


## Receive an encrypted Email Message

If someone receives one or more encrypted email messages via the Barracuda Message Center, it is encrypted to secure the contents of message such that only the recipient can view the body of the message. The subject of the email notifying you that you've received an encrypted message will look something like this:


You have a new encrypted message from <mailboxname>@32bjfunds.com

noreply@barracuda.com    You have a new encrypted message from [REDACTED]@32bjfunds.com - You have recei...    12:43 PM

When you open the encrypted message, it will look like the illustration below. To view the email message, just click on the “click here” link.



You have a new encrypted message from dmauras@32bjfunds.com



You have received an email message from dmauras@32bjfunds.com that has been encrypted for privacy and security by the Barracuda Email Encryption Service.

To view the email message [click here](#) to log into the Barracuda Message Center. You'll be prompted to either create a password or enter the one you may already have. You can also paste the following URL into your browser to access the Barracuda Message Center:

[https://encrypt.barracudanetworks.com/login?nid=U2FsdGVkX1%2F1bFUOutAyx4Lw3hEoR43RzDL2%2FzvFgLYHeQYzKTNP7o78kNsuoz2Fz87wY9%](https://encrypt.barracudanetworks.com/login?nid=U2FsdGVkX1%2F1bFUOutAyx4Lw3hEoR43RzDL2%2FzvFgLYHeQYzKTNP7o78kNsuoz2Fz87wY9%2F)

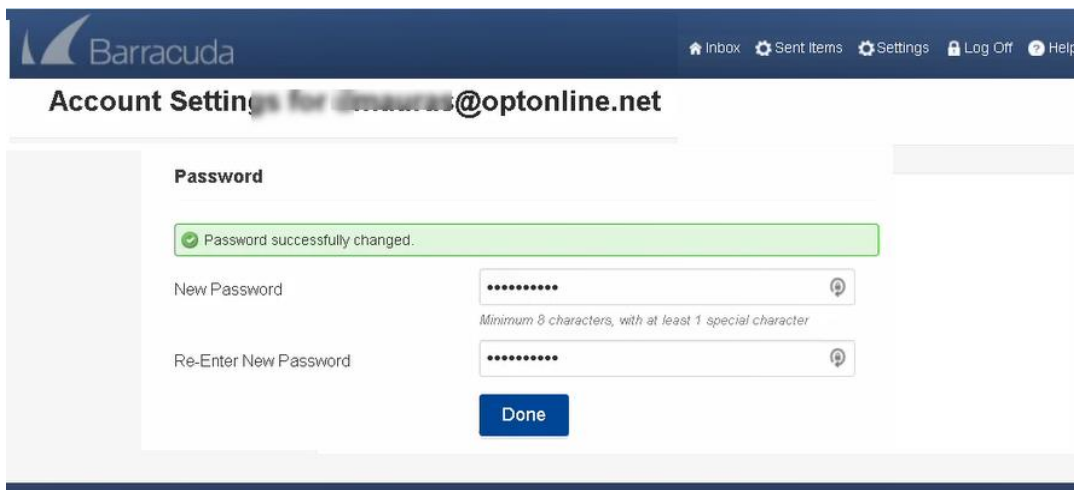
The secure message will expire in 30 days. [Need Help?](#)

Disclaimer: This email is confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender.

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## Log into the Barracuda Message Center

1. The first time this system is used, you will be asked to create a password. This password does not have an expiration date.
2. The password can be anything you want, but must meet these password strength requirements:
  - a. Include at least one special character.
  - b. Be at least 8 characters long.
3. Once you have chosen an acceptable password and click Done, the Encrypted Messages page will open. On all subsequent uses, the system will ask for a username and password. Your username will always be your email address. If you forget your password, click on the Forgot your password link. The system will send you an email to reset your password. Click on the link in the email to be directed to the Barracuda Networks Message Center, which will ask for a new password and confirmation.

