

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.

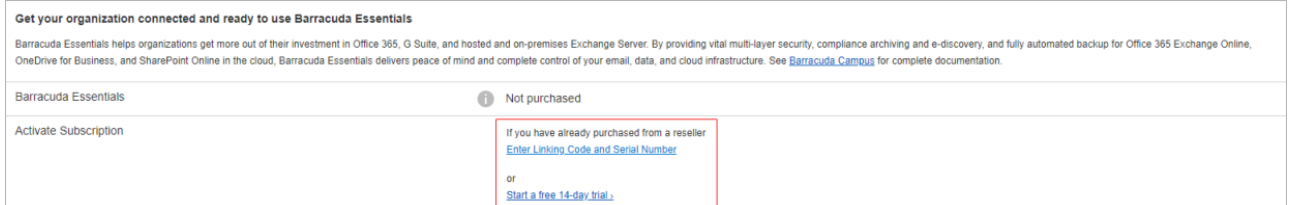
	Complete Edition	Compliance Edition	Security Edition
Barracuda Email Security Service	✓	✓	✓
Advanced Threat Protection	✓	✓	✓
Barracuda Cloud Archiving Service	✓	✓	
Barracuda Cloud-to-Cloud Backup	✓		

Activate Essentials

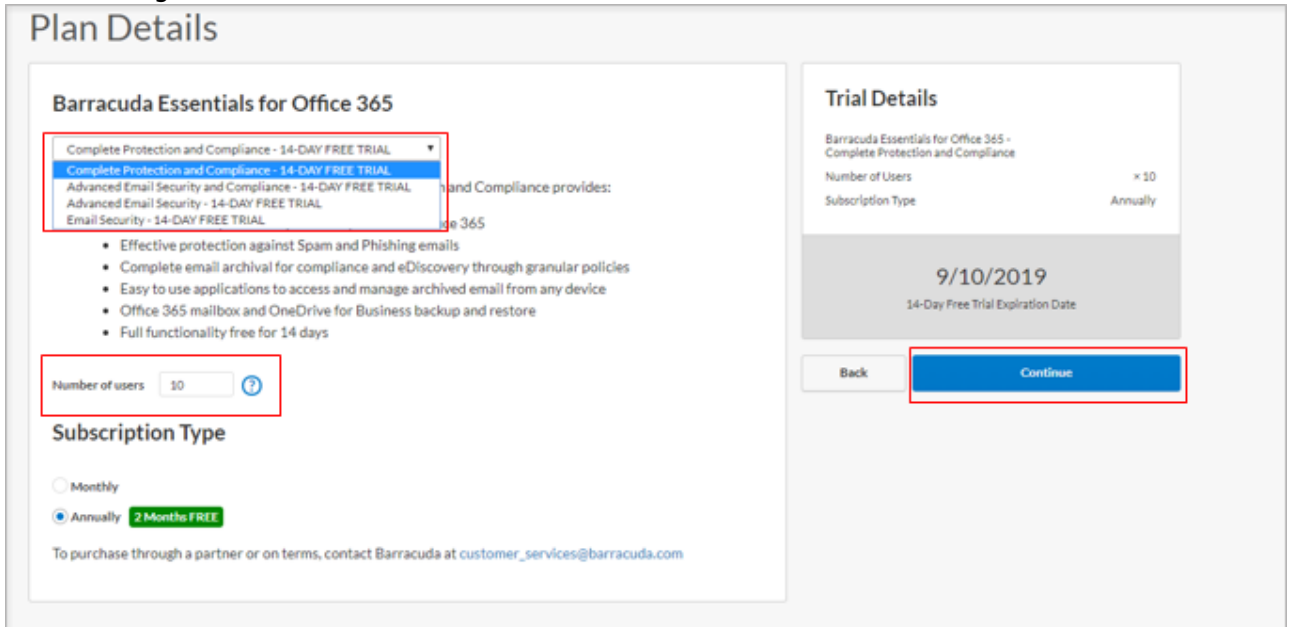
To complete the setup you must have a Barracuda Cloud Control account. If you do not already have an account, go to <https://login.barracudanetworks.com/> and click **Create a User**. Enter your name, email address, and company name, and specify whether this is a partner account. Click **Create User**; 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.

