

These instructions cover the installation and operation of the Barracuda Microsoft Outlook Add-In for the Windows environment, available for the Barracuda Spam & Virus Firewall 300 and higher. If you have any questions after reading this document, please call Barracuda Networks Technical Support at 408-342-5400, or email [support@barracudanetworks.com](mailto:support@barracudanetworks.com).

## What is the Barracuda Microsoft Outlook Add-In?

The add-in is installed on the user's PC and allows them to do the following:

- Classify messages as "Spam" or "Not Spam" right from their desktop. This classification helps train the user's personal Bayesian database, and results in higher accuracy for the Barracuda Spam & Virus Firewall.
- With the Barracuda Spam & Virus Firewall 5.1 or later, choose to encrypt any outbound message by clicking the **Encrypt Message** button that appears in the MS Outlook New Message window when the add-in is installed.

The Barracuda Microsoft Outlook Add-In is compatible with Windows 98/2000/NT/XP/Vista/7, and MS Outlook versions up to and including Outlook 2010.

The add-in performs the same functionality as the "Spam" or "Not Spam" classification from the **BASIC > Message Log** on the Barracuda Spam & Virus Firewall, except all feedback is stored in a per-user Bayesian database on the system. This mechanism prevents users from compromising the global Bayesian database, and results in more specific scoring due to learning about a user's personal mail preferences.

Email encryption is performed by the Barracuda Email Encryption Service, the same way encryption is performed when configured on the Barracuda Spam & Virus Firewall. The difference is that, with the add-in installed on the user's machine, their outgoing email can be encrypted *inside* the network, securing email exchanged among people in the organization.

## Getting the Add-In

It is up to the administrator of the Barracuda Spam & Virus Firewall to decide whether or not users should be given access to this add-in.

If the admin wishes to provide the add-in, download capability can be activated for the users under the **USERS > User Features** page. Users will then be able to download and install the add-in from a link on the login screen. If the admin chooses to only provide the add-in to a small subset of users, the add-in can be downloaded from the page where activation is performed and distributed to the necessary users. The add-in is downloaded in a zip file containing .msi files, and is available in both 32 and 64-bit versions.

## Using the Add-In

### Spam / Not Spam Classification

Once installed, the add-in makes itself available to the user through the toolbar inside MS Outlook. Two icons are provided that perform the necessary "Spam" or "Not Spam" classification functionality:

- A red envelope with an "X" in the lower right corner to classify messages as spam.
- A green envelope with a checkmark to classify messages as not-spam.

To use the add-in, select one or more items from the message window and click on the spam/not-spam icon to submit the messages to the Barracuda Spam & Virus Firewall for classification. For convenience, the toolbar icons are also provided when a mail message is opened in a new window for viewing. If desired, the message can be classified immediately from that window.

Please note that Bayesian learning is only effective when the differences between “Spam” and “Not Spam” are known to the system. Therefore it is important to make sure that ***both types of messages are classified from user desktops***. This add-in is designed to make that classification process as easy as possible. However, it is up to each user to make sure the items they classify from the add-in are really considered spam or not spam as it will affect the scoring of future messages coming onto the system for them.

### Encryption

With the Barracuda Spam & Virus Firewall 5.1 or later, when the user opens the New Message window in Microsoft Outlook, the **Encrypt Message** button will appear within the window, providing the option to encrypt the message contents before sending it. When the user sends an encrypted message using the Barracuda Microsoft Outlook Add-In, the recipient will receive a notification email from the Barracuda Message Center that includes a link the recipient can click to retrieve their message. The Barracuda Message Center provides a Web client much like any Web mail client that the recipient can log into to view and manage encrypted messages. Note that the **Encrypt Message** button can be disabled through GPO.

For more information about the Barracuda Email Encryption Service, see **Encryption of Outbound Mail** in the **Barracuda Spam & Virus Firewall Administrator's Guide 5.1**, downloadable from <http://www.barracudan.com/documentation>.

For more information about the Barracuda Microsoft Outlook Add-In, please see the Barracuda Spam & Virus Firewall Outlook Add-In 2.6 Deployment Guide, which is included in the **Outlook Add-In Deployment Kit**, downloadable from the **USERS > User Features** page of the Barracuda Spam & Virus Firewall.