

## Step 1 - Set Up Essentials for Office 365

<https://campus.barracuda.com/doc/68356212/>

**Managed Service Providers (MSPs)** : See [Barracuda Essentials for MSPs](#) for information on getting started with ECHOplatform and activating Barracuda Essentials.

For each Barracuda Cloud Control account, you can have either a linked Barracuda Email Security Gateway appliance or a Barracuda Email Security Service subscription. You cannot use a single Barracuda Cloud Control account for both a linked appliance and the service subscription.

This article assumes you are deploying Barracuda Services *for the first time*. If you previously deployed Barracuda Cloud-to-Cloud Backup, Barracuda Email Security Service, or the Barracuda Cloud Archiving Service and want to migrate to Barracuda Essentials for Office 365, contact your Barracuda Networks sales representative.

### Complete All Steps

Be sure to complete all steps on this page that are required for the components in your plan. For example, if you have Barracuda Cloud Archiving Service, be sure to create the send connector, as described in Step 2 below.

### Ensure Connectivity and Redundancy

- Open your firewall ports to allow the IP address ranges for LDAP connectivity based on your Barracuda Email Security Service instance; see [Barracuda Email Security Service IP Ranges](#).
- (Optional) [Configure Office 365 to block inbound email not originating from Barracuda Email Security Service IP ranges](#).

### Important

The Barracuda Email Security Service connects with your network from various IP addresses, including performing LDAP lookups. To ensure that the service can connect with your network, allow traffic originating from the range of network addresses based on your Barracuda Email Security Service instance; see [Barracuda Email Security Service IP Ranges](#).

## Select Your Plan

Determine the plan that best suits your organization's needs. The available options are built on the

following components:

- **Barracuda Email Security** – Security service protecting both inbound and outbound email against the latest spam, viruses, worms, phishing and denial of service attacks.
- **Advanced Threat Protection** – Protects against advanced malware, zero-day exploits, and targeted attacks.
- **Barracuda Cloud Archiving Service** – Journal mail directly from Office 365 to the Barracuda Cloud to optimize email storage, meet regulatory compliance and e-discovery requirements, and provide anytime/anywhere access to old emails.
- **Barracuda Cloud-to-Cloud Backup** – Protects Exchange Online, OneDrive for Business, and SharePoint Online data by backing it up directly to Barracuda Cloud Storage. For Exchange Online, Barracuda Cloud-to-Cloud Backup protects all email messages, including all attachments, as well as the complete folder structure of each user's mailbox. In OneDrive for Business, all files under the Documents Library, including the entire folder structure, are protected. Easily locate and restore folders, individual items, or entire mailboxes. Barracuda Cloud-to-Cloud Backup provides complete protection of SharePoint Online. With item-level recovery options, items can be restored directly into SharePoint Online from the backups of Document Libraries, Site Page Libraries, and Picture Libraries in Team Site, Publishing Site, and Wiki Site.

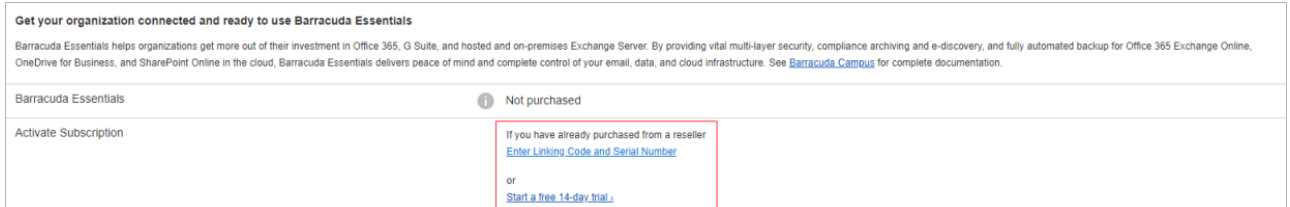
	<b>Complete Edition</b>	<b>Compliance Edition</b>	<b>Security Edition</b>
Barracuda Email Security Service	✓	✓	✓
Advanced Threat Protection	✓	✓	✓
Barracuda Cloud Archiving Service	✓	✓	
Barracuda Cloud-to-Cloud Backup	✓		

## Activate Essentials

To complete the setup you must have a Barracuda Cloud Control account. If you do not already have an account, go to <https://login.barracudanetworks.com/> and click **Create a User**. Enter your name, email address, and company name, and specify whether this is a partner account. Click **Create User** ; for partners, be sure to read [How to Add a Managed Customer Account](#). Follow the instructions emailed to the entered email account to create your Barracuda Cloud Control account. See [Password Complexity Policies](#) before setting up your password. See also [Partner Accounts](#).

