

## Barracuda Message Center User Guide

<https://campus.barracuda.com/doc/96023027/>

For an overview of the web interface, see [Understanding the Barracuda Message Center Web Interface](#).

### Encrypted Email Messages

When you receive an encrypted email message via the Barracuda Message Center, the sender intended to secure the message content so that only you, the recipient, can view the body of the message.

#### Example 1. Sample Email Notification Subject

You have received an encrypted message from *mailbox name@yourdomain.net*. The sender intended for the message contents to be secured by using the Barracuda Email Encryption Service. You can retrieve the message from the Barracuda Networks Message Center.

To view your secure message, [click here](#), or copy and paste the following URL into the browser:

<https://encrypt.barracudanetworks.com/login?nid=U2FsdGVkX19uj258TsssROA%2FE4mIo1bO2Jn0R0iLNdnmbNITX5PgTe7ZVIJZhCwYrsEvCN9aC26g1HhUJTRjtA1m02QXx4oNQ8fVUfhKEAVEacQWvWIZpudX4EdCTd2FDZ%2FUHpmT7XQuNjT9jTggr0x1TT1arxs54xR0RrSwFm%2BRVd6N1bM24ctieqdQYTdiBXXBd7HhkIEiXfoqeQrwJaEw%2FISx%2BTcIN1YMweS%2FMfmG96iPrHoT49EuZf3lasgBvrPFf1cjUi98tsg%3D%3D>

The secure message will expire in 30 days.

When you click the link or paste the URL from the email notification into your browser, the **Barracuda Networks Message Center** page displays. Log into Barracuda Message Center:

1. Enter your **Email Address**, if it is not already present, and click **Next**.
  - The first time you access the Barracuda Message Center, you must create a password.
    - Type your new password in the Password field. This new password will allow you access to the system and will become your official password.  
Note that Passwords must be at least 8 characters long and include at least one special character.
  - Accessing the Barracuda Message Center after the first time:
    - If you click a link or paste the URL within 72 hours of when the encrypted message was sent to you, you are automatically logged into the Barracuda Message Center. If you do not click within 72 hours, you must log into the Barracuda Message Center manually.
    - If you forgot your password, use the **Password Reset** option on the Barracuda Message Center Login page.  
Type your new password in the **Password** field. This new password will allow you

access to the system and will become your official password.

Note that Passwords must be at least 8 characters long and include at least one special character.