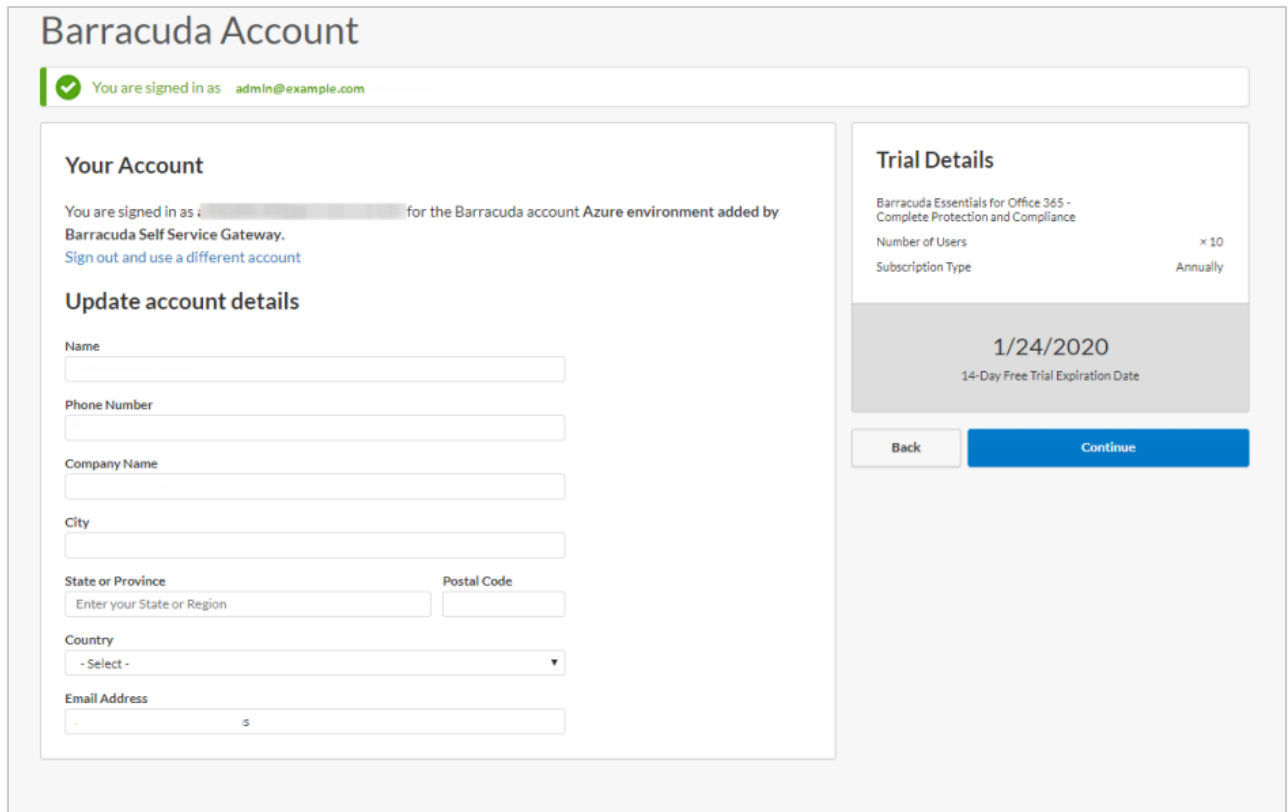
1. Go to <https://login.barracudanetworks.com> and log in with your Barracuda Cloud Control credentials.
2. Navigate to **Home > Admin > Essentials.**



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**.



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 **admin@example.com** 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**

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

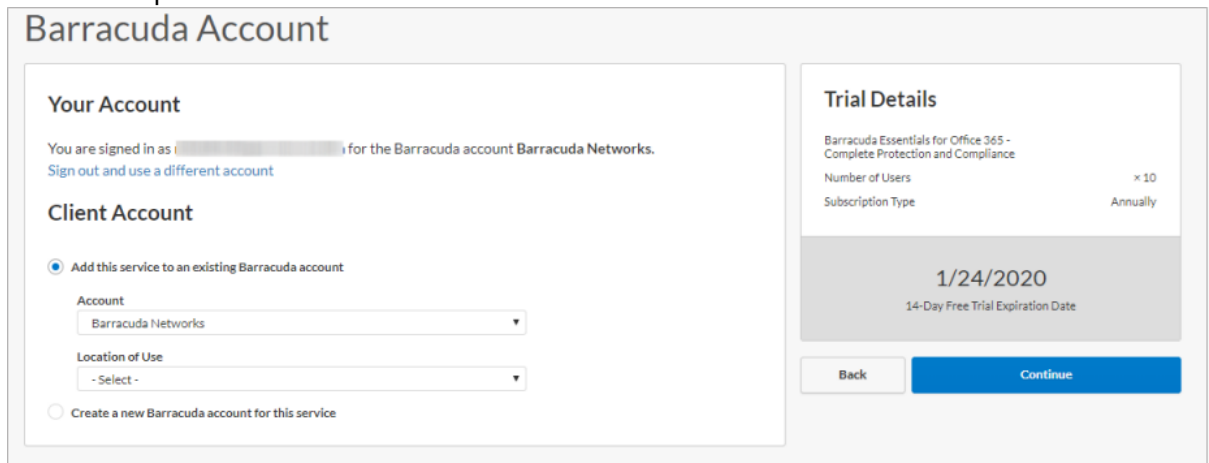
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Partners see a different option on this page. Make your selection, then continue with the process below.

