

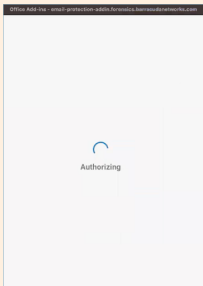
## Using the Barracuda Email Protection Add-In

<https://campus.barracuda.com/doc/98224940/>

The Barracuda Email Protection Add-In supports Outlook and Outlook Web Access (OWA) for Microsoft Office 365. If you are using the legacy Barracuda Outlook Add-in, see [Barracuda Outlook Add-In](#) for information.

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

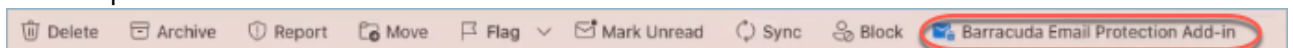
Depending on how you or your administrator [deployed the Email Protection Add-In](#), the Microsoft 365 authorization pop-up may temporarily appear after you take an action with the Add-In. This briefly confirms your credentials and then disappears. There is nothing you need to do.



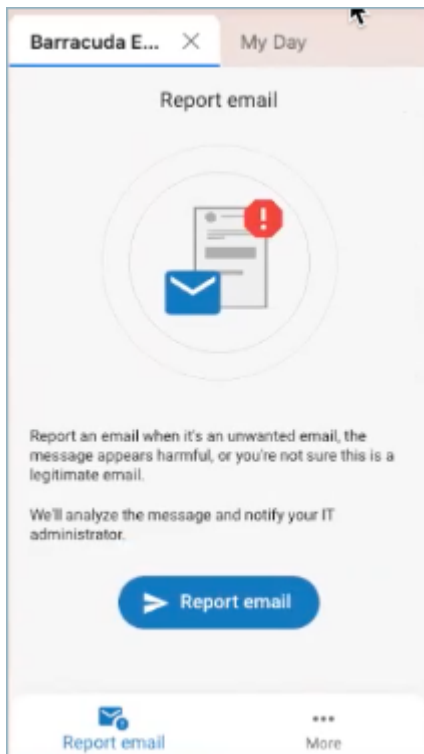
## Determine How to Handle Reported Email

Once a message has been reported as suspicious, it will be sent to Barracuda Networks for further analysis and moved out of the Inbox to a selected folder. To determine which folder:

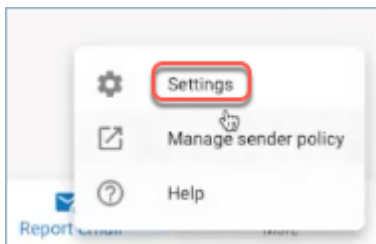
1. Log into Outlook or OWA and select a message. The read message pane opens.
2. Click the **Barracuda Email Protection Add-In** at the top of the window to open the actions panel.



3. The Report Email screen is displayed.



4. Click **More** at the bottom and select **Settings**.

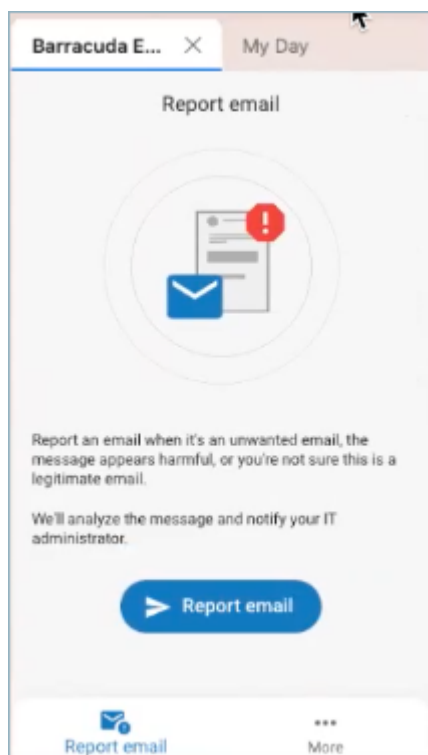


5. Click on **Move email to** and select the account folder that will receive reported messages (i.e. *Deleted Items*, *Junk Email*, a custom folder, etc.)

