table, there are instructions for using the "Deliver", "Whitelist", "Delete", and "View" links. At the bottom, there are links for "Manage your allowed / blocked list", "Set quarantine notification intervals", and "Manage spam scoring". A red arrow points to the link "View your entire Quarantine Inbox at manage your preferences" with the text "Click to access your Quaratine Inbox". The Barracuda logo is in the bottom right corner.

Logging In

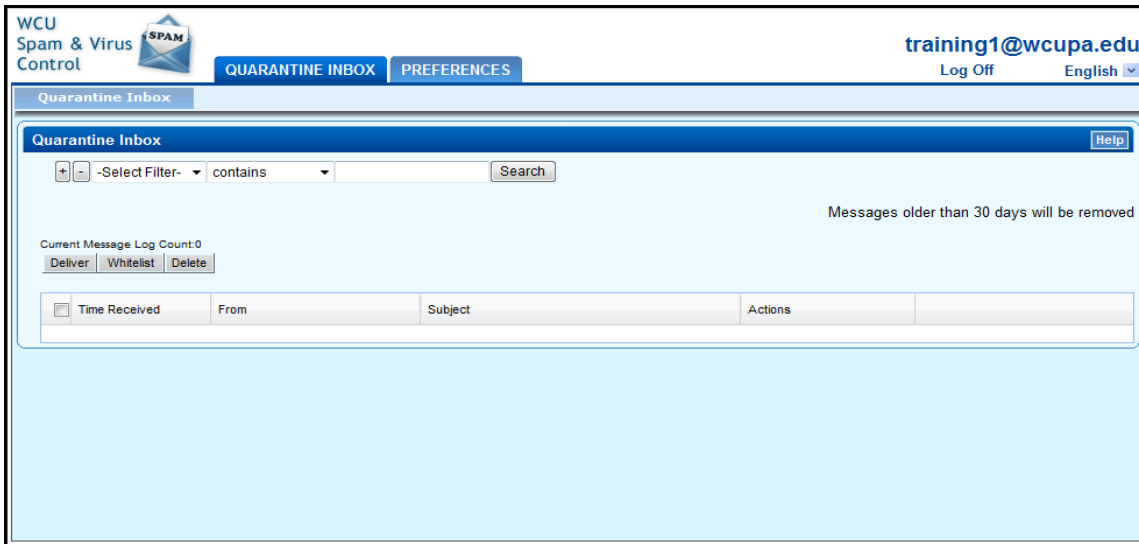
1. Open an internet browser and type the following in your browser: <http://spamcontrol.wcupa.edu>
2. Log in using your WCU username and password

The screenshot shows the login page for "West Chester University Spam & Virus Control". The page has a blue header with the WCU logo and "Spam & Virus Control" text. The main content area is light blue and contains a "Login" box. Inside the box, it 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 "Login" button is at the bottom of the box. The Barracuda logo is in the bottom right corner.

Managing the Quarantine Inbox

The Barracuda spam filter will quarantine suspected spam email messages delivered to your WCU email account. Quarantined messages will be stored in the Barracuda system for 30 days.

Quarantine Inbox Tab



Action	Description
Deliver	Delivers the selected or individual messages to your mailbox.
Whitelist	Delivers the selected or individual messages to your mailbox and adds the sender to your list of allowed senders.
Delete	Removes the message from your Barracuda inbox.

- Select the check boxes on the left to apply an action to multiple emails.
- Select an action on the right side of the message to apply an action to the individual message.

Preferences Tab

Whitelist/ Blacklist:

The screenshot shows the 'Whitelist/Blacklist' section of the Barracuda Spam Filter interface. The page header includes 'WCU Spam & Virus Control', a 'SPAM' icon, and the user 'training1@wcupa.edu' with 'Log Off' and 'English' options. The navigation menu has 'Whitelist/Blacklist', 'Quarantine Settings', and 'Spam Settings'. The main content area is divided into two sections: 'Allowed Email Addresses and Domains (Whitelist)' and 'Blocked Email Addresses and Domains (Blacklist)'. Each section has a 'Help' button and a table with 'Email Address' and 'Bulk Edit' columns. The 'Whitelist' section includes an 'Add' button and a note: 'Email sent from addresses entered here will not be analyzed for spam, but will be scanned for viruses.' The 'Blacklist' section includes an 'Add' button and a note: 'Email sent from addresses entered here will always be blocked.'

- **Allowed Email Addresses and Domains (Whitelist)** - Addresses on this list will automatically bypass the spam firewall and be delivered to your mailbox.
- **Blocked Email Addresses and Domains (Blacklist)** - Addresses on this list will always be directed to your quarantine inbox available at <http://spamcontrol.wcupa.edu>.

Email addresses can be added to the blacklist and whitelist individually or in bulk.

- To modify your lists in bulk, click the “Bulk Edit” button for the list you wish to modify. This will open a new window where you can add, remove, or modify entries. Click “Save Changes” when you are finished editing your list.
- To individually add an address, type the name in the add field for the appropriate list. Once the address is entered, click “Add”.
- To individually remove an address from either list, click the trashcan icon to the right of the email address.

Barracuda Spam Filter

Quarantine Settings:

Whitelist/Blacklist	Quarantine Settings	Spam Settings
Quarantine Notification Save Changes Help		
Notification Interval:	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Never	Determines how often you receive an email summary of the messages that are quarantined. Recommended: Daily
Notification Address:	<input type="text"/>	Set the email address that will receive quarantine notifications for this account. Default: training1@wcupa.edu
Default Language Save Changes Help		
Default Language:	English (iso-8859-1) ▼	Sets the default quarantine message language. Also sets the default encoding for handling unknown character sets during filtering. Note: All email notifications from the Barracuda will be in UTF8 encoding.

Quarantine Notification – This feature allows you to select the interval at which Barracuda will email you a summary of quarantined emails. You also have the option to specify an email address for the summary email. By default all summaries are sent to your WCU account.

Note: Be sure to save any changes you made before logging out of Barracuda.