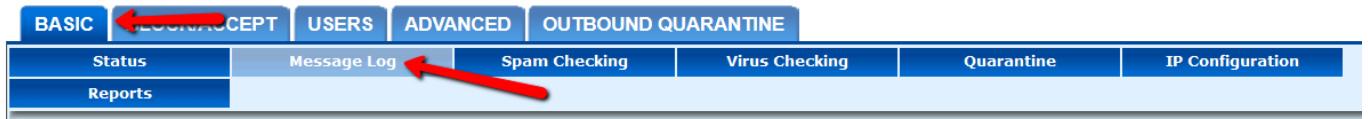
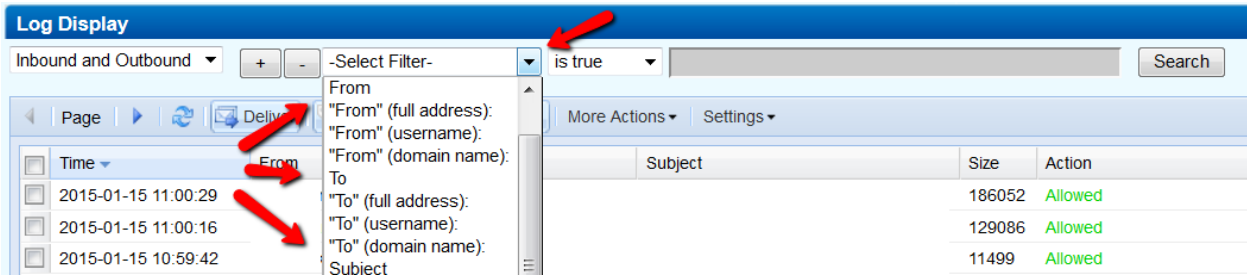


## Barracuda Spam Filter Administrator Guide

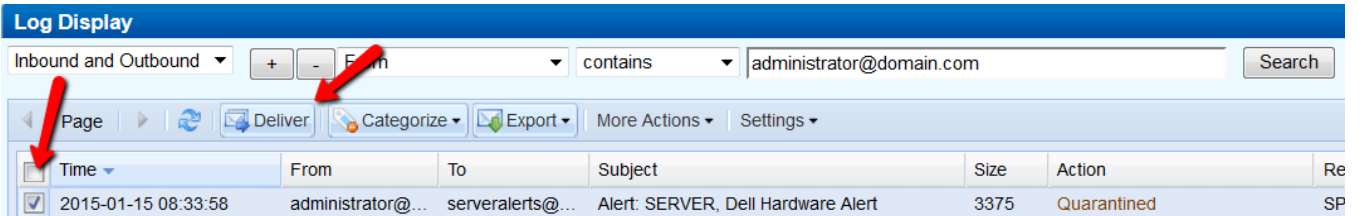
1. Go to <https://bsf.nsoit.com> and login using your email and password.
2. Click **Manage Domain**.
3. Under **BASIC** select **Message Log**.



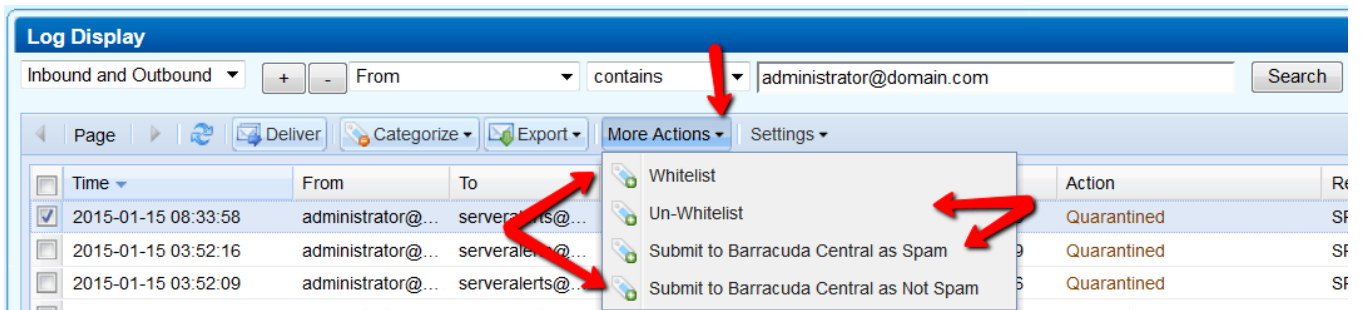
4. From the **Select Filter** drop down you can choose whichever filter you need from the client provided information.



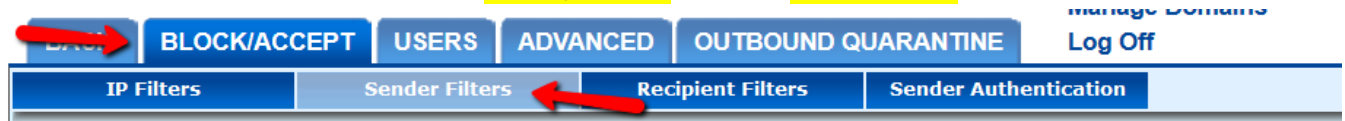
5. After selecting the specified email you can click **Deliver** and the email will be sent to the customer.



6. Under the More Actions drop down you have several different choices.
  - a. Add or Remove the email Sender or Receiver to the Whitelist.
  - b. Send the email to Barracuda as an example of Spam or Not Spam.

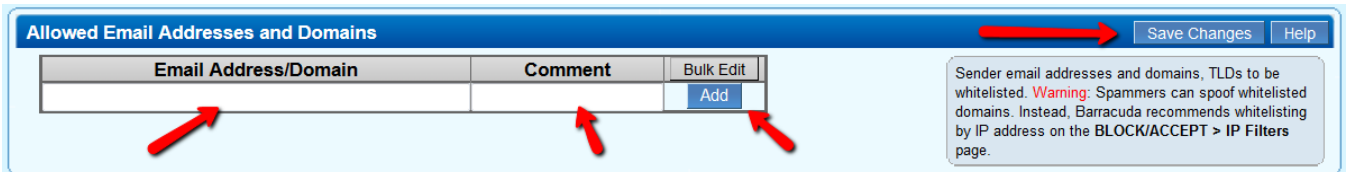


7. To check the Whitelist or Blocklist select **BLOCK/ACCEPT** and then **Sender Filters**.



8. Under the **Allowed Email Addresses and Domains** section you can add emails to the Whitelist.

- i. Enter the email address or domain.
- ii. Enter a comment (Optional).
- iii. Select the **Add** button.
- iv. Then select **Save Changes** on the right side of the box.



9. You may have to scroll down past the Whitelist section to get to the **Blocked Email Addresses and Domains** section. There you can:

- a. Add the email address or domain.
- b. Enter the optional comment.
- c. Select either Block Quarantine, or Tag.
- d. Click the Add button.
- e. Save Changes

