

## Definitions

Spam - junk mail

Barracuda - the software program that filters out spam

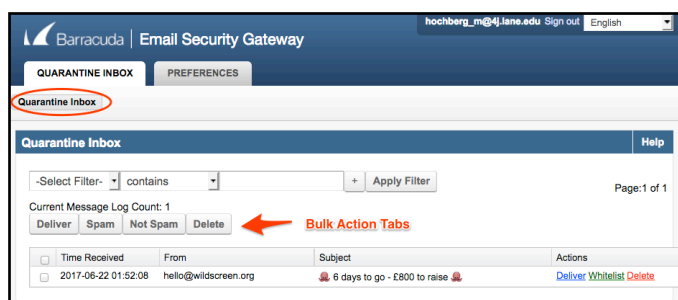
Quarantined - email that Barracuda thinks is junk

## Checking and Configuring Your Spam Filter

To check for quarantined email or adjust your filter settings, sign into the Barracuda Spam filter, <https://barracuda.4j.lane.edu>, using your 4J username and password. You can also find this link on the 4J Staff webpage, <http://www.4j.lane.edu/staff/>

Once logged in, Barracuda opens your Quarantine Inbox. From here you can choose to deliver, mark as spam, not spam, or just delete, quarantined emails.

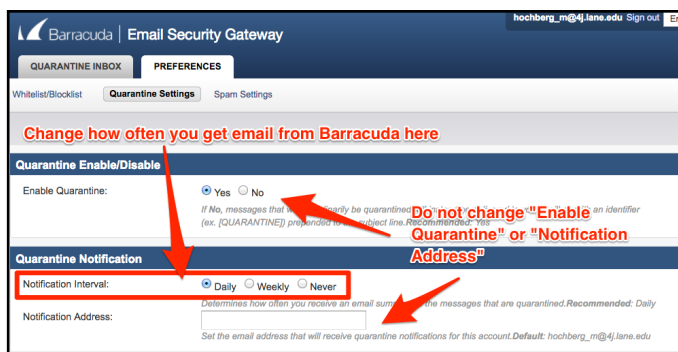
To select the same action for more than one email, check the box next to each email and then click on an action tab (Deliver, Spam, Not Spam, Delete) above the emails.



## How often do you get emailed about quarantined email?

By default, you will **not** get notified if an email is sent to your Quarantine Inbox. You will have to log into your Barracuda account to see if anything has been quarantined.

To change this, click on the Quarantine Settings option from the Preferences tab. Click on "Daily" or "Weekly" to set how often you are notified.



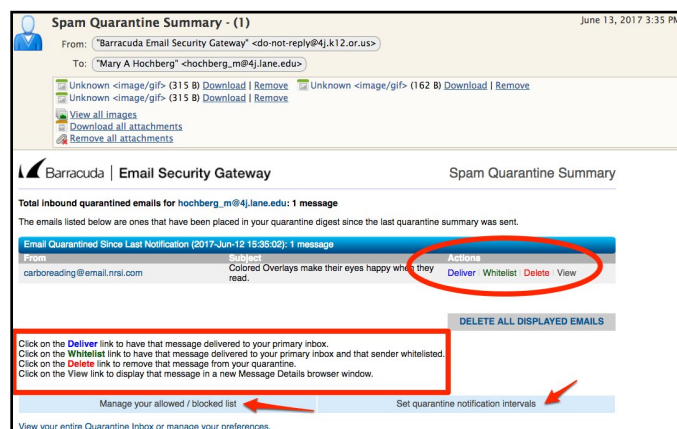
Unless you are specifically told by Network Services that it is okay to turn this off, please leave "Enable Quarantine" set to "Yes".

Please do not change the "Notification Address" box as Block or Whitelist an email address

## What to do when you get a quarantined email notice

Once you get an email about your quarantined email, you can manage it all from your 4J email account. You don't need to log into Barracuda to manage the quarantined email.

For each email, click on Deliver, Whitelist, Delete, or View. There are also links to change your allowed/blocklist and set how often you are notified.



If you want to allow or block all e-mails from a specific domain, click on the Preferences tab, and then select Whitelist/Blocklist. Here you can add additional email addresses to the lists. You can go back and change these at any time. It is automatically set to your 4J email address.

