



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
 - 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

About

Email Gateway Defense

Please log in to access your messages and settings.

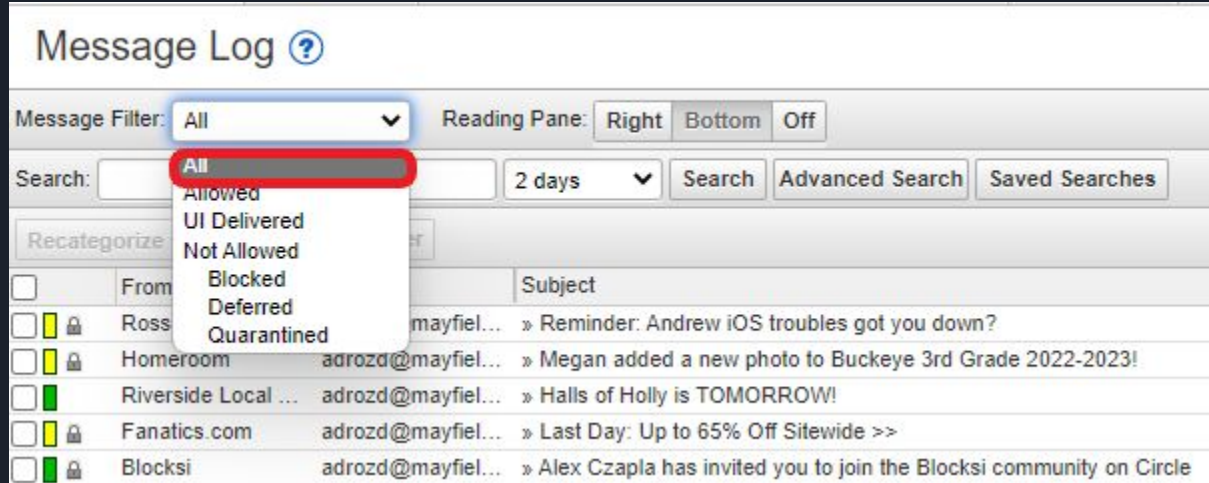
Email Address: [Next](#)

(ex: someone@yourdomain.com)

[Administrator login](#)

Navigating your Email Queue

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



Colors Denote Email Message Status

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

Message Log Settings Log Out (adrozd@mayfieldschools.org) Support

Message Log ?

Message Filter: All Reading Pane: Right Bottom Off

Search: 2 days Search Advanced Search Saved Searches

Recategorize Export Deliver

<input type="checkbox"/>	From	To	Subject
<input type="checkbox"/>	Fanatics.com	adrozd@mayfiel...	» Last Day: Up to 65% Off Sitewide >>
<input type="checkbox"/>	Blocksi	adrozd@mayfiel...	» Alex Czapla has invited you to join the Blocksi community on Circle
<input type="checkbox"/>	Troy Titus	jduplay@mayfiel...	» RE: Staff member surface go 2 - replacement
<input type="checkbox"/>	John Waltz	adrozd@mayfiel...	» Leverage the 2022 Ohio Security Grant for Your District!
<input type="checkbox"/>	eSchool News R...	adrozd@mayfiel...	» Log in Now! Today at 2PM EST
<input type="checkbox"/>	services@agirep...	adrozd@mayfiel...	» Repair Started on WO #174798
<input type="checkbox"/>	services@agirep...	adrozd@mayfiel...	» AGiRepair New Work Order (#174798) Mayfield Middle School: Chromebook
<input type="checkbox"/>	iRobot Education	adrozd@mayfiel...	» Get into the rhythm of STEM with iRobot
<input type="checkbox"/>	Fanatics.com	adrozd@mayfiel...	» Knock Out Their Guardians Wishlist w/ Logo Brands
<input type="checkbox"/>	Makerspaces.com	adrozd@mayfiel...	» 10 FREE Christmas Project Templates 🎄 🌲
<input type="checkbox"/>	IT Trends	adrozd@mayfiel...	» Texas CIO Report Calls for New Law Requiring_K-12_Schools_to_Report_All_Cyber_Incidents
<input type="checkbox"/>	Homeroom	adrozd@mayfiel...	» Suzy added a new photo to Buckeye 3rd Grade 2022-2023!
<input type="checkbox"/>	Fanatics.com	adrozd@mayfiel...	» Holiday Gifting For the Ladies >>
<input type="checkbox"/>	Dayne Thompson	adrozd@mayfiel...	» Re: Order 10180228966
<input type="checkbox"/>	Buckeye Elemen...	adrozd@mayfiel...	» Friday, December 2, Events!

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

Green - Delivered

Yellow - Quarantined

- Detailed reason listed under quarantined list.

