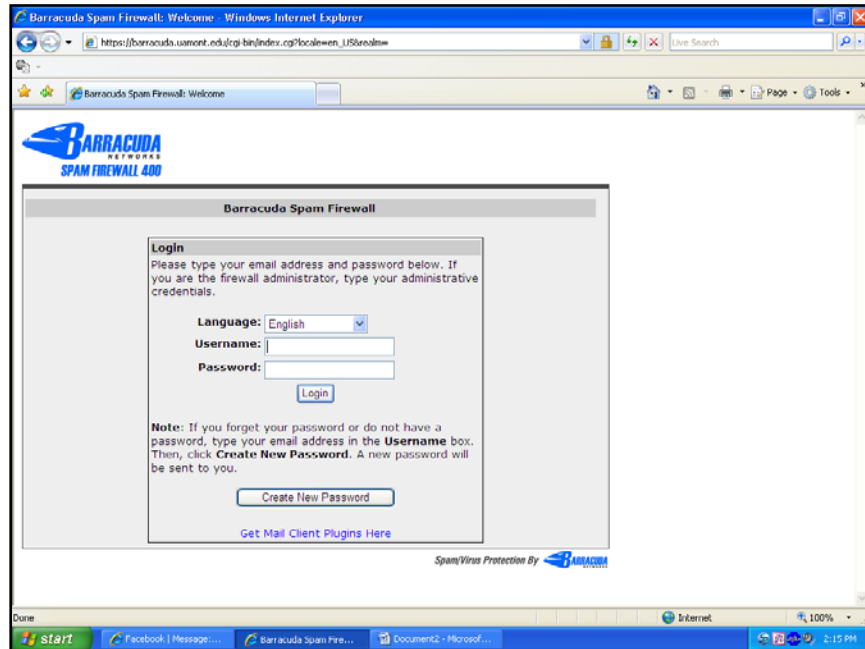
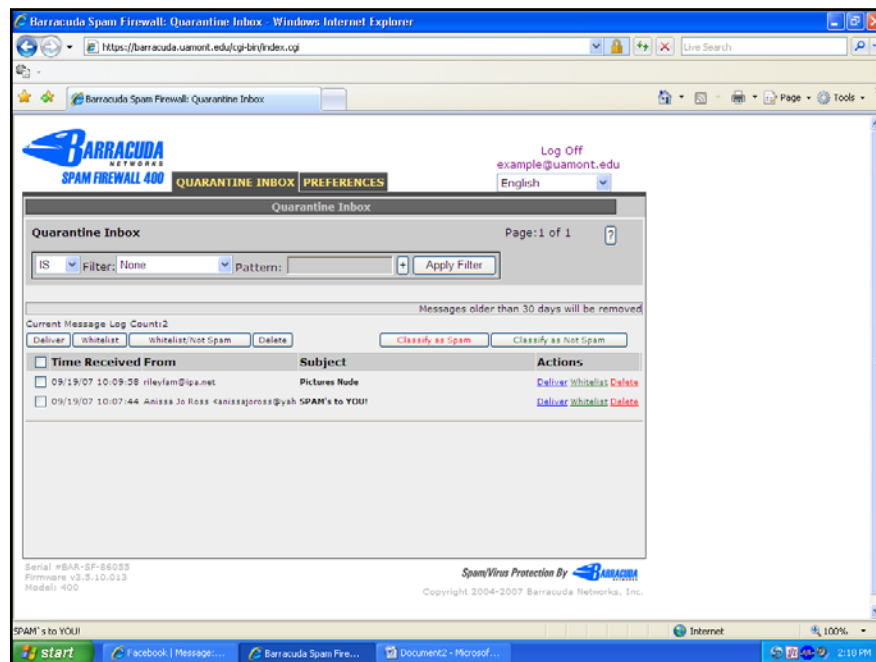


