



This is the Quarantine screen for the spam filter. When the spam filter cannot determine if a message is Spam, it places it in your Quarantine inbox. If there are any messages in this box, you will receive an email from the Barracuda notifying you that it has quarantined a message. You then have to determine what to do with it. You can click on the messages to open them up and see what is in them.

FOR SPAM – Click the box next to the message and select “Classify as Spam” this is important to help the filter learn what is and is not spam. The message will be deleted if classified as spam.

NOT SPAM – if a message is not spam, you can do one of two things. You can either click the message and Select “Classify as not spam”, You can select “White list” or just select Deliver”. If the message is from a sender you always want to receive messages from, check the box then select “White list.” This will allow all future messages from this person to get through. Selecting White list or Deliver will send the message to your inbox.

PREFERENCES TAB

The preferences tab is where you will put email addresses of people you want to make sure never get blocked. Sometimes messages will have keywords that trigger the filter to block a message, if someone calls you and says they can't email you, go into your Quarantine box, select the

preferences tab, and type either their email address or domain name in the "Whitelist" box. Also if there is someone you do not want to get messages from, you can put their name in the blacklist box.