Log in

1. Go to https://ess.uk.barracudanetworks.com
2. Enter your University username with @essex.ac.uk after it and then choose Next.
3. Enter your University password and then choose Log In.

Your Message Log and Message Filters

The Message Log displays inbound email traffic that passes through the Barracuda email security service for your account. The Message Log shows email from the last 30 days.

You can filter messages by All, Allowed, UI Delivered, Not Allowed, Blocked, Quarantined, or Deferred.

<table>
<thead>
<tr>
<th>Message Filter</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Show all email.</td>
</tr>
<tr>
<td>Allowed</td>
<td>Allowed emails are emails that have been automatically delivered to your inbox.</td>
</tr>
<tr>
<td>UI Delivered</td>
<td>UI Delivered emails are emails that you have chosen to be delivered to your inbox.</td>
</tr>
<tr>
<td>Not Allowed</td>
<td>Blocked emails are emails that have been flagged as highly suspicious. You will not be able to view or release blocked emails yourself - you must contact the IT Helpdesk if you believe a message has been incorrectly categorised.</td>
</tr>
<tr>
<td>Blocked</td>
<td>Deferred emails are emails that are still being checked by Barracuda.</td>
</tr>
<tr>
<td>Quarantined</td>
<td>Quarantined emails are emails that have been flagged as suspicious. You can view and release quarantined emails yourself.</td>
</tr>
</tbody>
</table>

Quarantined email

To view your quarantined email, choose Quarantined from the Message Filter.
Release a quarantined email

To release a quarantined email, select the email and then choose Deliver.

The email should appear in your Outlook Inbox within a few minutes. If the email does not appear in your inbox, please check your Junk-Email folder in Outlook, as released email can sometime end up there. If you still can't find the email, please contact the IT Helpdesk.

Your notification schedule

To set up your notification schedule:
1. Choose Settings > Quarantine Notification.
2. Ensure Quarantine messages is set to Yes.
3. Select the days and time you want to receive your notifications, and then choose Save Changes.
Notification schedule for shared mailboxes

Changing the quarantine schedule for a shared mailbox will change the schedule for everyone who is a member of the shared mailbox – these settings are not personal to you.

We recommend you discuss the schedule with the members of your shared mailbox and nominate one person to manage the schedule.

Quarantine notification email

The quarantine notification email will look like this:

**Important:** Please do not share notification emails or the links contained in them with others. This is because the links contained in the notification email automatically log you into your email quarantine when clicked.
Help and support

For more information about using the Barracuda email quarantine, click the help icon in the header bar.