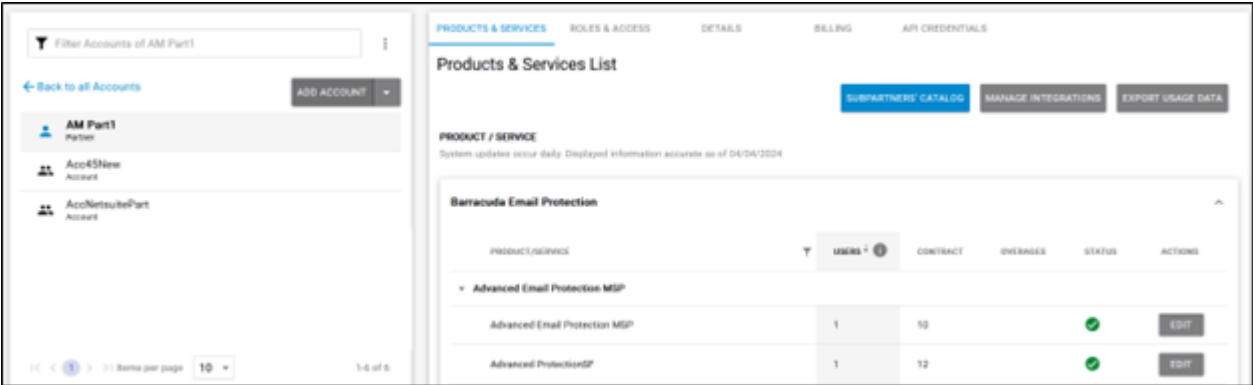


# Adding Accounts

<https://campus.barracuda.com/doc/96768203/>

To add an account, perform the following steps.

- 1. At the Accounts listings, click the **Add Account** button.



The Add Account form is displayed.

## ADD ACCOUNT

ACCOUNT DISPLAY NAME (64 Maximum Characters)

NOTES Optional (50 Maximum Characters)

☐ **Link M365**  
It is recommended to link the M365 Account to optimize the accuracy of billable user information.

## CONTACT INFORMATION

CONTACT NAME (64 Maximum Characters)	ADDRESS
<input type="text"/>	<input type="text"/> +
EMAIL	CITY
<input type="text"/>	<input type="text"/>
COMPANY NAME (64 Maximum Characters)	COUNTRY
<input type="text"/>	<input type="text" value="--Select--"/>
PHONE NUMBER	STATE Optional
<input type="text"/>	<input type="text"/>
	ZIP/POSTAL CODE Optional
	<input type="text"/>

[CANCEL](#)[CONFIRM](#)

- In the Account Display Name field, type the account name you want displayed.  
The account name field is limited to a length of 64 characters and can contain only alphanumerical characters (underscores not allowed).
- In the Note field, optionally, type any notes.
- Select the **Link M365** check box if you want this account linked to M365. See [Managing Microsoft 365 Accounts](#) for more information.
- Complete the Contact Information fields.  
The Confirm button is enabled.

## ADD ACCOUNT

ACCOUNT DISPLAY NAME (64 Maximum Characters)

NOTES Optional (50 Maximum Characters)

☒ **Link M365**  
It is recommended to link the M365 Account to optimize the accuracy of billable user information.

## CONTACT INFORMATION

CONTACT NAME (64 Maximum Characters)	ADDRESS
<input type="text" value="Spongebob"/>	<input +<="" td="" type="text" value="Sand St."/>
EMAIL	CITY
<input type="text" value="sponge@gmail.com"/>	<input type="text" value="Pineapple"/>
COMPANY NAME (64 Maximum Characters)	COUNTRY
<input type="text" value="Krusty Krab"/>	<input type="text" value="United States - US"/>
PHONE NUMBER	STATE
<input type="text" value="1111111111"/>	<input type="text" value="HI"/>
	ZIP/POSTAL CODE
	<input type="text" value="02020"/>

[CANCEL](#) [CONFIRM](#)

- Click the **Confirm** button.  
The new account is displayed.

## Figures

1. campus apr prod ser page.png
2. campus add account feb.png
3. campus add account feb1.png

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