


How to Schedule Automated Email Reports

<https://campus.barracuda.com/doc/95264258/>

Barracuda automatically emails reports to you or your team on a regular basis, so you can keep up with recent activity.

Note: Barracuda Networks also provides live reports on the **Reports** page. For details, refer to [Reports](#).

To schedule email reports:


1. Open Impersonation Protection.
2. On the Spear Phishing Protection page, click the Settings icon  to access the administrative functions.
3. Select the **Reports** tab.
4. Check that the **Send reports by email** toggle is set to **On** (blue).
5. Select the time range for the data you want to see in the reports. Options are **Last 7 Days**, **Last 30 Days**, or **Last 90 Days**. The default value is **Last 30 Days**.
6. Specify the email address that will receive the report. If you choose, you can specify a single email that acts as a distribution list to notify several individual administrators.
7. In the **Start date** field, type or select the date you want to start receiving automated emails.
8. In the **Frequency** field, specify how often you want to receive reports. Options are **Daily**, **Weekly**, and **Monthly**. The default value is **Monthly**.
9. Click **Save**.

Discontinuing Email Reports

If you do not want to receive these automated emails, you can stop them or send them by changing the settings.

Alternatively, you can send the emails to a different administrator address, following the instructions provided above.

To stop automatic email reports:

1. Open Impersonation Protection.
2. On the Spear Phishing Protection page, click the Settings icon  to access the administrative functions.
3. Select the **Reports** tab.

4. Switch off the **Send reports by email** toggle.
You can ignore the rest of the fields on this page.
5. Click **Save**.

Figures

1. gearIcon.png
2. gearIcon.png

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