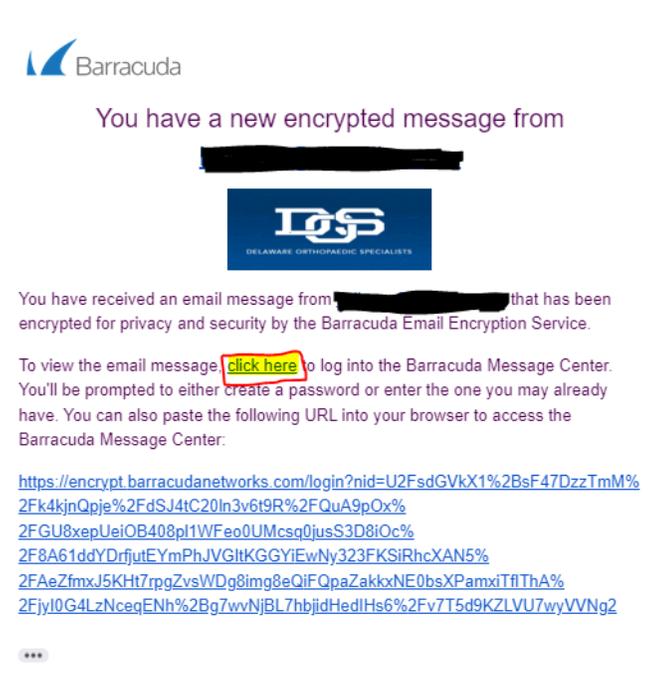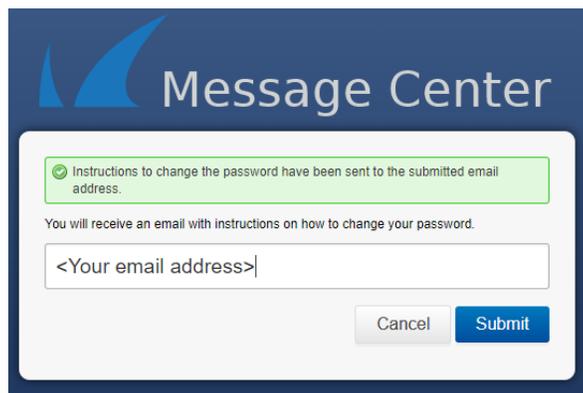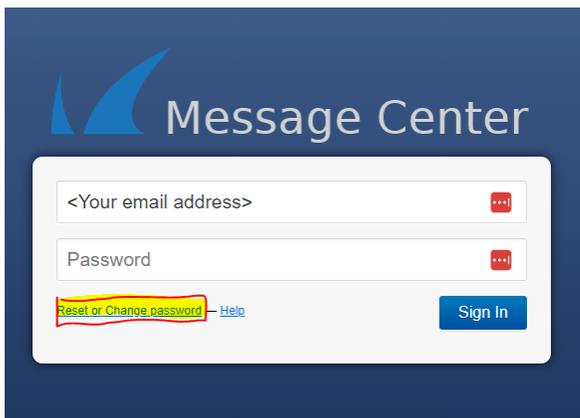# Barracuda Encrypted Email Login Instructions

-When you receive the encrypted email, click the "click here" link to access the Barracuda web portal. If the link does not work, copy and paste the lower hyperlink into your web browser (Google Chrome, Microsoft Edge, or Safari)

-If this is the first email from Barracuda you are receiving, you will need to immediately click Reset or Change Password. *You do not have a password already, and you need to reset it to make it active.* Enter your email if it is not already there and click Submit, and you will be sent a reset password email

-Once you receive the email, click the link to get to the password reset screen

-You will arrive at this screen, enter your new password twice and click Done

Password

New Password

Minimum 8 characters, with at least 1 special character

Re-Enter New Password

Done

-After that is done you will be brought directly into your Barracuda mailbox and should see your encrypted email that you can open and reply to directly from the portal

Barracuda

Encrypted Messages

☑ Time	From	To	Subject

No messages

-The next email you get you will not have to reset your password and can log in directly with the password you just created