

How to Deploy the Barracuda Outlook Add-In

<https://campus.barracuda.com/doc/96023034/>

The Barracuda Outlook Add-In supports Microsoft Exchange Server 2013 and higher, Outlook versions 2013, 2016, 2019, 2021, Outlook for Microsoft 365, and Outlook Web Access (OWA) running on Windows and Mac OS.

See also [Barracuda Outlook Add-In User Guide](#) .

If you are experiencing issues deploying with Microsoft Exchange Server 2013, ensure that TLS 1.2 is enabled in .NET. Refer to this [Microsoft article](#) for more information on updating and configuring the .NET Framework to support TLS 1.2.

Use the steps in this article to deploy the Barracuda Outlook Add-In to all users in your Exchange Server.

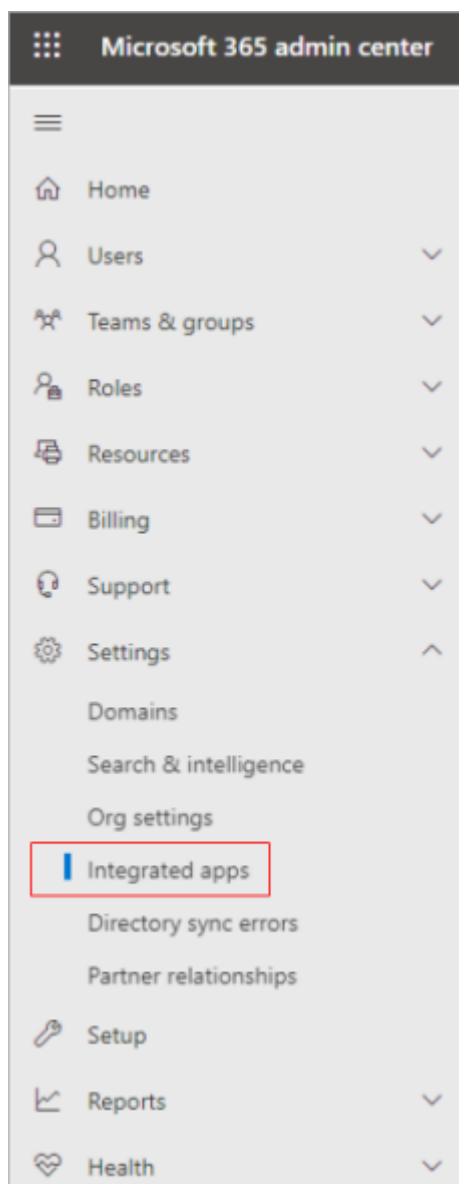
The Barracuda Outlook Add-In allows users to perform various functions, including:

- 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.

