

## HOW TO WHITELIST- BLACKLIST BARRACUDA MESSAGES

Log in to your barracuda account...



**Barracuda Spam & Virus Firewall**

**Login**

Please type your email address and password below. If you are the firewall administrator, type your administrative credentials.

Language: English

Username:

Password:

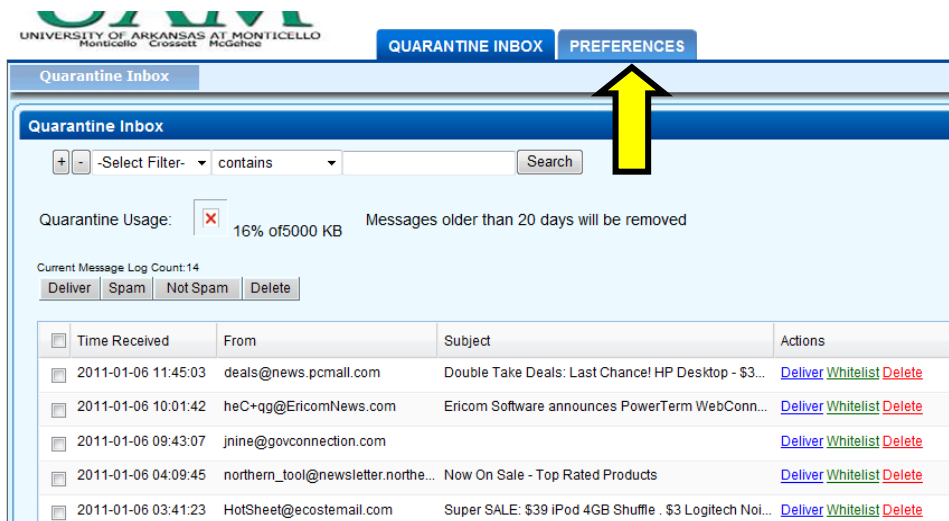
[Login](#)

**Note:** If you forget your password or do not have a password, type your email address in the **Username** box. Then, click **Create New Password**. A new password will be sent to you.

[Create New Password](#)

[Download Outlook Add-In](#)

Enter your UAM username (*followed by @uamont.edu*) and barracuda password in the fields provided. Click **Login**



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**QUARANTINE INBOX** **PREFERENCES**

Quarantine Inbox

+ - Select Filter: contains Search

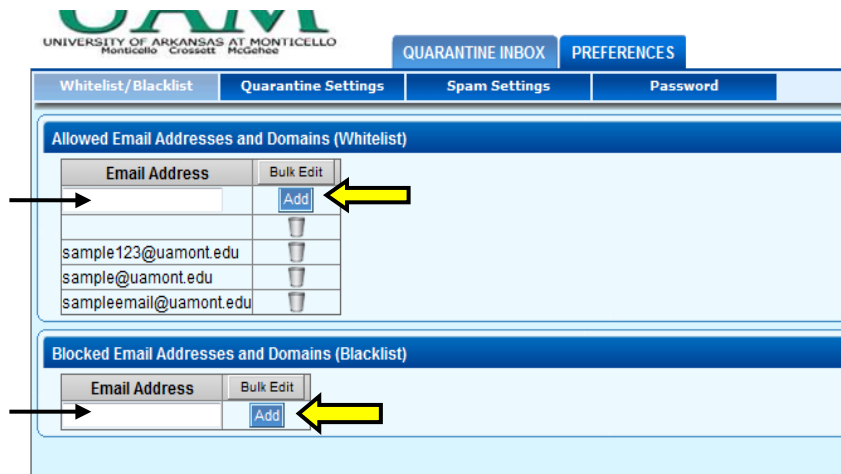
Quarantine Usage:  16% of 5000 KB Messages older than 20 days will be removed

Current Message Log Count: 14

[Deliver](#) [Spam](#) [Not Spam](#) [Delete](#)

<input type="checkbox"/>	Time Received	From	Subject	Actions
<input type="checkbox"/>	2011-01-06 11:45:03	deals@news.pcmall.com	Double Take Deals: Last Chance! HP Desktop - \$3...	<a href="#">Deliver</a> <a href="#">Whitelist</a> <a href="#">Delete</a>
<input type="checkbox"/>	2011-01-06 10:01:42	heC+qg@EricomNews.com	Ericom Software announces PowerTerm WebConn...	<a href="#">Deliver</a> <a href="#">Whitelist</a> <a href="#">Delete</a>
<input type="checkbox"/>	2011-01-06 09:43:07	jnine@govconnection.com		<a href="#">Deliver</a> <a href="#">Whitelist</a> <a href="#">Delete</a>
<input type="checkbox"/>	2011-01-06 04:09:45	northern_tool@newsletter.northe...	Now On Sale - Top Rated Products	<a href="#">Deliver</a> <a href="#">Whitelist</a> <a href="#">Delete</a>
<input type="checkbox"/>	2011-01-06 03:41:23	HotSheet@ecostemail.com	Super SALE: \$39 iPod 4GB Shuffle . \$3 Logitech Noi...	<a href="#">Deliver</a> <a href="#">Whitelist</a> <a href="#">Delete</a>

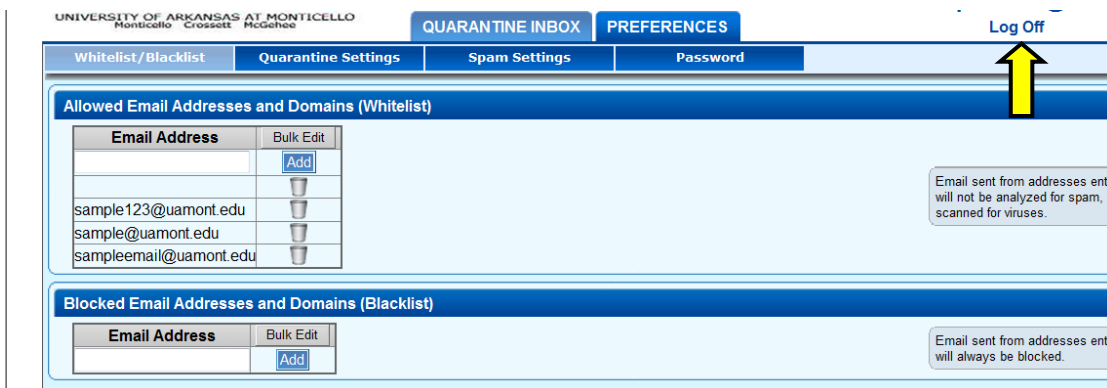
Click on the **PREFERENCES** tab.



You should already be in the Whitelist/Blacklist area of the page.

You will see a space provided to enter in the email address of someone you would like to Whitelist. Enter that email address and click **Add**. The email address will be added to your Whitelist.

The same procedure for Whitelisting applies for Blacklisting. Enter the email address in the space provided and click **Add**. The email address will be added to your Blacklist.



When you have finished entering the email addresses in the desired list, you may Log Off.

Questions? Call the IT Call Center: 870-460-1820.