



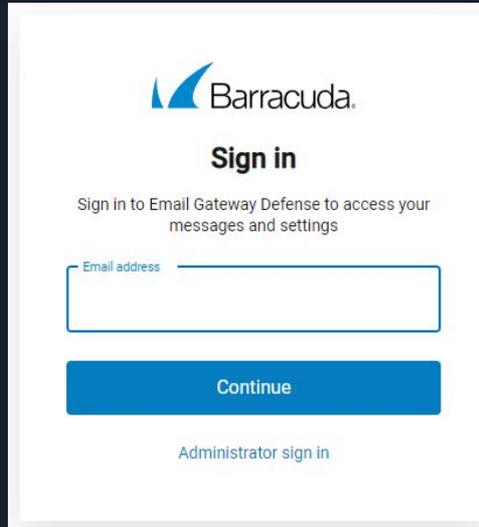
Barracuda®

How to manage your email message queue

- Available from home and work

# Login to your Email Message Queue

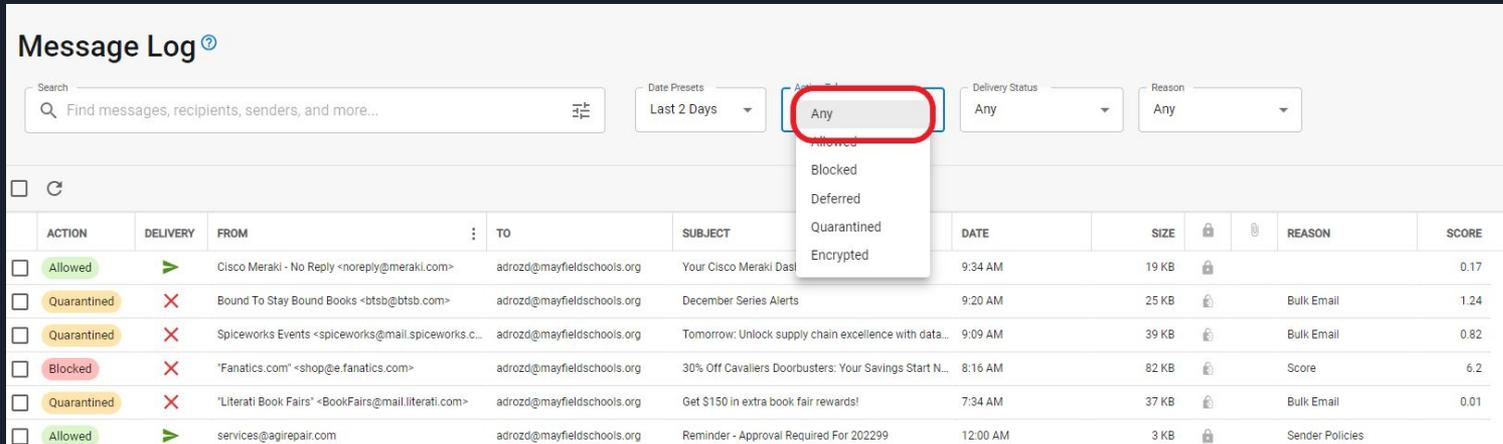
1. Open your web browser (Edge, Chrome, Firefox)
  - a. [Ess.barracudanetworks.com](https://Ess.barracudanetworks.com)
    - i. Available on MFCSD website (staff links - Mayfield Email Queue)
    - ii. Please make a bookmark on your devices.
2. Sign in with your Mayfield email account.
  - a. You may be asked for your email password
  - b. Accept all cookies



The screenshot shows a white login page with the Barracuda logo at the top. Below the logo is the heading "Sign in" and a sub-heading "Sign in to Email Gateway Defense to access your messages and settings". There is a text input field labeled "Email address" with a blue border. Below the input field is a blue "Continue" button. At the bottom of the page, there is a link for "Administrator sign in".

# Navigating your Email Queue

1. At the top select Message filter and select any.
  - a. This will list all your incoming emails to your mayfield email



The screenshot displays the "Message Log" interface. At the top, there is a search bar with the placeholder text "Find messages, recipients, senders, and more...". To the right of the search bar are several filters: "Date Presets" set to "Last 2 Days", "Message filter" set to "Any" (highlighted with a red circle), "Delivery Status" set to "Any", and "Reason" set to "Any". Below the filters is a table with columns for ACTION, DELIVERY, FROM, TO, SUBJECT, DATE, SIZE, REASON, and SCORE. The table contains several rows of email messages with their respective statuses and details.

