

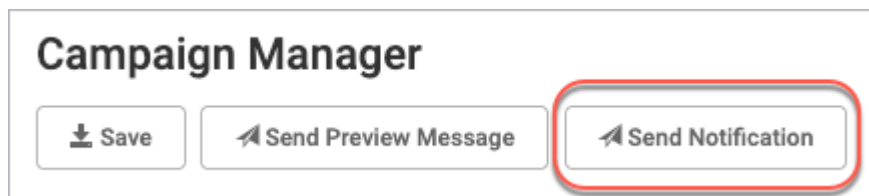
## Sending Notifications and Reminders with an Automated Campaign

<https://campus.barracuda.com/doc/25219/>

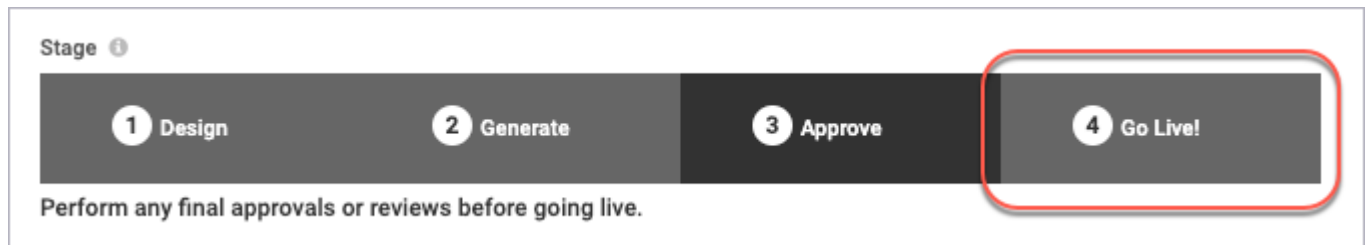
### Sending Notifications

Before you can send notifications, you must [configure and generate](#) an automated campaign and it must be [approved](#).

When you are ready to send notifications to managers, click **Send Notification**.



Depending on the type of campaign, you may need to click the **Go Live** button before sending notifications.



#### Notes:

- On-Demand Automated Campaigns must be in the **Go Live** stage before you can send notifications.
- In the Go Live stage, you can only send on-demand notifications *after* the Cut-Off Date, providing managers with an account of activities during the course of the campaign.

Specify the report template you want to send to managers, then click **Create Notification Email Queue**.

Send Notification

This feature is used to send a summary notification of the outbound messages in this campaign grouped by Manager Email Address found in the address book associated with this campaign.

- Select the Notification Campaign Template from the list below.
- Click the Create Notification Email Queue button to have the system review the notification request.
- The system will then validate and create a campaign notification email queue from the information you submitted.
- Follow the instructions on the screen for the next steps to follow in the process. Click the confirmation button to complete your notification request, or correct errors so you can confirm.
- **NOTE:** If this campaign is in stage 3, Approve it will only send notifications for Sample Emails that you have sent via the Send Sample Email button.

Notification Campaign Template:

Dynamic: Manager Notification

Create Notification Email Queue

A message displays, based on the content of your Dynamic Address Book:

- A warning message displays if you do not have any manager email addresses in your Dynamic Address Book. Go to your Dynamic Address Book and add manager email addresses. You are required to have at least one manager email address in the related Dynamic Address Book. Note that if your Dynamic Address Book has email addresses for some managers and not for others, only managers with email addresses will receive the on-demand notifications.
- A success message displays if you have manager email addresses in your Dynamic Address Book.


When you see the success message, click **Confirm and Send Notifications** to actually send the emails.

## After the Campaign has Started

### Sending Reminders

After the end date of the campaign, and before the cutoff date, you can send reminder emails to users who have not yet taken the training.

To send training reminders:

1. Between the end date and cutoff date of the campaign, open the Campaign Manager and locate the campaign.
2. Click the pencil icon  to view edit the campaign.
3. At the top of the page, click **Resend Training Emails**.

4. Read the message, then click **Queue Training Emails**. The system checks for users who have not yet completed training.
5. Read the message and note the number of recipients who will receive the reminder email. To send the emails, click **Confirm and Resend Training Email**.

## Figures

1. send-notification.png
2. go-live-button.png
3. send-notifications.png
4. pencil.png

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