Roles and Permissions

https://campus.barracuda.com/doc/73722696/

If you make setting changes, allow a few minutes for the changes to take effect.

Role-based administration allows the administrator to define access restrictions within the Barracuda Email Security Service based on assigned user roles and domain permissions. This provides flexibility and task delegation, as well as the ability to track activity and changes made in the Barracuda Email Security Service by user, role, or domain.

Note that users can be assigned only one role.

User Roles

- **Administrator** – An administrator can view and modify all aspects of all domains, and configure global and domain-level settings.
- **Domain administrator** – A domain administrator can configure domain-level settings and view all domain settings and users for the assigned domains.
  Any changes made by a domain administrator is saved at the domain level and will override those same settings at the account level. For example, if a domain administrator adds a sender policy, then the account level sender policy will no longer be used for that domain's mail.
- **Help Desk** – In the Help Desk role, users can deliver messages, view message headers, view domain-level settings, and view all domain settings and users for the assigned domains. Note that the Help Desk role cannot view message body on a user's account.
- **User** – A user can configure user-level settings on their own account.

Assign Roles and Domain Permissions

Use the steps in this section to assign roles and domain permissions. This section assumes you have added users via LDAP or Azure AD authentication, or manually added user accounts to the Barracuda Email Security Service on the **Users > Add/Update Users** page.

1. Log in to the Barracuda Email Security Service, and go to th e **Users > User List** page.
2. For the desired user, click **Edit** in the **Actions** column; the **Edit User** page displays.
3. From the **User Role** drop-down menu, select the role you want to assign to the user.
4. If you assign the user either the Help Desk or Domain Admin role, in the **Domains** section,

select one or more domains you want the user to manage.
5. Click **Save**.
6. Repeat steps 1 through 5 to change a user role and domain permissions.

View User Roles and Domain Permissions

Use the **User List** to view a list of all users and filter based on assigned roles and domain permissions.

1. Log in to the Barracuda Email Security Service, and go to the **Users > User List** page.
2. From the **User Role** drop-down menu, select a role on which to filter the user list.
3. If you selected any role other than **User**, from the **Domains** drop-down menu, select **All** to filter on all domains, or select a single domain on which to filer the user list.
4. Use the controls below the table to page through the results.

Notification

Send an email notification to users you have assigned to a new role and include their access privileges.

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