

## Barracuda Outlook Add-In User Guide

<https://campus.barracuda.com/doc/96023029/>

This article refers to the Barracuda Essentials Outlook Add-in for customers not currently using Microsoft Office 365.

The latest Barracuda Email Protection Add-In supports Outlook and Outlook Web Access (OWA) for Microsoft Office 365. For setup details, see [How to Deploy the Barracuda Email Protection Add-In](#) and [Using the Barracuda Email Protection Add-In](#).

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

Note that the UI can vary depending on the device you are using to access the add-in.

For setup details, see [How to Deploy the Barracuda Outlook Add-In](#).

Use the Outlook Add-In to access your messages and send encrypted messages via Outlook or OWA.

Once the add-in is installed, you can take the following actions with messages:

- 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.

**Note:** If the Outlook Reading Panel is disabled, the icon may be grayed out when you select a message. In this case, double click to open the message in the reading window to activate. You can now take actions on the message.

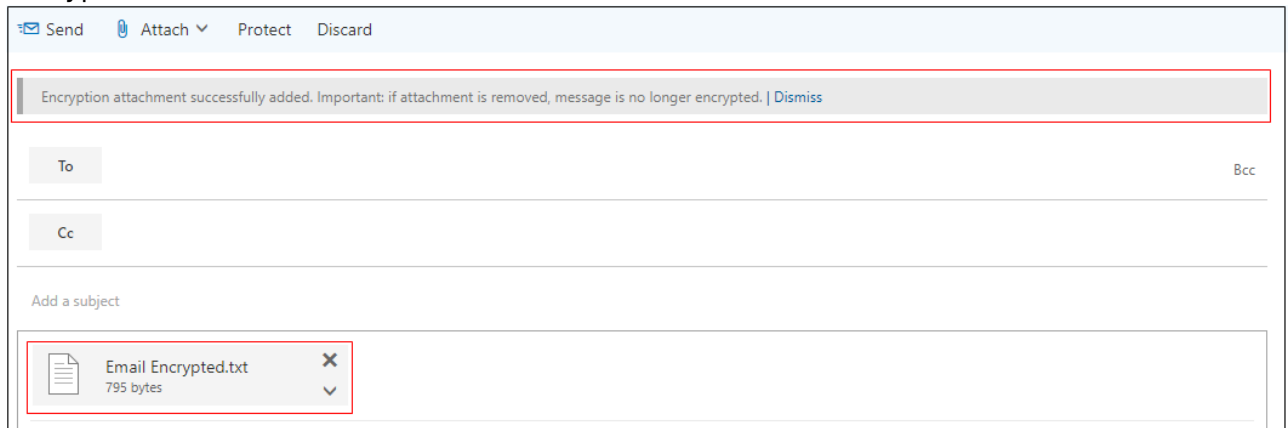
### Send Encrypted Messages

Encrypt outbound messages for secure message transmission. To encrypt an outbound message:

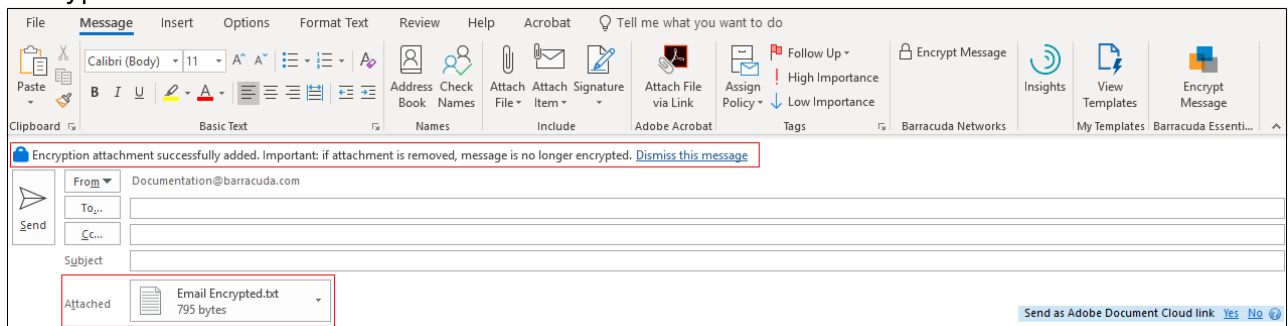
1. Log into Outlook or OWA, and select to create, forward, or reply to a message.
2. Click the Barracuda Essentials logo to open the **Actions** panel.
  - **OWA** – Click the Barracuda Essentials logo in the lower right of the new message

- **Outlook** – Click the **Encrypt Message** button in the Outlook ribbon.
3. By default, **Encryption** is off. Click to toggle **Encryption** to on. The encryption attachment is added to the message:

#### Encryption in OWA



#### Encryption in Outlook



#### Important!

Do not delete the attachment; if deleted, the message will *not* be encrypted.

