

New phishing and encryption add-in

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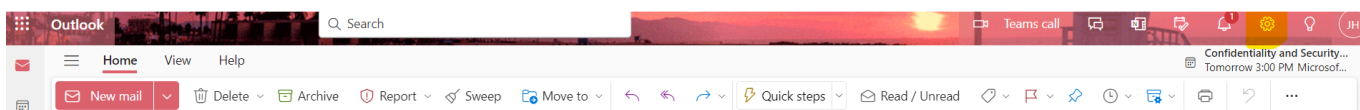
Wed 11/1/2023 2:18 PM

To:MBHCI_Staff <mbhci_staff@mbhci.org>

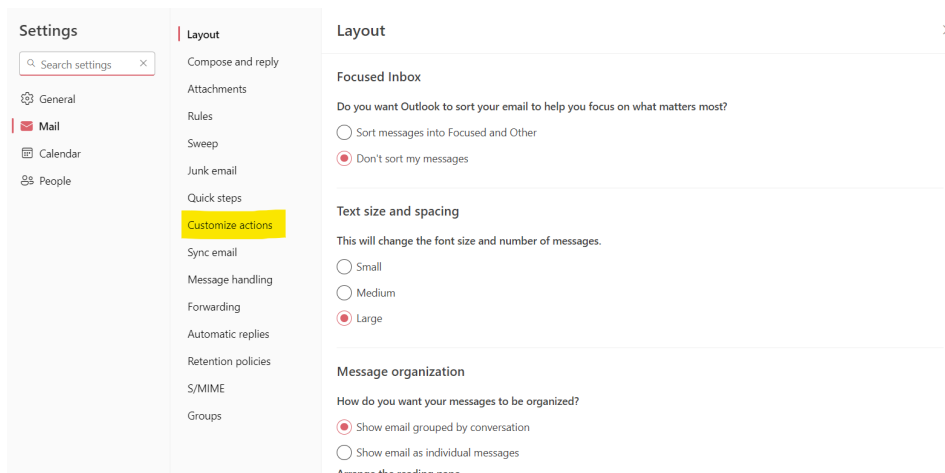
Hello all,

Barracuda has updated their phishing and encryption tool. You will use this add-in for reporting phishing emails and to encrypt messages. To get quick access to the new Outlook addin, please follow these quick instructions. If you have trouble, please submit a ticket, do not respond to this email.

1. Click the settings wheel in the upper right corner of your Outlook.



2. Select customize actions



3. Scroll down and check the box for Barracuda Email Protection Add-in is checked. If you had Barracuda Essentials, you may uncheck that.

The screenshot shows the 'Customize actions' dialog in Outlook. On the left is a 'Settings' sidebar with categories like 'Layout', 'Compose and reply', 'Attachments', 'Rules', 'Sweep', 'Junk email', 'Quick steps', 'Customize actions' (selected), 'Sync email', 'Message handling', 'Forwarding', 'Automatic replies', 'Retention policies', 'S/MIME', and 'Groups'. The main area lists various actions with checkboxes. The 'Barracuda Email Protection Add-in' checkbox is checked and highlighted in yellow. Other actions include Reply, Reply all, Forward, Reply all by meeting, Forward as attachment, Delete, Mark as unread, Flag, Reply by IM, Reply all by IM, Never block sender, Report junk, Report phishing, Block, Assign policy, Create rule, Print, Translate, Show in immersive reader, View message details, Open in new window, Save, Share to Teams, Send to OneNote, Barracuda Essentials, and Get Add-ins. At the bottom right, there are 'Save' and 'Discard' buttons, with 'Save' highlighted in yellow.

4. Click Save

You will now have a new icon on incoming and new mail messages



You can click this icon, with a envelope with a lock, to report or encrypt email. The first time you click the icon, it will explain itself, click Next, Next and then Authorize. To report phishing emails, click the icon and click the report email icon button.

 Barracuda Email Prote... ✕

Report email



Report an email when it's an unwanted email, the message appears harmful, or you're not sure this is a legitimate email.

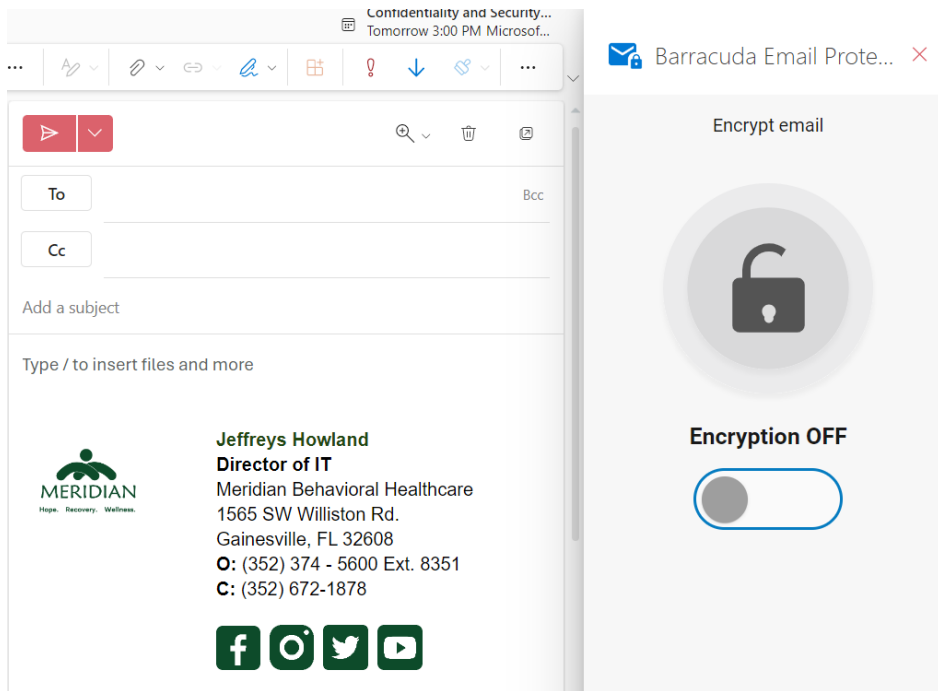
We'll analyze the message and notify your IT administrator.

 Report email


Report email

⋮
More

To encrypt message, click new message and then either the icon or the ... more items to select Barracuda Email Protection, click the encrypt button.



We will be restarting our phishing testing and training. If you are found to be the victim of phishing attempts, you will be required to take additional cyber security training. For any questions, please reach out to IT directly and not thru this email.

Sincerely,



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