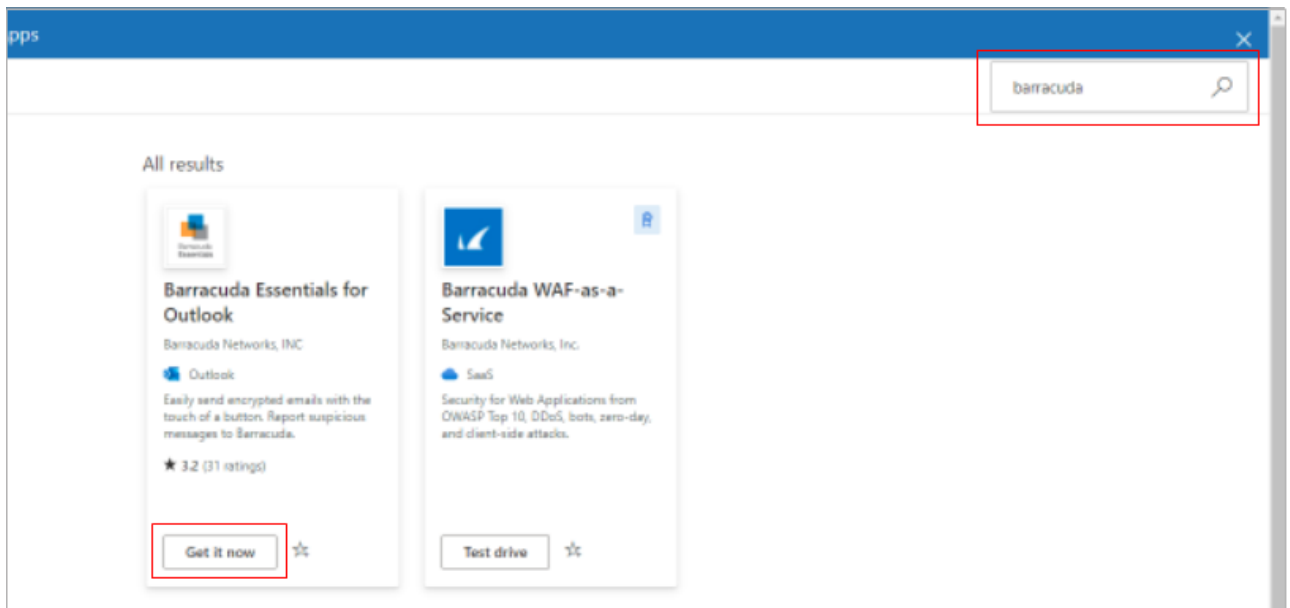
Install Outlook Add-In for all Users

Note that the user interface will vary depending on the Microsoft Exchange version you are using. The instructions below use Microsoft 365 to install the Outlook Add-In. For more information on how to install an add-in for your Exchange version, see the Microsoft article <https://docs.microsoft.com/en-us/exchange/add-ins-for-outlook-2013-help>.

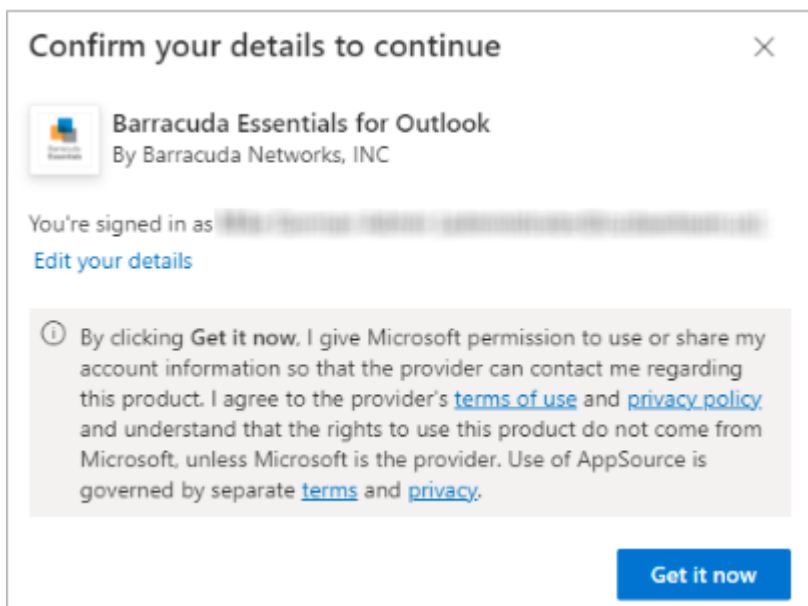
1. Log into the Microsoft 365 admin center <https://admin.microsoft.com/>.
2. Click **Settings** on the left-hand menu. If you do not see **Settings**, click **Show all** first.
3. Under **Settings**, click **Integrated apps**.



4. Click **Get Apps**.
5. At the top right of the page, in the search bar, type barracuda. Select **Get it now** for **Barracuda Essentials for Outlook**.




6. Confirm the details on the screen and click **Get it now**.



7. In the **Add users** section, select **Entire organization** under **Assign users**. You can also use this section to test with a subset of users first before deploying to your entire organization.

Add users



Barracuda Essentials for Outlook

Is this a test deployment? ⓘ Yes No

Assign users

Just me (administrator@cudaseteam.us)


Entire organization

Specific users/groups

Search for users or groups to add

8. Click **next**.
9. Review the permissions and click **next**.

Accept permissions requests




Barracuda Essentials for Outlook

Read the app permissions and capabilities carefully before proceeding

App Permissions and Capabilities

Barracuda Essentials for Outlook

 Outlook

App Permissions and Capabilities:

This add-in can read or modify the contents of any item in your mailbox, and create new items. It can access personal information -- such as the body, subject, sender, recipients, or attachments -- in any message or calendar item. It may send this data to a third-party service. Can send data over the Internet

Basic info

App publisher
Barracuda Networks, INC


10. Click **finish deployment**.
11. Wait for the deployment to complete, and then click **Done**.

✔ **Deployment completed**

Next steps

Test the apps using the following links (if any) to verify that they work as expected.