The screenshot shows an email client interface with a search bar at the top and a list of emails below. The first email is highlighted in yellow and has a yellow icon next to it. Below the list, a message is displayed with a red box around the text "Message was quarantined due to Bulk Email (header)".

From	To	Subject
John Waltz	adrozd@mayfiel...	Leverage the 2022 Ohio Security Grant for Your District
eSchool News R...	adrozd@mayfiel...	Log in Now! Today at 2PM EST
iRobot Education	adrozd@mayfiel...	Get into the rhythm of STEM with iRobot
Fanatics.com	adrozd@mayfiel...	Knock Out Their Guardians Wishlist w/ Logo Brands
Makerspaces.com	adrozd@mayfiel...	10 FREE Christmas Project Templates 🎄 🧵
IT Trends	adrozd@mayfiel...	Texas CIO Report Calls for New Law Requiring_K-12_Schools_to_Report_A
Homeroom	adrozd@mayfiel...	Suzy added a new photo to Buckeye 3rd Grade 2022-2023!
Fanatics.com	adrozd@mayfiel...	Holiday Gifting For the Ladies >>
Coursera	adrozd@mayfiel...	New! Enroll in the Machine Learning Specialization
Homeroom	adrozd@mayfiel...	John added 5 photos to Buckeye 3rd Grade 2022-2023!
Maria at Gundro...	adrozd@mayfiel...	Protect HP devices with Gundrop!
Schools in Focu...	adrozd@mayfiel...	Lighting education spaces, preventing bullying & more
Dave Frak via G...	adrozd@mayfiel...	Practice Added on Wed, Dec 7 for Riverside Baseball Frak 9U
Dave Frak via G...	adrozd@mayfiel...	Practice Added on Mon, Dec 5 for Riverside Baseball Frak 9U
Grechen from K...	adrozd@mayfiel...	New tools to make e-learning easy
ABDO	adrozd@mayfiel...	Keep Learning over Winter Break
Michelle Rene	adrozd@mayfiel...	They can learn anywhere

Message was quarantined due to Bulk Email (header)

Blocking an Email Sender

- a. Select email in question, click block and email.
 - i. Do not block domains!!!!

Search: [] 2 days [v] Search [] Advanced Search [] Saved Searches []

Recategorize [v] Export [] Deliver []

<input type="checkbox"/>	From	To	Subject
<input checked="" type="checkbox"/>	John Waltz	adrozd@mayfiel...	Leverage the 2022 Ohio Security Grant for Your District
<input type="checkbox"/>	eSchool News R...	adrozd@mayfiel...	Log in Now! Today at 2PM EST
<input type="checkbox"/>	iRobot Education	adrozd@mayfiel...	Get into the rhythm of STEM with iRobot
<input type="checkbox"/>	Fanatics.com	adrozd@mayfiel...	Knock Out Their Guardians Wishlist w/ Logo Brands
<input type="checkbox"/>	Makerspaces.com	adrozd@mayfiel...	10 FREE Christmas Project Templates 🎄
<input type="checkbox"/>	IT Trends	adrozd@mayfiel...	Texas CIO Report Calls for New Law Requiring_K-12_Schools_to_Report_All_Cyber_Incidents
<input type="checkbox"/>	Homeroom	adrozd@mayfiel...	Suzu added a new photo to Buckeye 3rd Grade 2022-2023!
<input type="checkbox"/>	Fanatics.com	adrozd@mayfiel...	Holiday Gifting For the Ladies >>
<input type="checkbox"/>	Coursera	adrozd@mayfiel...	New! Enroll in the Machine Learning Specialization
<input type="checkbox"/>	Homeroom	adrozd@mayfiel...	John added 5 photos to Buckeye 3rd Grade 2022-2023!
<input type="checkbox"/>	Maria at Gundro...	adrozd@mayfiel...	Protect HP devices with Gundrop!
<input type="checkbox"/>	Schools in Focu...	adrozd@mayfiel...	Lighting education spaces, preventing bullying & more
<input type="checkbox"/>	Dave Frak via G...	adrozd@mayfiel...	Practice Added on Wed, Dec 7 for Riverside Baseball Frak 9U
<input type="checkbox"/>	Dave Frak via G...	adrozd@mayfiel...	Practice Added on Mon, Dec 5 for Riverside Baseball Frak 9U
<input type="checkbox"/>	Grechen from K...	adrozd@mayfiel...	New tools to make e-learning easy
<input type="checkbox"/>	ABDO	adrozd@mayfiel...	Keep Learning over Winter Break
<input type="checkbox"/>	Michelle Rene	adrozd@mayfiel...	They can learn anywhere

Message was quarantined due to Bulk Email (header).
[Show Details](#)

