How to Deploy the Barracuda Essentials for Email Security Outlook Add-In

https://campus.barracuda.com/doc/70587977/

The Barracuda Outlook Add-In supports Microsoft Exchange Server 2013 and higher, Outlook versions 2016, 2019, 2021, Outlook for Office 365, and Outlook Web Access (OWA) running on Windows and Mac OS.

See also Barracuda Essentials for Email Security Outlook Add-In User Guide .

If you are experiencing issues deploying with Microsoft Exchange Server 2013, ensure that TLS 1.2 is enabled in .NET. Refer to this Microsoft article for more information on updating and configuring the .NET Framework to support TLS 1.2.

Use the steps in this article to deploy the Barracuda Essentials for Email Security Outlook Add-In to all users in your Exchange Server.

The Barracuda Outlook Add-In allows users to perform various functions, including:

- Send encrypted emails;
- Mark emails as suspicious and send to Barracuda Networks for further analysis;
- Provide additional feedback as to why the email should be blocked.

Install Outlook Add-In for all Users

Note that the user interface will vary depending on the Microsoft Exchange version you are using. The instructions below use Office 365 to install the Outlook Add-In. For more information on how to install an add-in for your Exchange version, see the Microsoft article https://docs.microsoft.com/en-us/exchange/add-ins-for-outlook-2013-help.