**Managed Service Providers (MSPs)** : See [Barracuda Essentials for MSPs](#) for information on getting started with ECHOplatform and activating Barracuda Essentials.

1. Go to <https://login.barracudanetworks.com> and log in with your Barracuda Cloud Control credentials.
2. Navigate to **Home > Admin > Essentials**.



Get your organization connected and ready to use Barracuda Essentials

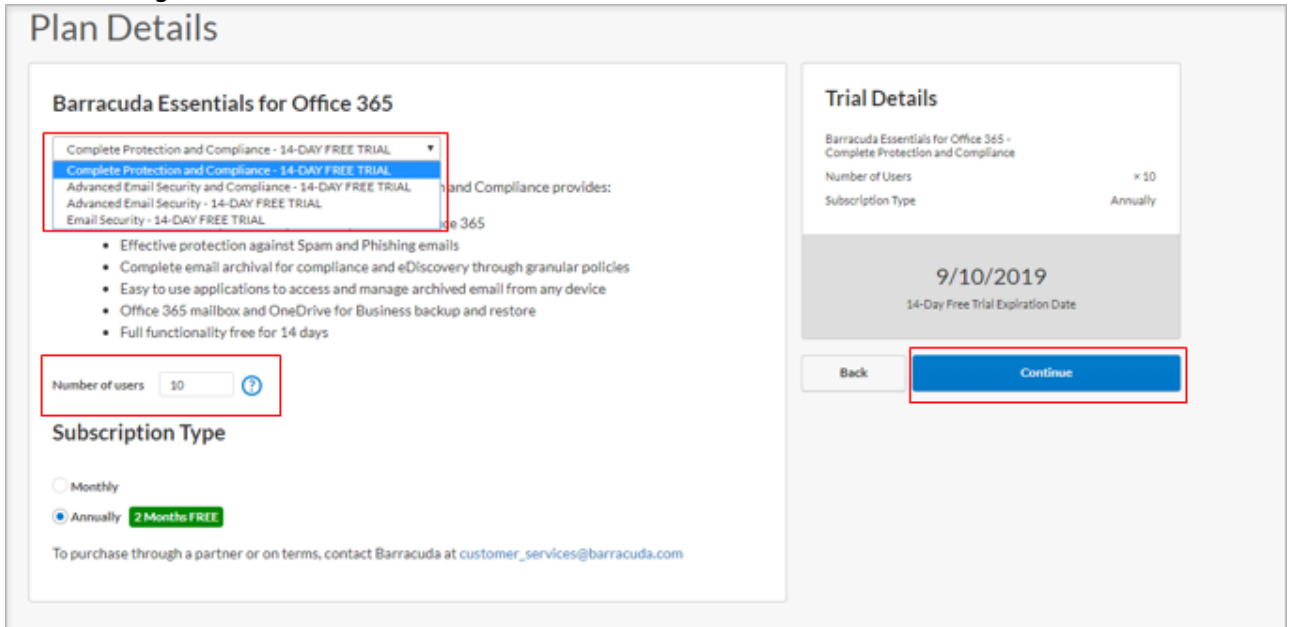
Barracuda Essentials helps organizations get more out of their investment in Office 365, G Suite, and hosted and on-premises Exchange Server. By providing vital multi-layer security, compliance archiving and e-discovery, and fully automated backup for Office 365 Exchange Online, OneDrive for Business, and SharePoint Online in the cloud, Barracuda Essentials delivers peace of mind and complete control of your email, data, and cloud infrastructure. See [Barracuda Campus](#) for complete documentation.

Barracuda Essentials Not purchased

Activate Subscription

If you have already purchased from a reseller  
[Enter Linking Code and Serial Number](#)  
or  
[Start a free 14-day trial](#).

3. Click **Start a free 14-day Trial**. Complete the form with your information and then start the trial.  
Alternatively, if you have already purchased Barracuda Essentials, click **Enter Linking Code and Serial Number** to enter this information and activate your subscription.
4. On the **Plan Details** page, select the bundle for your trial and enter the number of **Users** who will be using Barracuda Essentials. Then click **Continue**.