Barracuda Essentials for Outlook

 Outlook

✔ Deployed. It can take up to six hours for the app to appear in Outlook.

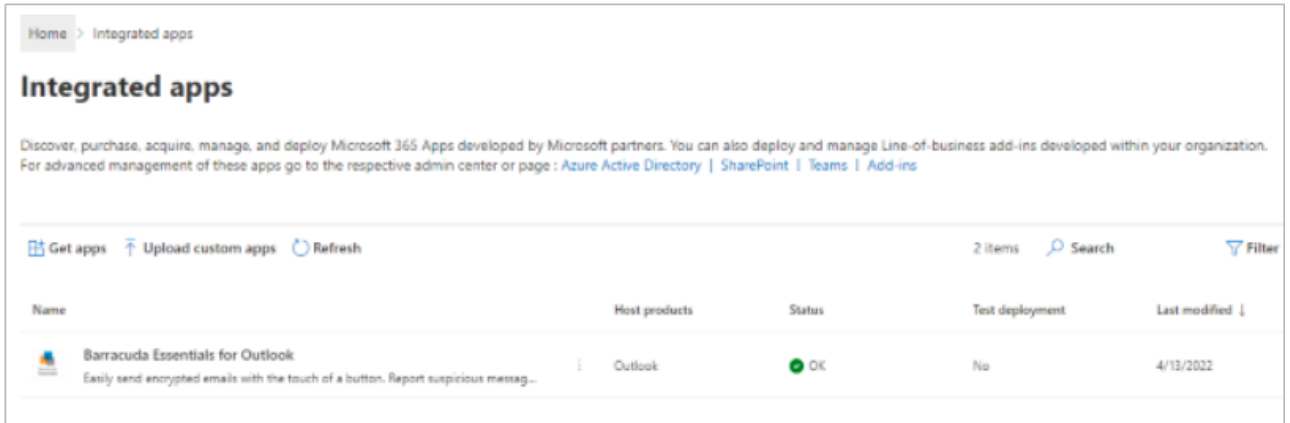
Announce this to your users

Studies show that new software is more successfully adopted when users are informed about the software and how to use it. You'll soon receive an announcement email that explains to your users what you deployed and how to get started using the app or solution. Forward this email to your users to improve your adoption rate 2-5x.

[View this deployment](#)

Note that it can take up to six hours for the Barracuda Outlook Add-In to show up in Outlook.

You should now see the Barracuda Outlook Add-In under your **Integrated apps** section within Microsoft 365.




Home > Integrated apps

Integrated apps

Discover, purchase, acquire, manage, and deploy Microsoft 365 Apps developed by Microsoft partners. You can also deploy and manage Line-of-business add-ins developed within your organization. For advanced management of these apps go to the respective admin center or page : [Azure Active Directory](#) | [SharePoint](#) | [Teams](#) | [Add-ins](#)

