Barracuda Encryption Guide for Clients

Barracuda is an email encryption service. Email encryption is used to protect content from being read by entities other than the intended recipients.

FWHS is required to encrypt emails if the contents in the contain any sensitive information including full name, driver's license number, Social Security number, legal documents, passport information, home address, etc.

1. To activate, an FWHS staff member will send you an email.

2. The email body will look similar to the image below that says, "Once FWHS sends an email with anything sensitive you will receive an email from <u>noreply@barrauda.com</u>".

From: < <u>noreply@barracuda.com</u> > Date: Wed, May 1, 2024 at 6:35 PM Subject: You have a new encrypted message from <u>@fwhs.org</u> To:				
×	You have a new	encrypted message from	@fwhs.org	
You have rec Email Encry	eived an email message from otion Service.	@fwhs.org that has been encrypte	d for privacy and security by the Barracuda	
To view the er or enter the c Center:	mail message, <u>click here</u> to log int ne you may already have. You car	to the Barracuda Message Center. You a also paste the following URL into your	'll be prompted to either create a password browser to access the Barracuda Message	

https://encrypt.barracudanetworks.com/login?nid=U2FsdGVkX1%2BC3uwRr1PGmOaOH4A1f%2BXk2Rr3ymT%2BaloSQP% 2BiTN9hxdbWf8YwBwaaYo6gGEvHDZV6sUD6U9Ubv8OB6nqe2SgPF7tDSN40a6nIErvo% 2BgyBlaywRVTNN8nEcYHH2loUF612fYy%2BjR2ugo41sjA%2Bj3fhLKV4Z0cAJwBlyiwwj4IWrVVYIHl8TB8jUoYwcg%2FBRYwNTzZVb%2Fn8ZSexzvvpvfPYbx4PS9dXDspU3twV8kBOCawjIw0c5KXL%2FViUt8UIMwbbIPp5oHpIw%3D%3D

The secure message will expire in 30 days. Need Help?

Disclaimer: This email is confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender.

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3. Select the "click here" (in blue) or copy/paste the URL (also in blue) into your Internet browser to access the Barracuda Message Center.

The first time you log into Barracuda Message Center, you will be asked to set up a password (must be at least 8 characters in length and include a special character).



Once you have a login setup with Barracuda Message Center, you will see the following screen after you click the link to access the Center.

Message	Center	
Email Address		
Password		
Reset or Change password — Help	Sign In	

4. Enter your email address in the first box; enter the password you created in the second box. Click "Sign In".

5. You will see a list of encrypted messages. Click messages to read them.

Barracuda			h Inbox يُ	Sent Items 🏟 Settings 🔒 Log Off 🥑 Help
Encrypted Messages				
C Refresh Imme 2024-07-24 407 PM	From @finhs.org	0	Subject [ENC] This is a secure system message	Showing 1-1 of 1 Size 122.236
Back to Inbox A Reply				
Date Wed, 24 Jul 2 From To Subject [ENC] This is image004.pn image003.pn image003.pn image001.pn	024 21:07:41 +0000 @twhs.org> a secure system message g (1KB) g (1KB) g (799B) g (68KB)			
Good day sir	Fort Worth Housing Solutions Work: Email: @fwhs.org 1407 Texas St. Fort Worth, TX 76102 www.fwhs.org StopSixCNI.org			

6. To respond to the message, you will click the "reply" button at the top of the message.

A Reply

7. Place your curser at the top of the message and type {enter} a few times to allow you to type a response at the top of the screen.

Back to Inbox	× Cancel Send
+ Duck to IIIDOX	N currect Serie
То	@fwhs.org>
Subject	Re: [ENC] This is a secure system message
Attachments	Browse No file selected. Add
🗐 Source 🖌	→ 🔟 B I U === X ₂ X ² ?

I have received your email have a great day!!!!

7a. You may attach a file by clicking on the "browse" button and select the file from your computer you would like to attach

Attachments	Browse	Screenshot.png	Add
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7b. To send the message, click the "sent" button.



8. Click "Back to Inbox" at the top of the email window to return to the list of messages.



9. When you are done, select "Log Off" in the upper right corner of the screen.