### Plan Details

#### Barracuda Essentials for Office 365

Complete Protection and Compliance - 14-DAY FREE TRIAL  
Complete Protection and Compliance - 14-DAY FREE TRIAL  
Advanced Email Security and Compliance - 14-DAY FREE TRIAL  
Advanced Email Security - 14-DAY FREE TRIAL  
Email Security - 14-DAY FREE TRIAL

and Compliance provides:

- Effective protection against Spam and Phishing emails
- Complete email archival for compliance and eDiscovery through granular policies
- Easy to use applications to access and manage archived email from any device
- Office 365 mailbox and OneDrive for Business backup and restore
- Full functionality free for 14 days

Number of users:

#### Subscription Type

Monthly

Annually **2 Months FREE**

To purchase through a partner or on terms, contact Barracuda at [customer\\_services@barracuda.com](mailto:customer_services@barracuda.com)

#### Trial Details

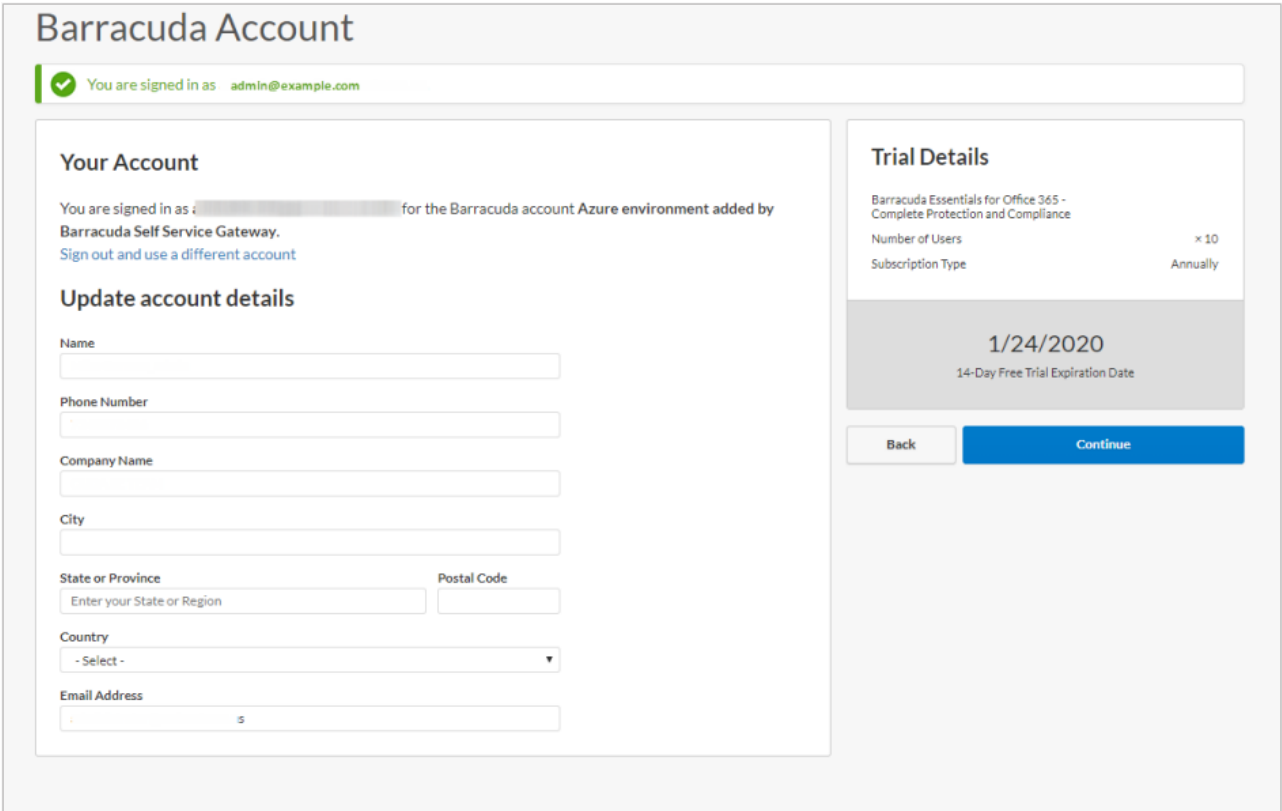
Barracuda Essentials for Office 365 - Complete Protection and Compliance

Number of Users:  × 10

Subscription Type:

9/10/2019  
14-Day Free Trial Expiration Date

5. Complete your Account Details, then click **Continue**.



**Barracuda Account**

✓ You are signed in as **admin@example.com**

**Your Account**

You are signed in as [redacted] for the Barracuda account **Azure environment** added by **Barracuda Self Service Gateway**.  
[Sign out and use a different account](#)