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 **admin@example.com** 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

Trial Details

Barracuda Essentials for Office 365 - Complete Protection and Compliance

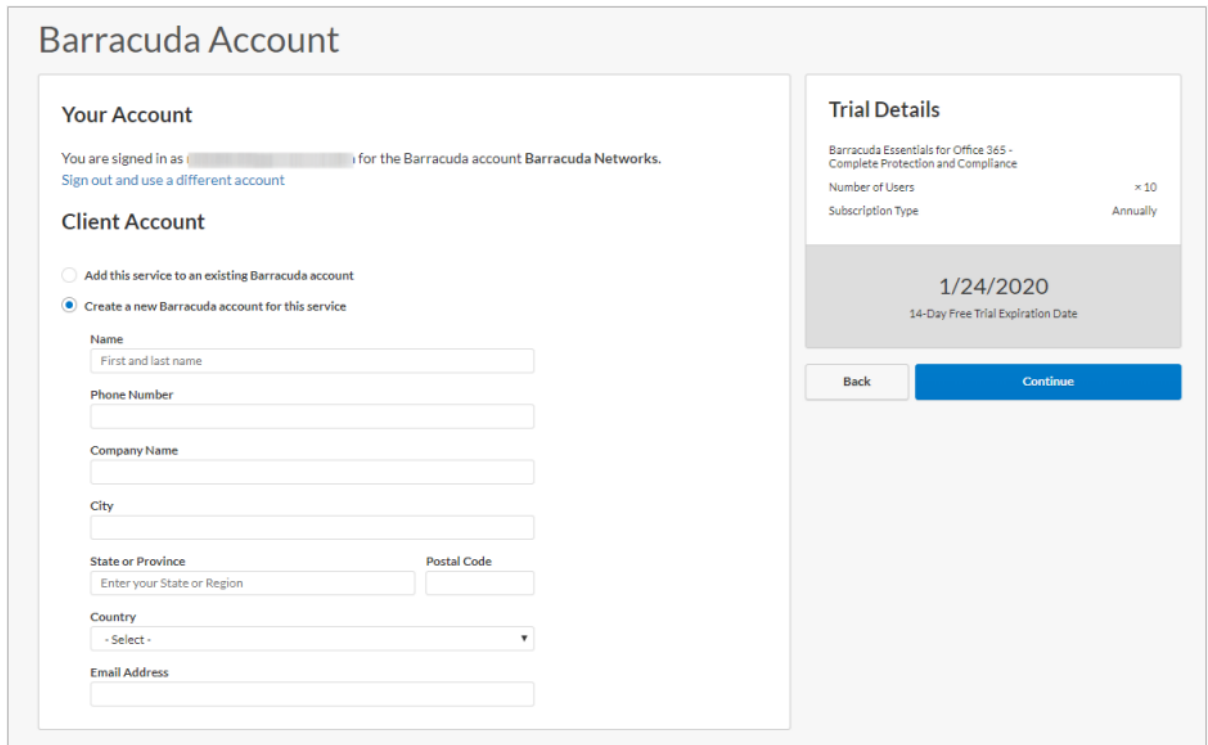
Number of Users **x 10**

Subscription Type **Annually**

1/24/2020
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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**
Enter your State or Region

Country
- Select -

Email Address

Trial Details

Barracuda Essentials for Office 365 - Complete Protection and Compliance

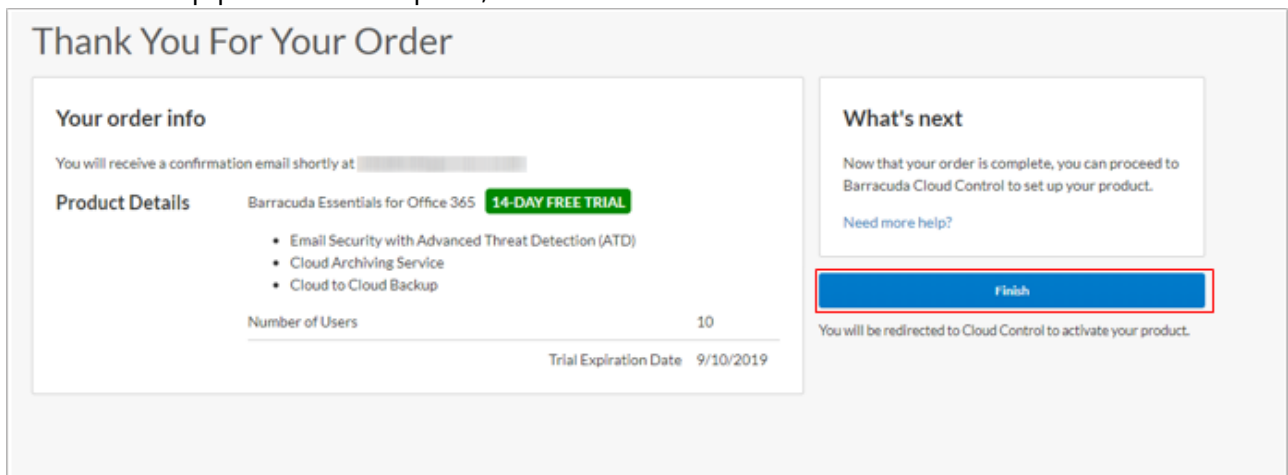
Number of Users × 10

Subscription Type Annually

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6. 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**.
7. 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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