## Report Suspicious Email

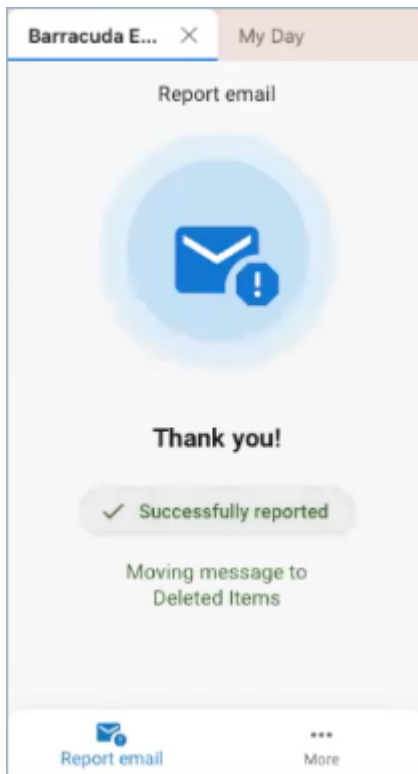
Report emails as suspicious and send to Barracuda Networks for further analysis.

1. Log into Outlook or OWA, and select a message you want to report. The read message pane opens.
2. Click the **Barracuda Email Protection Add-In** at the top of the window to open the add-in's actions panel.



3. Click the **Report email** button and select the reason that best describes the email.

4. Click the **Submit** button.



Due to a small bug in Outlook Web Access (OWA), a message may not appear to move from the Inbox of a Shared Mailbox after being reported. Once the browser window is refreshed, however, it is clear that the message was successfully reported and moved. The Add-In will close once the message has been moved to the correct folder.

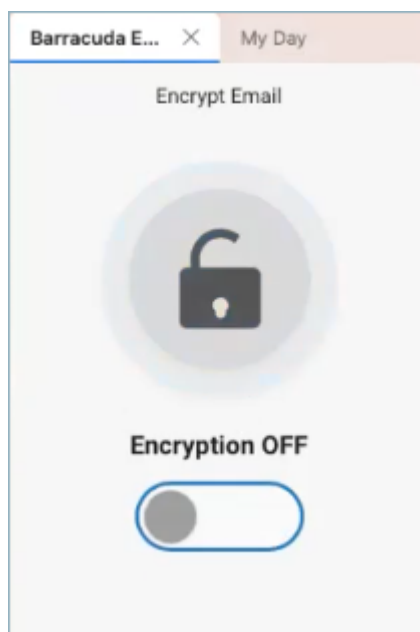
## Send Encrypted Messages

Encrypt outbound messages for secure message transmission.

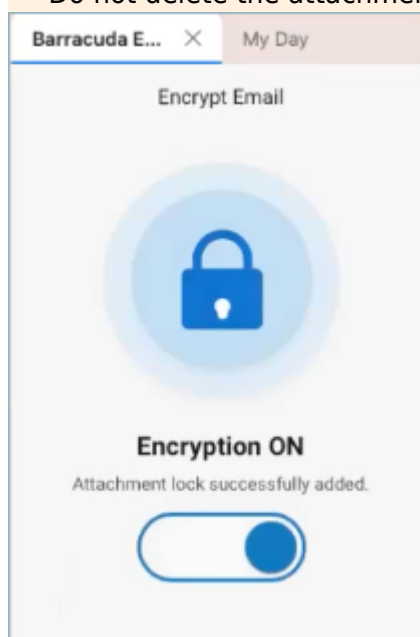
[Email Gateway Defense](#) is a requirement for Encryption. Without it, Encryption cannot be set to On and messages will not be encrypted.

To encrypt an outbound message:

1. Log into Outlook or OWA, and select to create, forward, or reply to a message. The compose message pane opens.
2. Click the **Barracuda Email Protection Add-In** at the top of the window to open the actions panel. By default, Encryption is off.



3. Click to toggle Encryption to on. The encryption attachment is added to your message.  
Do not delete the attachment. If deleted, the message *will not* be encrypted.



4. Complete and send the message. The Add-In will close once the message has been sent.

### Figures

1. ir-authorizing.png
2. add-in-on-menu-bar.png
3. add-in-report-email.png
4. add-in-settings.png
5. add-in-report-email.png
6. add-in-select-reason.png
7. add-in-reported-success.png
8. add-in-encryption-off.png
9. add-in-encryption-on.png

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