**Update account details**

Name

Phone Number

Company Name

City

State or Province  Postal Code

Country

Email Address

**Trial Details**

Barracuda Essentials for Office 365 - Complete Protection and Compliance

Number of Users x 10

Subscription Type Annually

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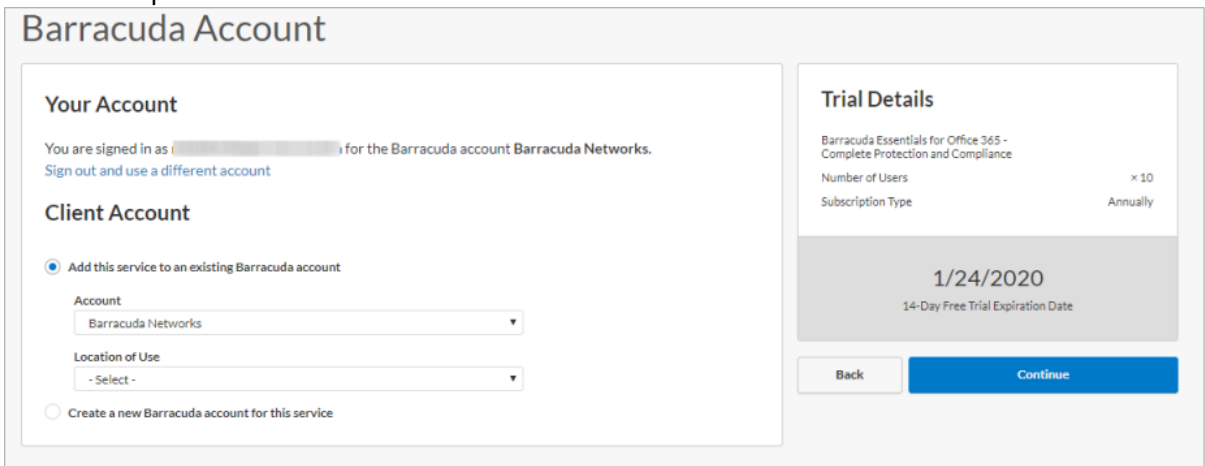
**1/24/2020**  
14-Day Free Trial Expiration Date

**Managed Service Providers (MSPs)** : See [Barracuda Essentials for MSPs](#) for information on getting started with ECHOplatform and activating Barracuda Essentials.

Partners see a different option on this page. Make your selection, then continue with the process below.

Select from the following Client Account options, then click **Continue**.

- 1. Add this service to an existing Barracuda account** - Select the desired **Account** from the drop-down menu, and select your location from the **Location of Use** drop-down menu.



**Barracuda Account**

You are signed in as [redacted] for the Barracuda account **Barracuda Networks**.  
[Sign out and use a different account](#)

**Client Account**

Add this service to an existing Barracuda account

Account

Location of Use

Create a new Barracuda account for this service

**Your Account**

**Trial Details**

Barracuda Essentials for Office 365 - Complete Protection and Compliance

Number of Users x 10

Subscription Type Annually

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**1/24/2020**  
14-Day Free Trial Expiration Date

- 2. Create a new Barracuda account for this service** - Enter the new account details.

### Barracuda Account

#### Your Account

You are signed in as [redacted] for the Barracuda account Barracuda Networks.  
[Sign out and use a different account](#)

#### Client Account

Add this service to an existing Barracuda account  
 Create a new Barracuda account for this service

Name  
First and last name

Phone Number

Company Name

City

State or Province  Postal Code

Country  
- Select -

Email Address

#### Trial Details

Barracuda Essentials for Office 365 - Complete Protection and Compliance  
Number of Users × 10  
Subscription Type Annually

**1/24/2020**  
14-Day Free Trial Expiration Date

[Back](#) [Continue](#)

- In the **Billing Details (Optional)** page, enter your billing information to purchase the service, or leave the **Billing Information** section blank to start a free 14-day evaluation. Click **Continue**.
- Once the setup process is complete, click **Finish**.

### Thank You For Your Order

#### Your order info

You will receive a confirmation email shortly at [redacted]

#### Product Details

Barracuda Essentials for Office 365 **14-DAY FREE TRIAL**

- Email Security with Advanced Threat Detection (ATD)
- Cloud Archiving Service
- Cloud to Cloud Backup

Number of Users 10

Trial Expiration Date 9/10/2019

#### What's next

Now that your order is complete, you can proceed to Barracuda Cloud Control to set up your product.

[Need more help?](#)

[Finish](#)

You will be redirected to Cloud Control to activate your product.

Barracuda Cloud Control displays and your 14-day trial begins immediately.

## [Step 2 - Configure Office 365 for Inbound and Outbound Mail](#)

## Figures

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8. checkmarkIcon.png
9. checkmarkIcon.png
10. ActivateESS.png
11. planDetails.png
12. AccountDetails.png
13. AddExistingAcct.png
14. NewClientAcct.png
15. finishWizard.png

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