How to Whitelist/Blacklist your e-mails in Barracuda

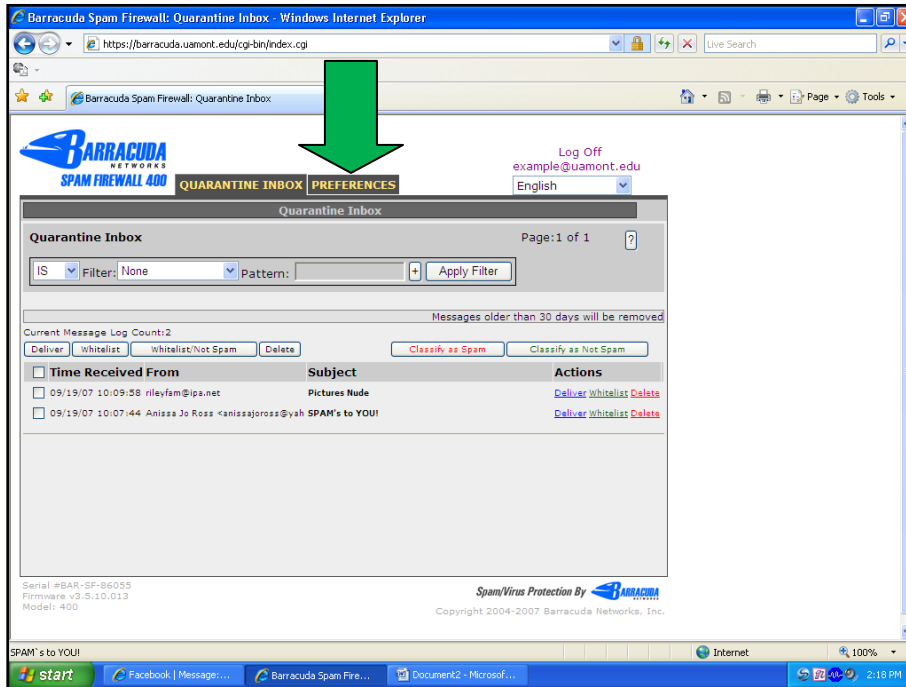
First, log in to Barracuda.



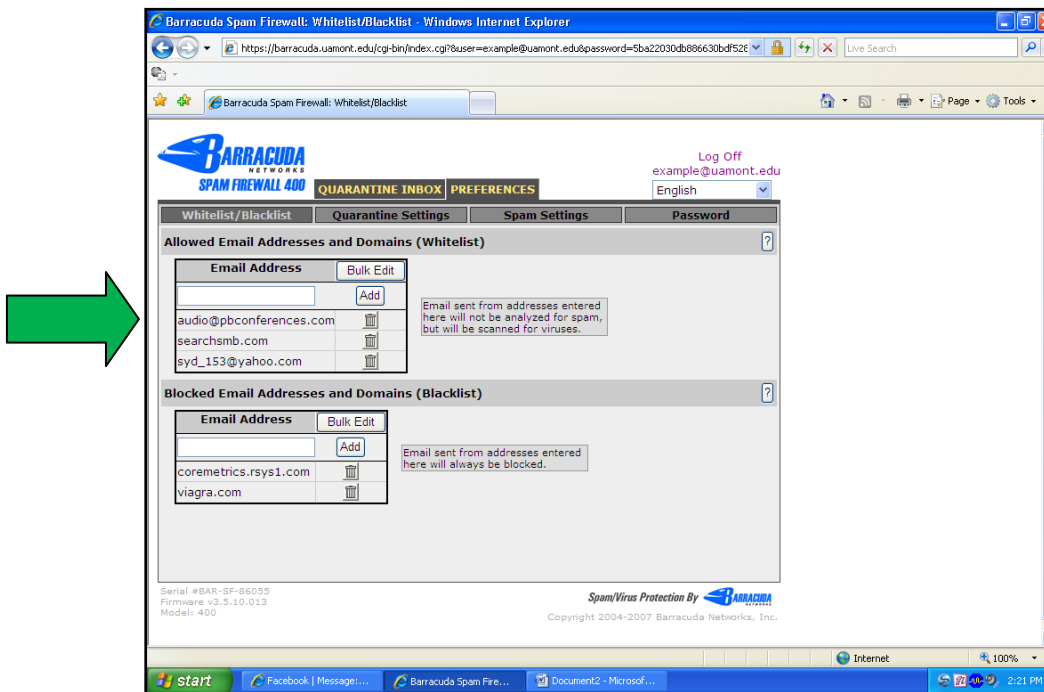
You should now be viewing your e-mails.