	ACTION	DELIVERY	FROM	TO	SUBJECT	DATE	SIZE			REASON	SCORE
<input type="checkbox"/>	Allowed	➤	Cisco Meraki - No Reply <noreply@meraki.com>	adrozd@mayfieldschools.org	Your Cisco Meraki Das...	9:34 AM	19 KB	🔒			0.17
<input type="checkbox"/>	Quarantined	✗	Bound To Stay Bound Books <btsb@btsb.com>	adrozd@mayfieldschools.org	December Series Alerts	9:20 AM	25 KB	🔒		Bulk Email	1.24
<input type="checkbox"/>	Quarantined	✗	Spiceworks Events <spiceworks@mail.spiceworks.c...>	adrozd@mayfieldschools.org	Tomorrow: Unlock supply chain excellence with data...	9:09 AM	39 KB	🔒		Bulk Email	0.82
<input type="checkbox"/>	Blocked	✗	"Fanatics.com" <shop@e.fanatics.com>	adrozd@mayfieldschools.org	30% Off Cavaliers Doorbusters: Your Savings Start N...	8:16 AM	82 KB	🔒		Score	6.2
<input type="checkbox"/>	Quarantined	✗	"Literati Book Fairs" <BookFairs@mail.literati.com>	adrozd@mayfieldschools.org	Get \$150 in extra book fair rewards!	7:34 AM	37 KB	🔒		Bulk Email	0.01
<input type="checkbox"/>	Allowed	➤	services@agirepair.com	adrozd@mayfieldschools.org	Reminder - Approval Required For 202299	12:00 AM	3 KB	🔒		Sender Policies	

# Colors Denote Email Message Status

- i. **Green** - Delivered
- ii. **Yellow** - Quarantined
- iii. **Red** - Blocked

## Message Log <sup>?</sup>

Search

Find messages, recipients, senders, and more...



Date Presets

Last 2 Days

Action Taken

Any

Delivery Status

Any

Reason

Any



	ACTION	DELIVERY	FROM	TO	SUBJECT	DATE	SIZE		REASON	SCORE
<input type="checkbox"/>	Allowed	▶	Cisco Meraki - No Reply <noreply@meraki.com>	adrozd@mayfieldschools.org	Your Cisco Meraki Dashboard security code	9:34 AM	19 KB	🔒		0.17
<input type="checkbox"/>	Quarantined	✗	Bound To Stay Bound Books <btsb@btsb.com>	adrozd@mayfieldschools.org	December Series Alerts	9:20 AM	25 KB	🔒	Bulk Email	1.24
<input type="checkbox"/>	Quarantined	✗	Spiceworks Events <spiceworks@mail.spiceworks.c...>	adrozd@mayfieldschools.org	Tomorrow: Unlock supply chain excellence with data...	9:09 AM	39 KB	🔒	Bulk Email	0.82
<input type="checkbox"/>	Blocked	✗	"Fanatics.com" <shop@e.fanatics.com>	adrozd@mayfieldschools.org	30% Off Cavaliers Doorbusters: Your Savings Start N...	8:16 AM	82 KB	🔒	Score	6.2

# How to block an email that came through - indicated by a green or yellow icon

**Green** - Delivered

**Yellow** - Quarantined

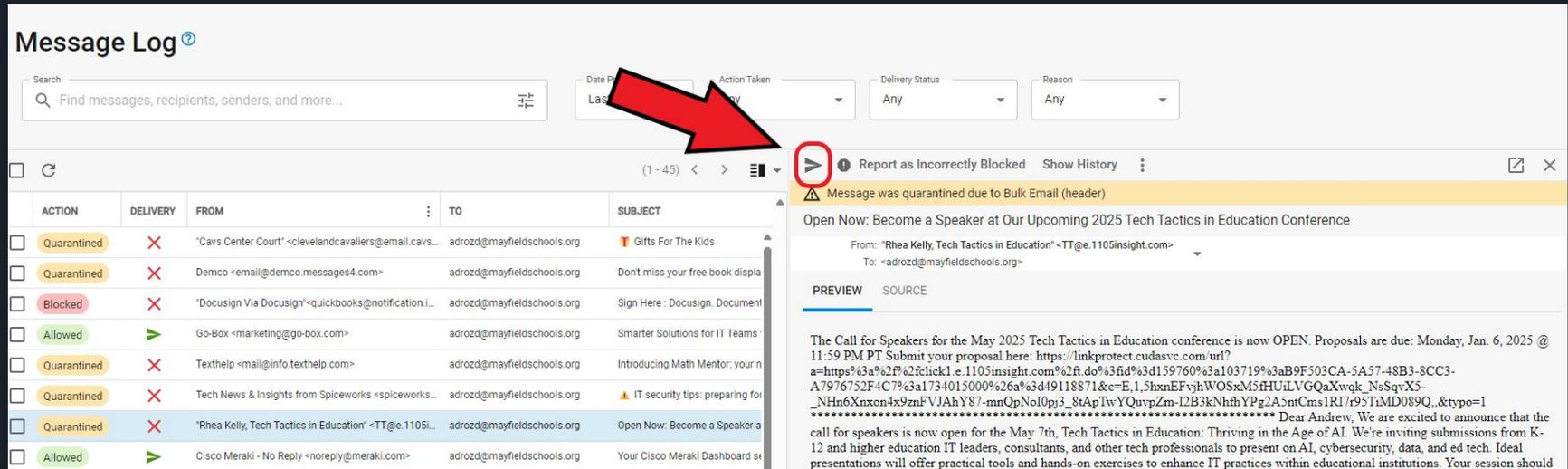
- Click on three dots next to Show History
  - Add Sender Email to Block List
  - All future emails from the sender will be blocked.

