Manually Configure Local Users

https://campus.barracuda.com/doc/86213499/

For authentication and applying policies, you can either manually configure local users with the service, or link your existing LDAP or AD directory services to automatically associate your users with the service. To link your existing LDAP or AD directory services to the service, see LDAP Active Directory and Barracuda Content Shield.

> After configuring local users/groups, the **ADVANCED FILTERING** page will show Directory Services users/groups as *No longer exists.*

To configure local users manually:

1. Go to the **USERS** page.
2. For **Configure Users**, select **Manually Configure Users**.
3. Click **ADD USERS**. In the **Group Name** drop-down, you can either add a new group or select an existing group to which you will assign users. This enables you to apply policies to groups. For example, you might want to apply different policies to the Student and Staff groups, or to the Sales and Finance departments.
4. In the **USER ID** text box, enter USER IDs from Windows machines, separating each USER ID with a comma.
   > **Important - USERID versus Username**
   > Note the difference between user ID and login name, or username. Login name, or username, is what Microsoft Windows displays when you log in with your picture. However, the actual user ID is probably the user's email address or another format. For example, for a user named 'Kim Jones', the username may look something like 'na\kjones'. You can find the user ID using the Unix 'whoami' command.
5. After adding all users for the group, click **ADD**.

Important: BCS supports a maximum of 100 groups per user.

To apply policies by users or groups, see How to Configure Advanced Filtering Policies.