## Go to <u>ess.barracudanetworks.com</u> and login using your school credentials.

About			
Barracuda Ema	il Security Service		
Please log in to access you	r messages and settings.		
Email Address:	jyoung@monroeccc.edu	Next	
Email Address:	jyoung@monroeccc.edu (ex: someone@yourdomain.com)	Next	
Email Address: Administrator login	jyoung@monroeccc.edu (ex: someone@yourdomain.com)	Next	
Email Address: Administrator login	jyoung@monroeccc.edu (ex: someone@yourdomain.com)	Next	

This will redirect you to another login page which uses the same credentials.



## Sign in

jyoung@monroeccc.edu

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Sign in

Password Reset Link. Click Password Reset for more information.

Once you are logged in, go to settings > quarantine notifications at the top left of the screen. Set the default interval for user quarantine notifications to whichever time period you would like and click "Save". The time periods are in one hour increments so in my example below, my quarantine email will arrive between 5 and 6 AM.

Message Log Settings	Log Out (jyo	ung@monroeccc.edu)	Support							
Quarantine Notification	Sender Policy	Linked Accounts								
Quarantine Notification (?)										
Quarantine messages		○ Yes ● No When set to Yes, messages	that would be t	locked by Ir	ntent will be q	uarantined i	nstead.			
Default interval for user quarantine notifications Over O Scheduled										
Schedule notification intervals		00 01 02 03 04 05 Mon Tue Wed Thu Fri Sat Sun Notifications will be sent at at Click and drag to select. How	06 07 08 09 1	0 11 12 1	3 14 15 16	17 18 19	20 21 22 2	23 24		