The screenshot displays a 'Message Log' interface. At the top, there is a search bar and several filter dropdowns: 'Date Presets' (Last 2 Days), 'Action Taken' (Any), 'Delivery Status' (Any), and 'Reason' (Any). Below the filters is a table of messages. The table has columns for ACTION, DELIVERY, FROM, TO, and SUBJECT. One row is highlighted in blue, with a green arrow icon in the DELIVERY column and a red circle around the word 'Allowed' in the ACTION column. To the right of the table, a 'Show History' popup is open, showing details for a message from 'Go-Box <marketing@go-box.com>' to 'adrozd@mayfieldschools.org'. A red circle highlights the 'Add Sender Email to Block List' button in the popup. Below the popup, there is a 'PREVIEW' section with a warning icon and the text 'Images in this message are not automatically shown.' and a 'Show Images' button.

ACTION	DELIVERY	FROM	TO	SUBJECT
Quarantined	✗	'Cavs Center Court' <clevelandcavaliers@email.cavs...>	adrozd@mayfieldschools.org	Gifts For The Kids
Quarantined	✗	Demco <email@demco.messages4.com>	adrozd@mayfieldschools.org	Don't miss your free book displa
Blocked	✗	'DocuSign Via DocuSign' <quickbooks@notification.l...>	adrozd@mayfieldschools.org	Sign Here : DocuSign. Document
Allowed	✔	Go-Box <marketing@go-box.com>	adrozd@mayfieldschools.org	Smarter Solutions for IT Teams
Quarantined	✗	Texthelp <mail@info.texthelp.com>	adrozd@mayfieldschools.org	Introducing Math Mentor: your n

# Releasing an email that was flagged as quarantined or blocked.

- a. After selecting your message
- b. Select Deliver
  - i. It will then appear in your outlook



The screenshot shows the Outlook Message Log interface. At the top, there are filters for Search, Date Range (Last 30 days), Action Taken (Any), Delivery Status (Any), and Reason (Any). A red arrow points to the 'Action Taken' dropdown menu, which is currently set to 'Any'. Below the filters, a table lists messages with columns for ACTION, DELIVERY, FROM, TO, and SUBJECT. The message 'Open Now: Become a Speaker at Our Upcoming 2025 Tech Tactics in Education Conference' is highlighted in blue. To its right, a yellow banner indicates the message was quarantined due to Bulk Email (header). Below the banner, the 'PREVIEW' tab is selected, showing the email content. The email is from 'Rhea Kelly, Tech Tactics in Education' and is addressed to 'adrozd@mayfieldschools.org'. The preview text reads: 'The Call for Speakers for the May 2025 Tech Tactics in Education conference is now OPEN. Proposals are due: Monday, Jan. 6, 2025 @ 11:59 PM PT Submit your proposal here: https://linkprotect.cudasvc.com?url? a=https%3a%2f%2fclick1.e.1105insight.com%2ft.do%3fid%3d159760%3a103719%3aB9F503CA-5A57-48B3-8CC3-A7976752F4C7%3a1734015000%26a%3d49118871&e=E.1.ShxnEFvjhWOSxM5fHuILVGQaXwqk\_NsSqX5-\_NHn6Xnxon4x9znFVJAhY87-mnQpNol0pj3\_StApTwYQvypZm-l2B3kNhf.YPg2A5ntCms1RI7r95TiMD089Q\_&typo=1 \*\*\*\*\* Dear Andrew, We are excited to announce that the call for speakers is now open for the May 7th, Tech Tactics in Education: Thriving in the Age of AI. We're inviting submissions from K-12 and higher education IT leaders, consultants, and other tech professionals to present on AI, cybersecurity, data, and ed tech. Ideal presentations will offer practical tools and hands-on exercises to enhance IT practices within educational institutions. Your session should