All,

I wanted to send out a reminder to everyone with instructions on how to whitelist or block an email address in the Barracuda email filter for your college email account.

We recognize that we have new employees that may not know how to make use of certain features available, so please review and let me know if you have any questions or concerns.

These instructions can also be found on our website here by expanding Anti-Spam Firewall/Quarantine Log in.

1. Open a web browser and go to the Barracuda Email Gateway Defense page.

2. Enter your email address in the field and click the blue Next button.

3. Click Continue on the next page. Sign in with your email and password on Microsoft’s website.

4. Click Settings at the top of the page and then click Sender Policy.
5. This is where you can whitelist or block individual email addresses from sending you emails.
   a. Enter the sender’s email address in the Sender field.
   b. Under Policy, select Exempt or Block from the dropdown menu.
   c. In the Comment field, enter a description of the email address for future reference.
   d. Click Add under Actions.