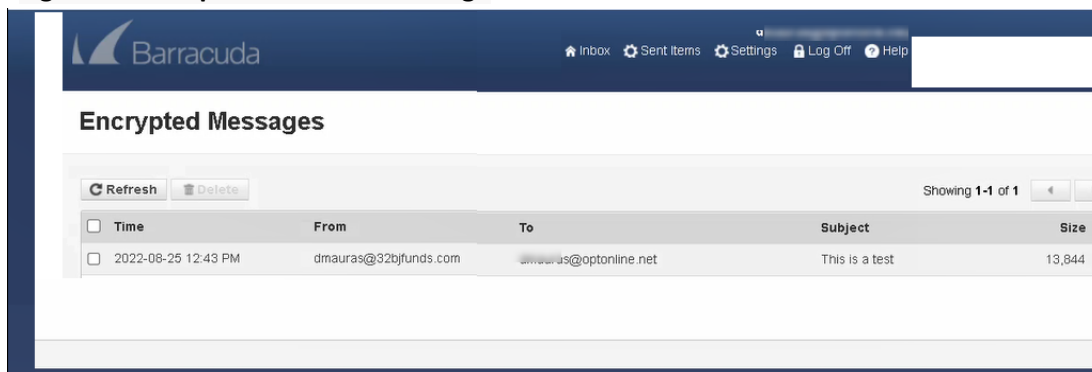


The screenshot shows the 'Account Settings' page for the user 'dmauras@optonline.net'. The 'Password' section is active, displaying a green success message: 'Password successfully changed.' Below this, there are two input fields for 'New Password' and 'Re-Enter New Password', both containing masked characters. A blue 'Done' button is positioned below the second field. A note below the first field states: 'Minimum 8 characters, with at least 1 special character'. The top navigation bar includes links for 'Inbox', 'Sent Items', 'Settings', 'Log Off', and 'Help'.

## Pick Up Secure Email Message

The Barracuda Message Center provides you with a web interface much like any web-based email program. As shown in Figure 1, you can view a list of your encrypted messages, click on one to view the contents, delete one or more of them or download the message(s) to your local system.

Figure1: Pick Up Secure Email Message



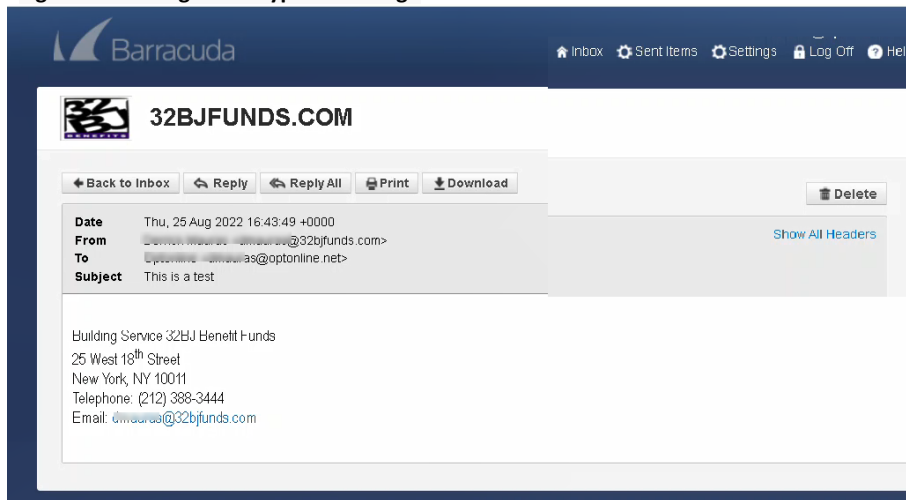
The screenshot shows the 'Encrypted Messages' page. At the top, there is a navigation bar with 'Barracuda' logo and links for 'Inbox', 'Sent Items', 'Settings', 'Log Off', and 'Help'. Below the navigation bar, the page title 'Encrypted Messages' is displayed. There are 'Refresh' and 'Delete' buttons on the left, and 'Showing 1-1 of 1' with navigation arrows on the right. A table lists the encrypted messages:

| <input type="checkbox"/> | Time                | From                  | To                    | Subject        | Size   |
|--------------------------|---------------------|-----------------------|-----------------------|----------------|--------|
| <input type="checkbox"/> | 2022-08-25 12:43 PM | dmauras@32bjfunds.com | dmauras@optonline.net | This is a test | 13,844 |

## View Messages

Click on a message to view the contents of a message, as shown in Figure 2. You are the only one who can read the message body. You can view the message headers by clicking the Show All Headers link in the upper right. From the message window you can use buttons on the message bar Reply to, Reply All, Print, Delete or Download the message. Attachments can be downloaded individually by clicking on them.

Figure 2. Viewing an Encrypted Message



## Reply to Messages

Click **Reply** to reply to your encrypted message. The contents of your reply will also be encrypted. you click Reply, you can upload files and send them securely back to the sender as part of the reply email by choosing Browse (to choose the selected files to add) or Add (to include an attachment in the reply email).

When finished, click **Send**. This will cause your reply message to be encrypted before returning to the sender.

Click **Reply All** to send your encrypted response to all other recipients of the message.

### Saving Message Content

If you want to save the original email, the entire message (including attachments) can be saved by clicking **Download**.

### Delete Multiple Messages

In the Encrypted Messages window, click the check box next to the message(s), and then click **Delete** on the tool bar. To refresh the message list, click **Refresh** next to **Delete** on the tool bar.