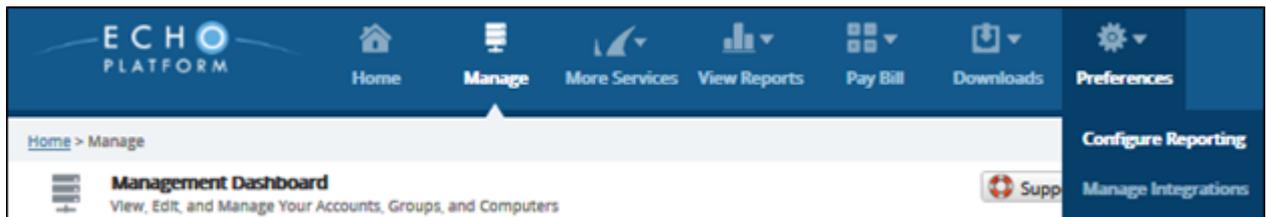


Adding New Email for the Backup Status Report

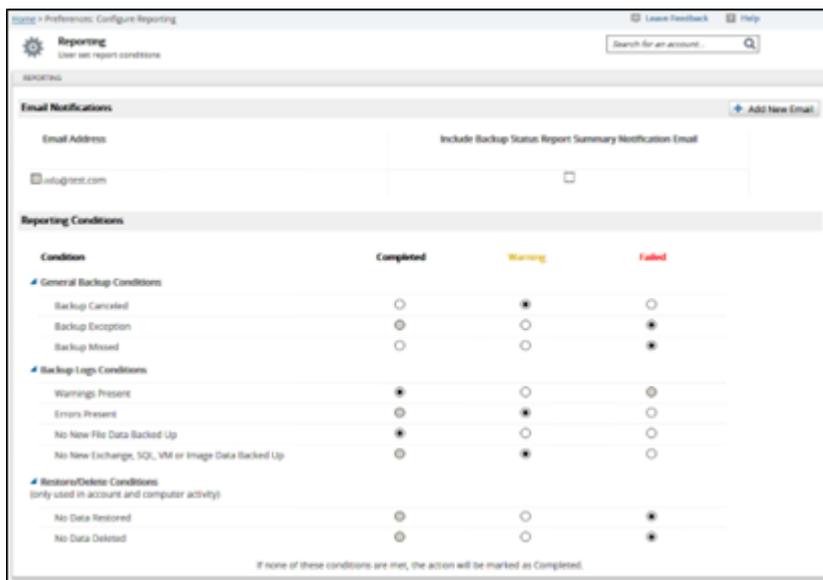
<https://campus.barracuda.com/doc/100371350/>

To add a new email, perform the following steps.

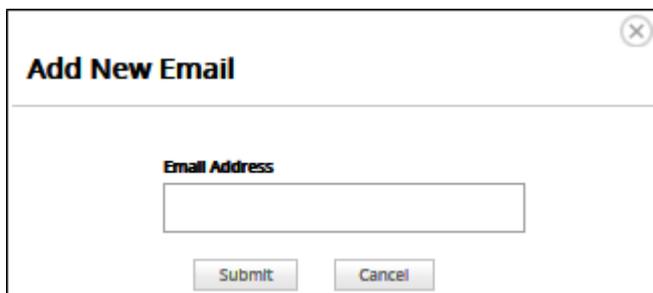
1. At the ECHOplatform ribbon, click the **Preferences, Configure Reporting**, as shown below.



The Reporting page is displayed.



2. Click **Add New Email** to add new email addresses.
The Add New Email pop-up is displayed.



3. Type the address, and then click **Submit**.
The email address is displayed in the Email Address listing.

Figures

1. campus bu status adding.png
2. campus bu status adding1.png
3. campus bu status adding2.png

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