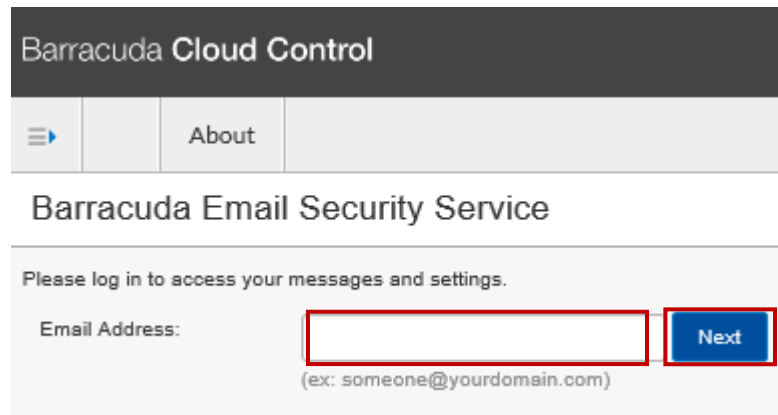


Instructions for Accessing Quarantined Emails

Go to <http://spam.ccsnh.edu>.

Enter your CCSNH email address under Barracuda Email Security Service as shown To the right.

Click **Next**.



Barracuda Cloud Control

About

Barracuda Email Security Service

Please log in to access your messages and settings.

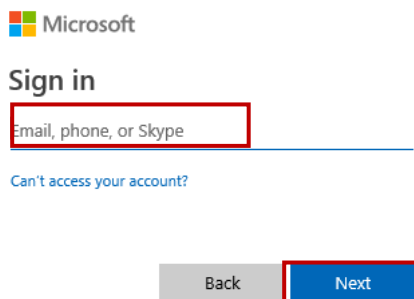
Email Address: **Next**

(ex: someone@yourdomain.com)

You will be taken to the Microsoft Sign in screen (*the same as you see when logging into your Office 365 email account*).

Enter your full CCSNH email address on the first screen and click **Next**.

Enter your password on the second screen and click **Sign in**.

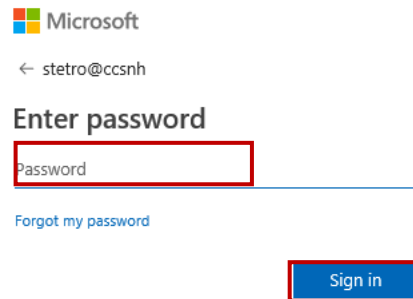


Microsoft

Sign in

Can't access your account?

Back **Next**



Microsoft

← stetro@ccsnh

Enter password

Forgot my password

Sign in

Click **Message Log** (*sample message log below*)

You can check each email and choose what to do with it by clicking the options above the list of emails.



Message Log

Settings Log Out (stetro@ccsnh.edu) Support

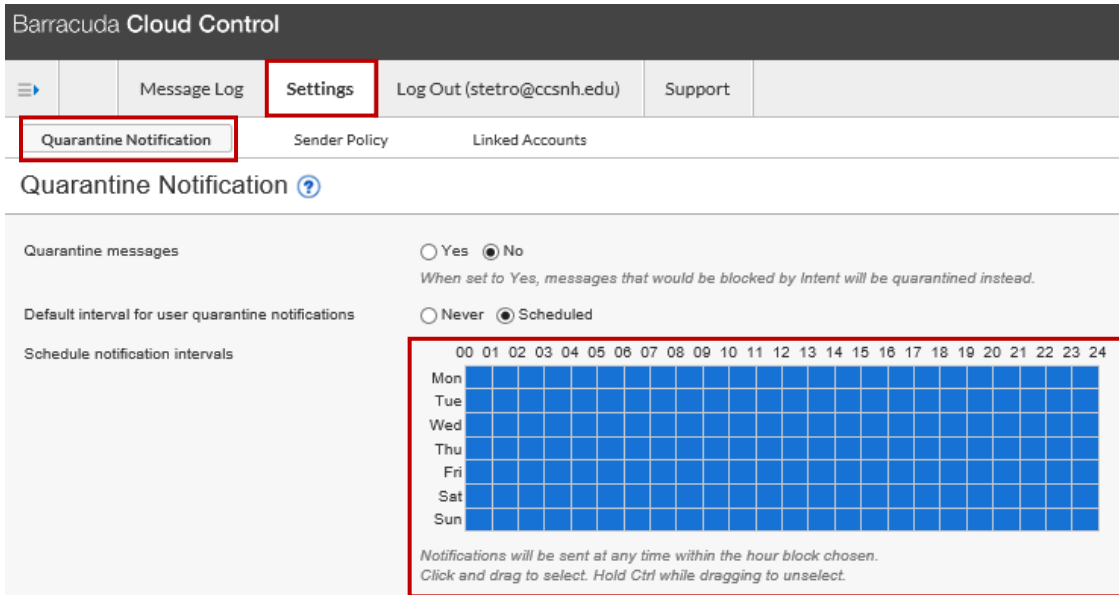
Message Filter: Quarantined Reading Pane: Right Bottom Off

Search: 2 days Search Saved Searches

Spam Not Spam Whitelist Recategorize Export Deliver **Delete**

	From	To	Subject	Date	Size	Delivery	Reason	Score
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Quarantine notification emails will be sent every hour if you have new quarantined emails. To change the notification interval, click on **Settings** and **Quarantine Notification** as shown below. Click the blue boxes to gray them out for the hours you do not want to receive notifications.



Barracuda Cloud Control

Message Log **Settings** Log Out (stetro@ccsnh.edu) Support

Quarantine Notification Sender Policy Linked Accounts

Quarantine Notification ?

Quarantine messages Yes No
When set to Yes, messages that would be blocked by Intent will be quarantined instead.

Default interval for user quarantine notifications Never Scheduled

Schedule notification intervals

	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Mon	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Tue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Wed	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Thu	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Fri	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Sat	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Sun	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue

*Notifications will be sent at any time within the hour block chosen.
 Click and drag to select. Hold Ctrl while dragging to unselect.*

Note: Quarantine messages expire after 30 days.

Please contact your local IT department if you have questions

Chancellor’s Office 603-271-3997 | Great Bay 603-427-7638 | Lakes Region 603-524-3207 | Manchester 603-206-8080
 Nashua 603-578-8900 | NHTI Concord 603-230-4063 | River Valley 603-542-7744 | White Mountains 603-342-3049

