

The Barracuda IM Client is a multi-platform, multi-service IM client providing connectivity to the Barracuda IM Firewall's IM server, as well as to major public IM networks such as AOL, Yahoo!, and MSN. The interface features a corporate address book that simplifies lookup of and communications with local users within your organization, and the ability to chat with external users on several public instant messaging services -- all from a single client.

## 1 Getting Started

This guide provides you with setup instructions for the Barracuda IM Client. It is recommended that you read these instructions fully before starting the setup. To set up your Barracuda IM Client, you will need the following items:

- A computer running a Windows, Macintosh, or Linux OS
- An Internet or local network connection
- Rights to install new software on your computer
- An account on the Barracuda IM Firewall (This must be provided by your administrator)

## 2 Downloading and Installing the Client

Your administrator will supply you with the URL to your personal login on the Barracuda IM Firewall, as well as the username and password you will use to log in. This is usually done via an introductory email that will also contain a link that connects you directly to your personal download page.

Follow the installation and login instructions provided on the Web page that is most appropriate for your OS. Supported systems currently include:

- Windows 98, ME, 2000, XP, or higher operating system
- Linux (32-bit)
- Macintosh (OS-X or higher)

**NOTE:** If you are using a Windows system, you **MUST** use the Barracuda IM Client downloaded directly from your personal page because the installer package will have your IM credentials already bundled into it.

## 3 Logging On

Launch the client once you have installed it. On a Windows system, if you have selected the **Run after Install** option then the client will be automatically launched for you. You should immediately see the roster, or buddy list, that was pre-configured for you by your administrator. Click the **View** button right above the roster window to select whether or not to view unavailable users.

## 4 Changing Your Status

To change your presence status, click the **Available** button, and select your desired status. Setting your status to **Offline** is the equivalent of logging off. You can also change your status by right-clicking on the Barracuda IM icon in your system tray.



Click the [ \_ ] in the upper-right corner to minimize the client to your task bar. Click the [ X ] in the upper-right corner to close the client and remove it from your task bar, without logging out. Double-click to restore the client to the foreground.

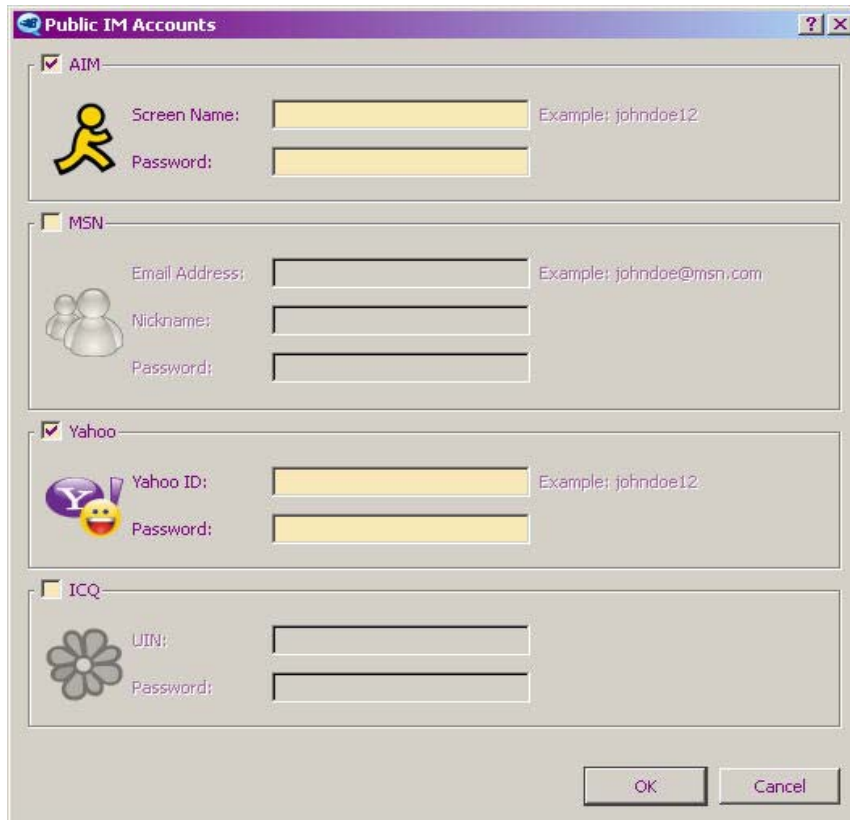
## 5 Changing Your Password

You can change your local (specific to the Barracuda IM Firewall) password by logging into the Web interface with the credentials supplied to you by your administrator, and navigating to the **Preferences > Password** page. Or, you can get there directly from the client by selecting **Tools** from the Menu bar, and then **Change Password**. Once you are at this page, enter your new password in the **New Password** and the **Re-Type New Password** fields, then click **Save Password**. You will be instantly logged out of the Web interface, but your Barracuda IM client will still remain connected to your server.

## 6 Managing Connections to Public IM Networks

If your administrator has enabled this ability for you, you can use the Barracuda IM Client to connect to external IM networks in addition to the secure internal Barracuda IM system. To log on to a public IM network (aka, transport), you must already have an existing and active account for that network.

1. From the Barracuda IM Client's Menu bar, go to **Settings > Public IM Accounts**.



2. Click the checkbox associated with the IM network that you want to log into. This will activate the username and password fields for that network.
3. Fill in your login information for that transport, and click **OK** to save.

You are now logged into your public IM account(s), and will be again whenever you start up a new IM session and the connection between your Barracuda IM Client and your corporate Barracuda IM Firewall is up. The only way to prevent the automatic reconnection is to remove the transport(s) entirely.

The status of your transports can be found in the **Agents/Transports** section of your roster. If this section is not visible, click the **View** button right above the roster window to enable viewing of this section.



**To log off or onto a transport** for your current session only Right-click on the transport name and select **Log off** or **Log on**. Note that this does not prevent re-connection when you start a new IM session.

**To remove a transport entirely** from your Barracuda IM Client: Right-click on the transport name and select **Remove**. Or, from the Barracuda Client's Menu bar, go to **Settings > Public IM Accounts** and de-select the transport(s).

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### Adding and Removing Contacts in your Roster

When you link a public IM account to your Barracuda IM Client, the current buddy list from that account will automatically be imported into your Roster. You can also add individual contacts to your Barracuda IM Client roster.

1. Click the **Add Contact** button just under the Search field.
2. In the network selection dialog that appears, select the network for your desired contact, and click **Next**. Only the networks that you have linked to will be listed here.
3. Enter the **user ID** for your contact, an optional **nickname**, and the **Group** to which your contact should be added. Click **Finish** to add this user to the specified Group.

To remove a contact from your roster, right-click on that user in your roster and select **Remove**. Click **Yes** to confirm your intention to delete the contact.

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### Customizing your Barracuda IM Client

You can customize various settings on your Barracuda IM client such as event notifications and Away messages. To do so, go to **Settings > Preferences** to launch the **Options** dialog. You can also change your avatar from the **Settings > Edit Personal Details**, and click the **Edit Picture** button.

You are now ready to begin sending messages! Just double click on a user's name to launch a chat window to that person, type your message in the space provided, and hit **Enter** to send your message.

#### Contact and Copyright Information

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