In Outlook:

- When the message is encrypted, the **Encryption** (🔒) icon displays at the top of the message.
  - If you turn off encryption from the **Actions** panel, the message is *not encrypted* and the **Encryption Off** (🔓) icon displays at the top of the message.
4. Complete your message, and click **Send** to send the encrypted message.

## Take Action in the Actions Panel

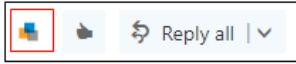
Open the **Actions** panel to access actions. The actions are described after the common task of opening the **Actions** panel.

### Open the Actions Panel

To open the **Actions** panel:

## OWA

1. Log into OWA.
2. Select an email, then click the Barracuda Essentials logo in the top right of the page.



## Outlook

1. Log into Outlook.
2. On the main Inbox page, click the Barracuda Essentials logo in the Microsoft ribbon.

## Submit as Suspicious

Click to flag messages that are potentially harmful or unwanted – including phishing, spear-phishing, spam, or impersonation emails.

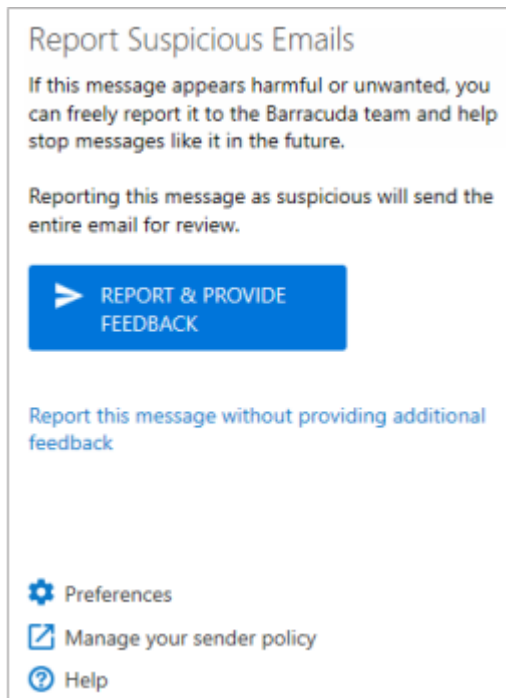
Flagging suspicious emails can help protect other users in your organization. Flagged messages are:

- Submitted to Barracuda Networks for analysis and improving email protection.
- Sent to your organization's administrator for review. (Requires [Incident Response](#).)

Additionally, users can provide feedback as to *why* the message is thought to be suspicious.

To submit an email as suspicious:

1. Open the **Actions** panel as described above.
2. Click **Report & Provide Feedback**. Alternatively, you can click **Report this message without providing additional feedback** to bypass the additional feedback form.






**Report Suspicious Emails**

If this message appears harmful or unwanted, you can freely report it to the Barracuda team and help stop messages like it in the future.

Reporting this message as suspicious will send the entire email for review.

**> REPORT & PROVIDE FEEDBACK**

Report this message without providing additional feedback

 Preferences  
 Manage your sender policy  
 Help

3. The currently selected message is submitted to Barracuda as suspicious and is immediately moved to the **Deleted Items** folder, or the folder specified in your **Preferences**, described below.
4. After the email is submitted, if you opted to provide feedback, you will be redirected to a new browser window to provide additional details about the submission. Your feedback is extremely important to us. Providing additional details will help us improve our systems and allow better understanding of your email preferences.



 Barracuda.

**Message Reported**

The email has been flagged for further review by the Barracuda team.

Select the option that you think best describes the email

☒ I'm not sure

☐ This message appears to be **dangerous**

☐ This message is **unwanted** or trying to sell goods or services

☐ Other

**SUBMIT**

If your add-in is displaying differently than the above, remove and reinstall the add-in using [How to Deploy the Barracuda Outlook Add-In](#).

## Set Your Preferences

1. Open the **Actions** panel as described above.
2. Click **Preferences**.
3. Choose the Outlook folder where you want to send emails you report as suspicious. By default, emails are sent to your **Deleted Items** folder. Click **Back**.

### Manage Your Sender Policy

1. Open the **Actions** panel as described above.
2. Click **Manage your sender policy**. You are directed to the Email Gateway Defense **Sender Policy** page where you can allow or block messages from certain domains. Note that you might need to log in first.

This feature is only available if your administrator has enabled it. It is not available for everyone.

## Figures

1. OWAencrypt.png
2. emailEncrypted.png
3. IconEncryptionOn.png
4. IconEncryptionOff.png
5. owalcon.png
6. feedbackForm1.png
7. messageReported.png

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