1. Log into the Microsoft 365 admin center https://admin.microsoft.com/.
2. Click **Settings** on the left-hand menu. If you do not see **Settings**, click **Show all** first.
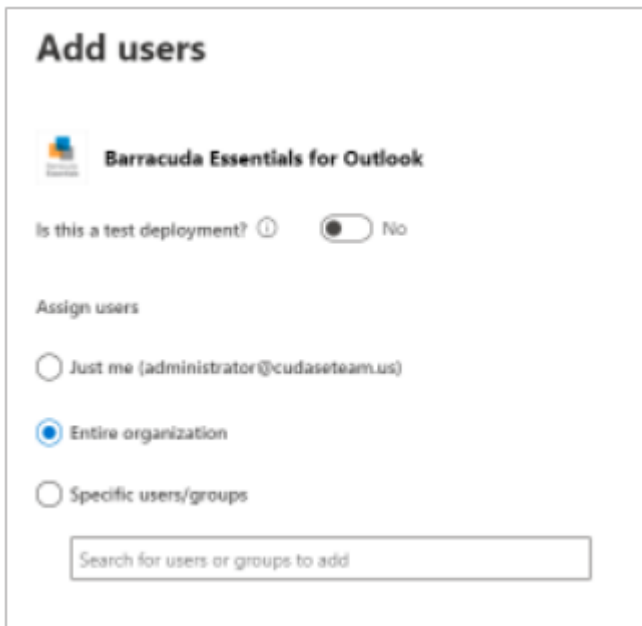3. Under **Settings**, click **Integrated apps**
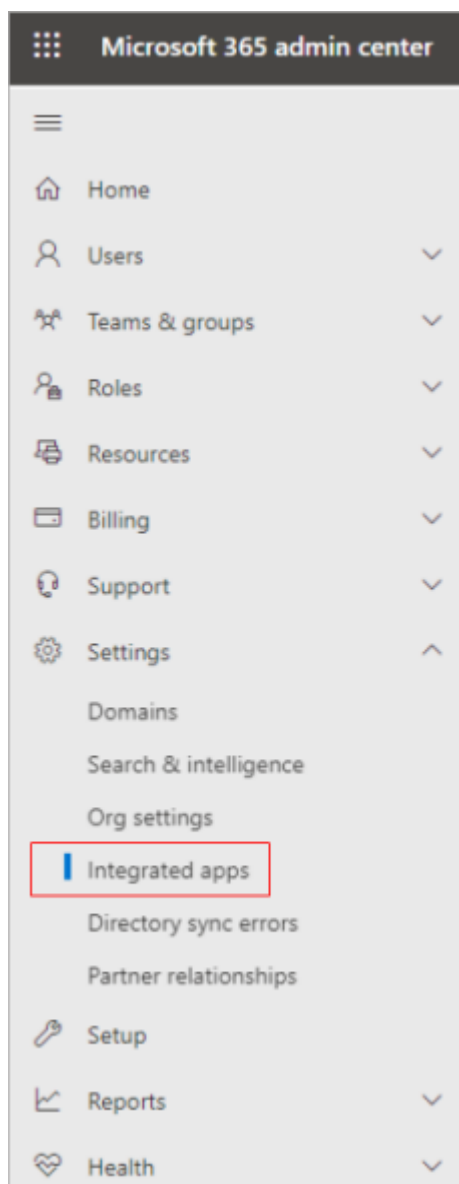
4. Click **Get Apps**.
5. At the top right of the page, in the search bar, type barracuda. Select **Get it now** for **Barracuda Essentials for Outlook**.
