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
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
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.
Blocking an Email Sender

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