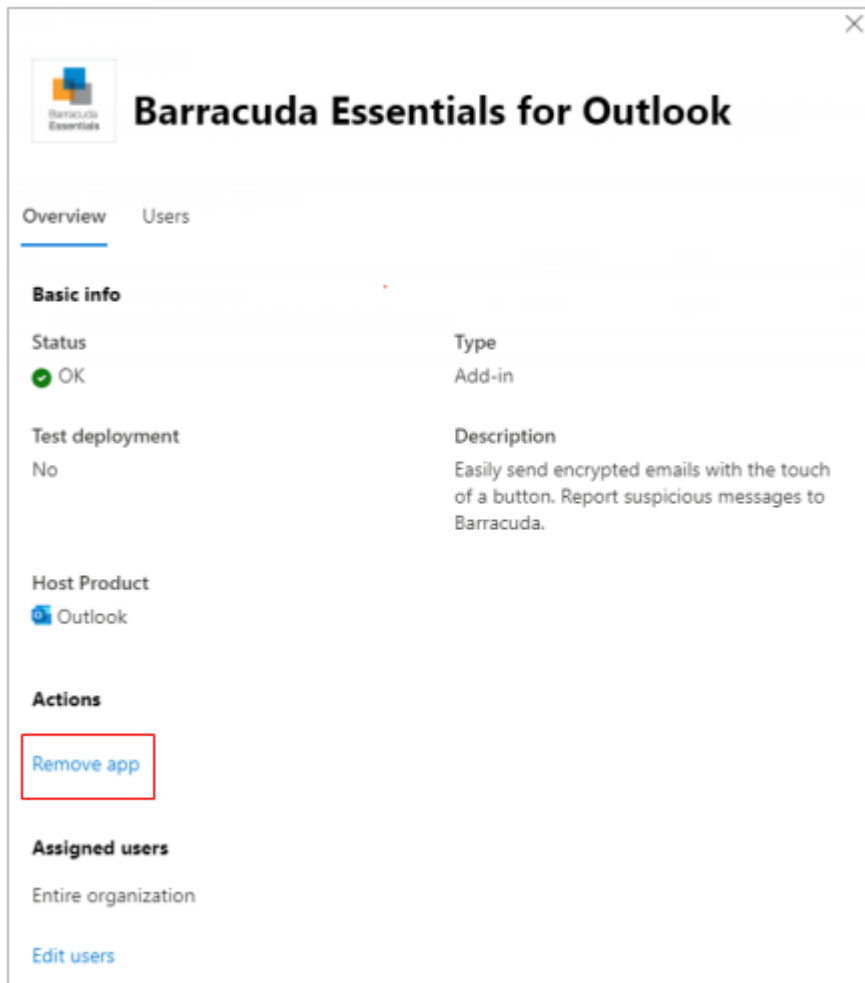
Get apps Upload custom apps Refresh 2 items Search Filter

Name	Host products	Status	Test deployment	Last modified ↓
 Barracuda Essentials for Outlook Easily send encrypted emails with the touch of a button. Report suspicious messag...	Outlook	OK	No	4/13/2022

Remove Add-In

If you need to remove the add-in from your Exchange Server and Outlook/OWA for all users:

1. Log into the Microsoft 365 admin center <https://admin.microsoft.com/>.
2. Click **Settings** on the left-hand menu. If you do not see **Settings**, click **Show all** first.
3. Under **Settings**, click **Integrated apps**.
4. Click **Barracuda Essentials for Outlook**.
5. Under **Actions**, click **Remove app**.



Troubleshooting

Issue	Solution
User has added or removed app but change does not display in Outlook	It may take some time after adding or removing the add-in for the Outlook client or OWA for the Outlook ribbon to update. If users cannot see the change, direct them to either restart the client or refresh the web page.
Message Action is disabled	If a user turns off the reading pane while a message is selected, the Message Action option is disabled. In this instance, Message Actions is disabled on the user's Home ribbon in Outlook but enabled in the detailed view. Direct users to turn on the reading pane and reselect the message.
Error Message: Unable to add encryption client. The attachment path was invalid.	The Barracuda Outlook Add-In displays this message if your Microsoft Outlook is not installed in the default location. The Barracuda Outlook Add-In is not able to perform encryption with this configuration.

Figures

1. ms_admin_menu.png
2. get_addIn.png
3. confirmAddIn.png
4. addUsers_AddIn.png
5. acceptPermissions_AddIn.png
6. deployComplete_AddIn.png
7. integratedAppsMenu.png
8. removeAddIn.png

© Barracuda Networks Inc., 2022 The information contained within this document is confidential and proprietary to Barracuda Networks Inc. No portion of this document may be copied, distributed, publicized or used for other than internal documentary purposes without the written consent of an official representative of Barracuda Networks Inc. All specifications are subject to change without notice. Barracuda Networks Inc. assumes no responsibility for any inaccuracies in this document. Barracuda Networks Inc. reserves the right to change, modify, transfer, or otherwise revise this publication without notice.