Message [] Source [] Block [v] Download [] Show Message History [] Open [] Deliver []

Load Remote Content []

- Domain
- Email

Message Log

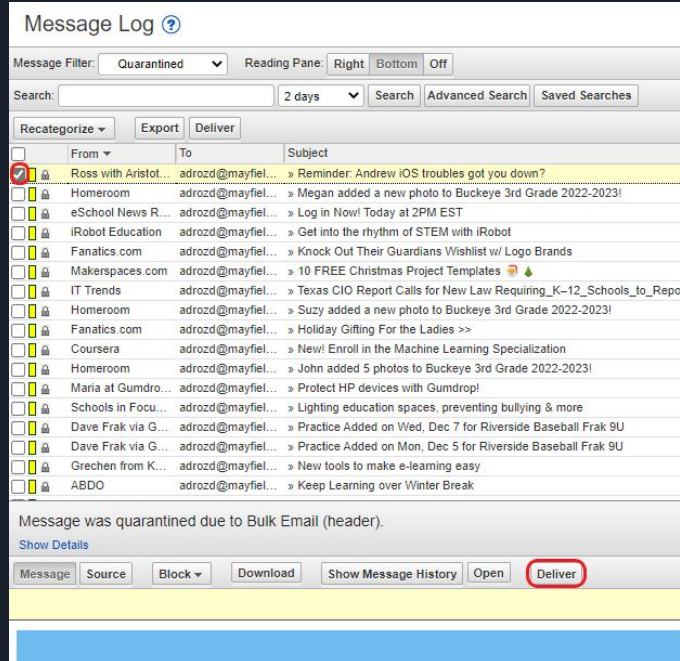
Operation successful on 1 / 1 message(s).

Domain Name	Message ID	Status	Details
mayfieldschools.org	1669997048-103229-5432-1...	Success	Sender blocked.

OK

Releasing an email that was flagged as quarantined or blocked.

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



The screenshot shows the Outlook Message Log interface. At the top, the 'Message Filter' is set to 'Quarantined'. Below the filter, there are search and sorting options. The main area displays a list of messages. The first message, from 'Ross with Aristot...' with subject 'Reminder: Andrew iOS troubles got you down?', is selected and highlighted in yellow. Below the list, a message detail pane shows the text: 'Message was quarantined due to Bulk Email (header)'. At the bottom of this pane, the 'Deliver' button is highlighted with a red circle.

	From	To	Subject
<input checked="" type="checkbox"/>	Ross with Aristot...	adrozd@mayfiel...	Reminder: Andrew iOS troubles got you down?
<input type="checkbox"/>	Homeroom	adrozd@mayfiel...	Megan added a new photo to Buckeye 3rd Grade 2022-2023!
<input type="checkbox"/>	eSchool News R...	adrozd@mayfiel...	Log in Now! Today at 2PM EST
<input type="checkbox"/>	iRobot Education	adrozd@mayfiel...	Get into the rhythm of STEM with iRobot
<input type="checkbox"/>	Fanatics.com	adrozd@mayfiel...	Knock Out Their Guardians Wishlist w/ Logo Brands
<input type="checkbox"/>	Makerspaces.com	adrozd@mayfiel...	10 FREE Christmas Project Templates 🎄🔥
<input type="checkbox"/>	IT Trends	adrozd@mayfiel...	Texas CIO Report Calls for New Law Requiring_K-12_Schools_to_Report...
<input type="checkbox"/>	Homeroom	adrozd@mayfiel...	Suzy added a new photo to Buckeye 3rd Grade 2022-2023!
<input type="checkbox"/>	Fanatics.com	adrozd@mayfiel...	Holiday Gifting For the Ladies >>
<input type="checkbox"/>	Coursera	adrozd@mayfiel...	New! Enroll in the Machine Learning Specialization
<input type="checkbox"/>	Homeroom	adrozd@mayfiel...	John added 5 photos to Buckeye 3rd Grade 2022-2023!
<input type="checkbox"/>	Maria at Gumdrol...	adrozd@mayfiel...	Protect HP devices with Gumdrol!
<input type="checkbox"/>	Schools in Focu...	adrozd@mayfiel...	Lighting education spaces, preventing bullying & more
<input type="checkbox"/>	Dave Frak via G...	adrozd@mayfiel...	Practice Added on Wed, Dec 7 for Riverside Baseball Frak 9U
<input type="checkbox"/>	Dave Frak via G...	adrozd@mayfiel...	Practice Added on Mon, Dec 5 for Riverside Baseball Frak 9U
<input type="checkbox"/>	Grechen from K...	adrozd@mayfiel...	New tools to make e-learning easy
<input type="checkbox"/>	ABDO	adrozd@mayfiel...	Keep Learning over Winter Break