Tuesday TechTip:

Last week's TechTip discussed Barracuda's Spam Quarantine summary sent to your Outlook inbox. The Barracuda Spam Quarantine summary catches most suspected spam email prior to hitting your inbox, but what can you do about the spam messages that slip by?

Take Control!
Did you know you may download a *Mail Client Plugin* for added control in identifying spam? The *Mail Client Plugin* allows you to quickly classify messages received in your Outlook Desktop Client inbox as "spam" or "not spam" accordingly.

What is a Plugin?
A plugin, sometimes referred to as an addon, is a software module that actually "plugs in" to an application or internet browser in order to give it a specific additional functionality.

Barracuda in your Outlook:
Follow the steps below to install the *Mail Client Plugin* for your Outlook Desktop Client.
Note: Instructions below for accessing via Internet Explorer.

1. Open an email from Barracuda and click the link to "access your Spam Quarantine directly ... " . If you do not have a link to Barracuda you may also go directly to the site at https://ccmail01.ccis.edu.
2. On the Barracuda login screen, click **Get Mail Client Plugins Here** link at the bottom of the window.
3. A *Mail Client Plugin* pop-up dialog box opens. (Be sure pop-ups are allowed.)
4. Click **Download Now**.
5. On the *File Download* window click **Run** twice.
6. The B*arracuda Networks Outlook Plugin Setup* dialog box opens, click **Next.**
7. Click **I accept…** and click **Next**.
8. Click **Next** twice.
9. Click **Finish**.
10. Outlook will automatically close. Re-open Outlook Email Client.
11. Look for the Barracuda tool bar that looks like this:

    a. The green envelope with checkmark will add email to the non-spam list.
    b. The red envelope with the X will add email to the spam list to be blocked.

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