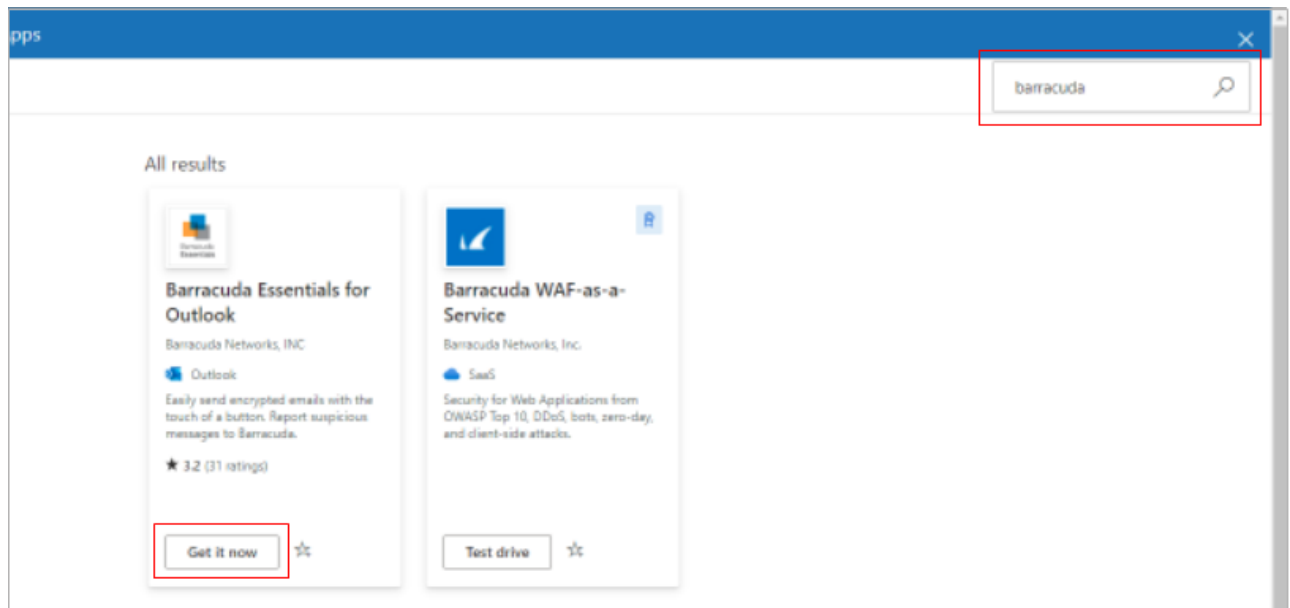
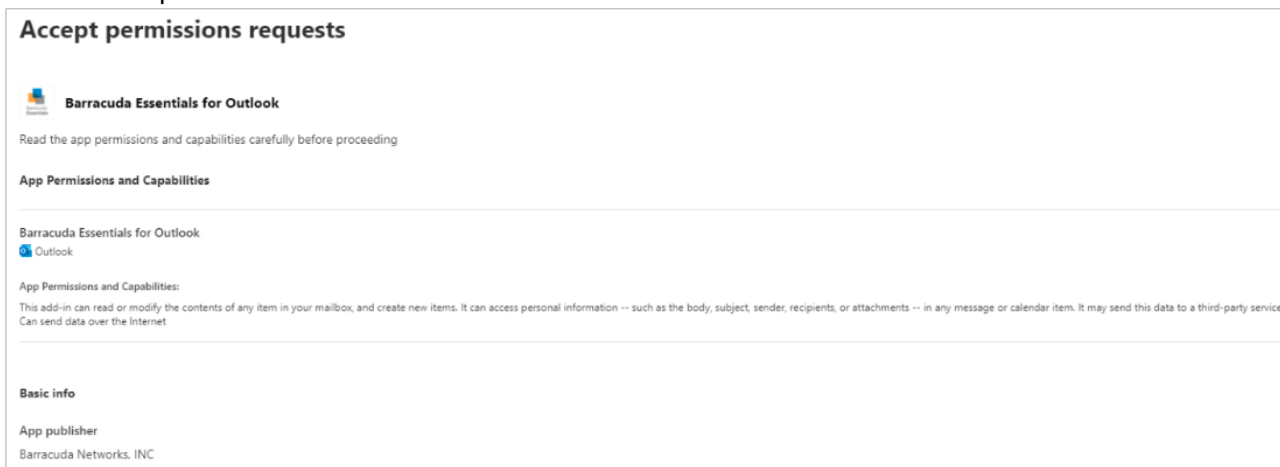6. Confirm the details on the screen and click **Get it now**.
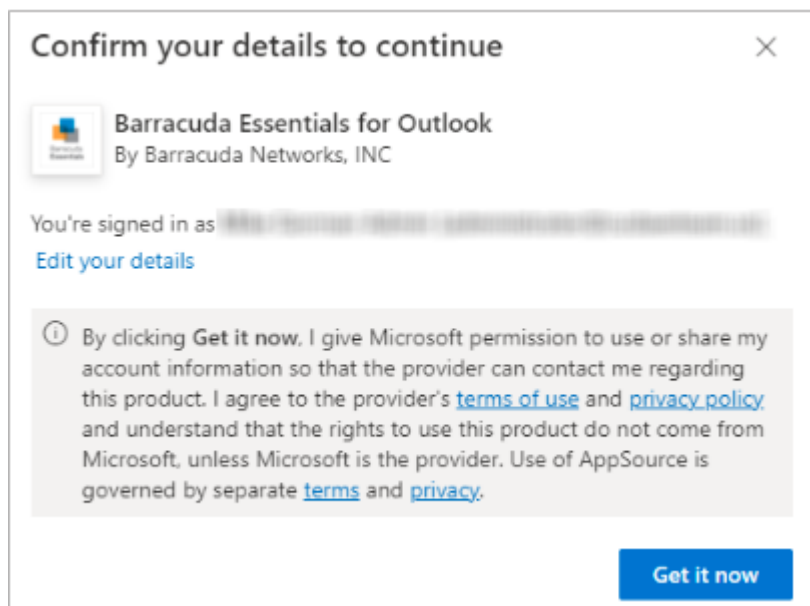
7. In the **Add users** section, select **Entire organization** under **Assign users**. You can also use this section to test with a subset of users first before deploying to your entire organization.
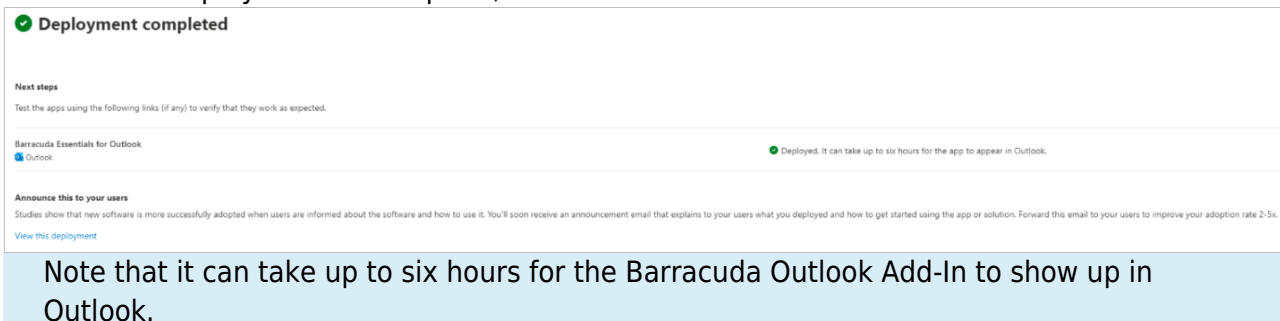
8. Click **next**.
9. Review the permissions and click **next**.