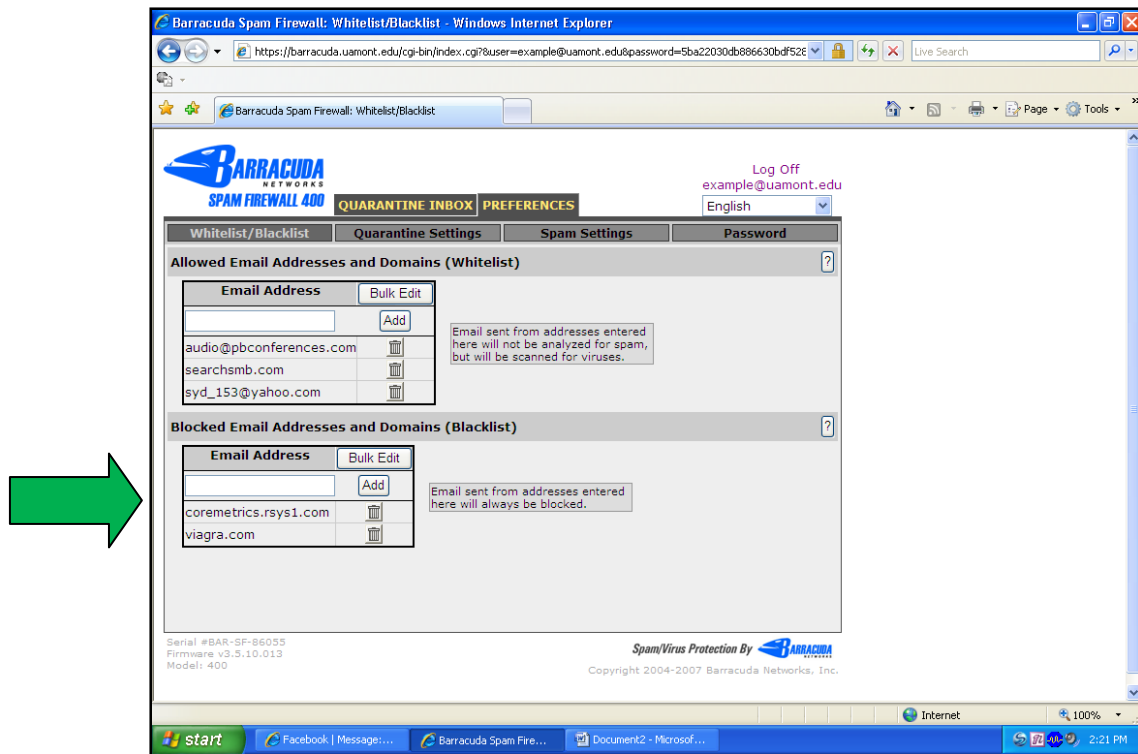
Click on the Preferences tab near the top of your screen.



You should already be in the Whitelist/Blacklist area of the page. You should see a space provided to enter in the e-mail address of someone you would like to whitelist. Simply enter that e-mail address and click **Add**. The name will be added to your whitelist which is shown below the text bar.



The same procedure for whilelisting applies for blacklisting. Simply enter the e-mail address in the space provided and after clicking **Add**, the e-mail address will be added to your blacklist.



When you are finished entering your e-mail addresses to the desired list, you may log off.

You have successfully completed this online tutorial.

Questions? Call 870-460-1820