2. The **Encrypted Messages** page opens.

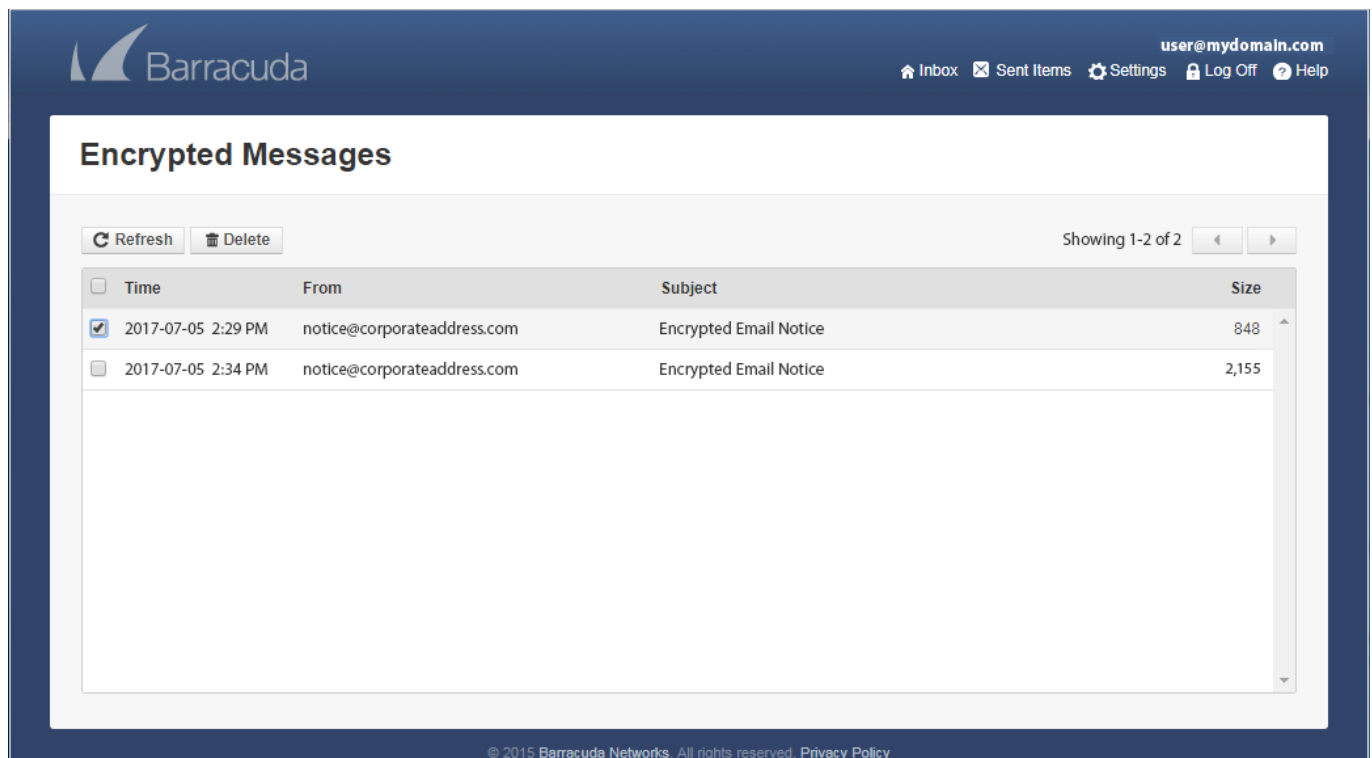
## Access Secure Email Message

The Barracuda Message Center provides you with a web interface much like any web-based email program. View a list of all encrypted messages, view the contents of a single message, delete messages, or download messages to your local system.

1. Go to the Message Center, enter your **Email Address** and **Password**, then click **Next**.
  - The first time you access the Barracuda Message Center, you are prompted to create a password.
  - If you forgot your Password, use the Password Reset option on the Barracuda Message Center Login page.

Note that Passwords must be at least 8 characters long and include at least one special character.

2. The **Message Center** opens.



The screenshot displays the Barracuda Message Center interface. At the top, the Barracuda logo is on the left, and the user's email address 'user@mydomain.com' is on the right. Below the logo, there are navigation links: 'Inbox', 'Sent Items', 'Settings', 'Log Off', and 'Help'. The main content area is titled 'Encrypted Messages'. It features a 'Refresh' button and a 'Delete' button. A table lists the messages:

<input type="checkbox"/>	Time	From	Subject	Size
<input checked="" type="checkbox"/>	2017-07-05 2:29 PM	notice@corporateaddress.com	Encrypted Email Notice	848
<input type="checkbox"/>	2017-07-05 2:34 PM	notice@corporateaddress.com	Encrypted Email Notice	2,155

At the bottom of the page, there is a copyright notice: '© 2015 Barracuda Networks. All rights reserved. Privacy Policy'.

### View Messages

Click on a message to view the contents. You are the only one who can read the message body. Click

**Show All Headers** in the upper right to view the message headers. From the message window you can select from the following options: **Reply to**, **Reply All**, **Print**, **Delete**, or **Download** the message. Click on an attachment to download it to your local system.

### Reply to Messages

Click **Reply** to reply to the sender of the encrypted message, or click **Reply All** to send your encrypted response to all other recipients of the message. The contents of your reply is also be encrypted. Additionally, if you want to include attachments with your encrypted message, click **Add** or click **Browse** to navigate to and select files. Click **Send**; the message and attachments are encrypted before returning to the sender.

### Save Message Content

To save the original email, click **Download** to save the entire message, including attachments, to your local system.

### Delete Multiple Messages

In the Messages window, click the check box next to the messages you want to remove, and click the **Delete** icon on the toolbar. To refresh the message list, click **Refresh** on the toolbar.

## Figures

1. EncryptedMsgLink.png
2. MessageList.png

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