10. Click **finish deployment**.
11. Wait for the deployment to complete, and then click **Done**.

> Note that it can take up to six hours for the Barracuda Outlook Add-In to show up in Outlook.

You should now see the Barracuda Outlook Add-In under your **Integrated apps** section within Microsoft 365.

Remove Add-In

If you need to remove the add-in from your Exchange Server and Outlook/OWA for all users:

1. Log into the Microsoft 365 admin center https://admin.microsoft.com/.
2. Click **Settings** on the left-hand menu. If you do not see **Settings**, click **Show all** first.
3. Under **Settings**, click **Integrated apps**.
4. Click **Barracuda Essentials for Outlook**.
5. Under **Actions**, click **Remove app**.
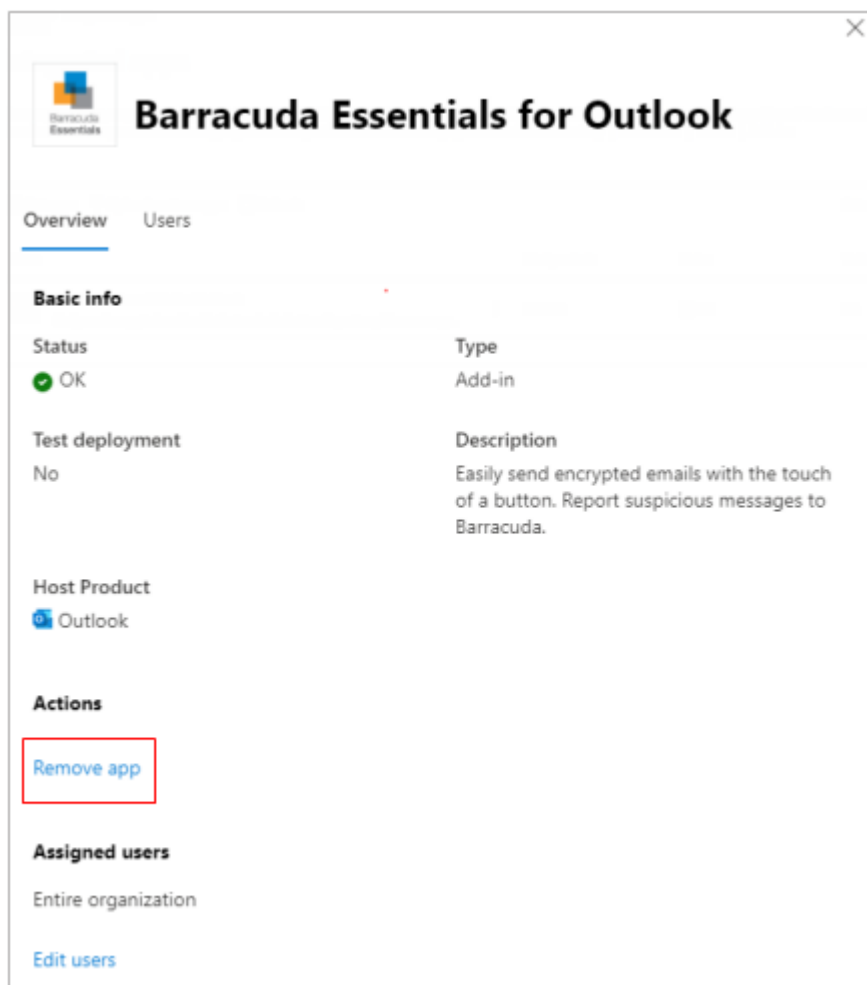
Troubleshooting

Issue	Solution
User has added or removed app but change does not display in Outlook	It may take some time after adding or removing the add-in for the Outlook client or OWA for the Outlook ribbon to update. If users cannot see the change, direct them to either restart the client or refresh the web page.
Message Action is disabled	If a user turns off the reading pane while a message is selected, the **Message Action** option is disabled. In this instance, **Message Actions** is disabled on the user's **Home** ribbon in Outlook but enabled in the detailed view. Direct users to turn on the reading pane and reselect the message.
Error Message: Unable to add encryption client. The attachment path was invalid.	The Barracuda Essentials Outlook Add-In displays this message if your Microsoft Outlook is not installed in the default location. The Barracuda Essentials Outlook Add-In is not able to perform encryption with this configuration.

Figures

1. ms_admin_menu.png
2. get_addIn.png
3. confirmAddIn.png
4. addUsers_AddIn.png
5. acceptPermissions_AddIn.png
6. deployComplete_AddIn.png
7. integratedAppsMenu.png
8. removeAddIn.png