

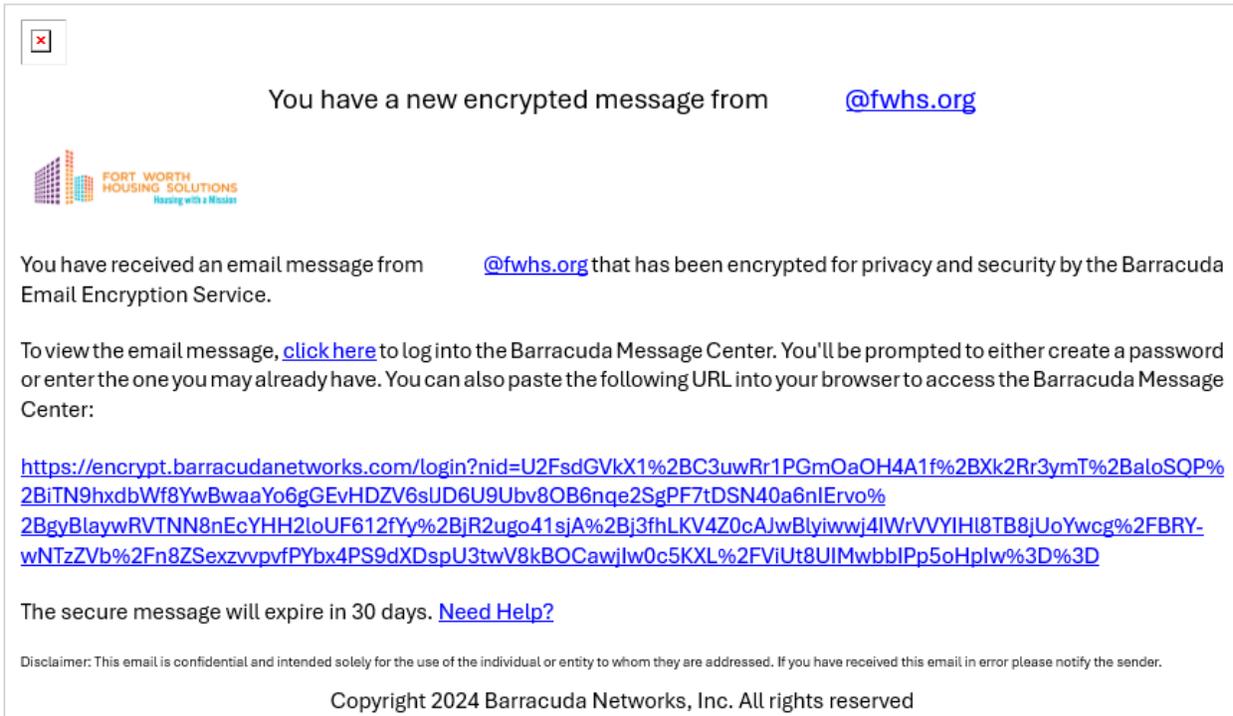
Barracuda Encryption Guide for Clients

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 noreply@barracuda.com".

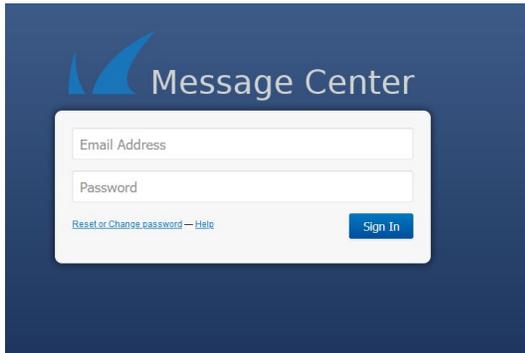
From: <noreply@barracuda.com>
Date: Wed, May 1, 2024 at 6:35 PM
Subject: You have a new encrypted message from @fwhs.org
To:



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.

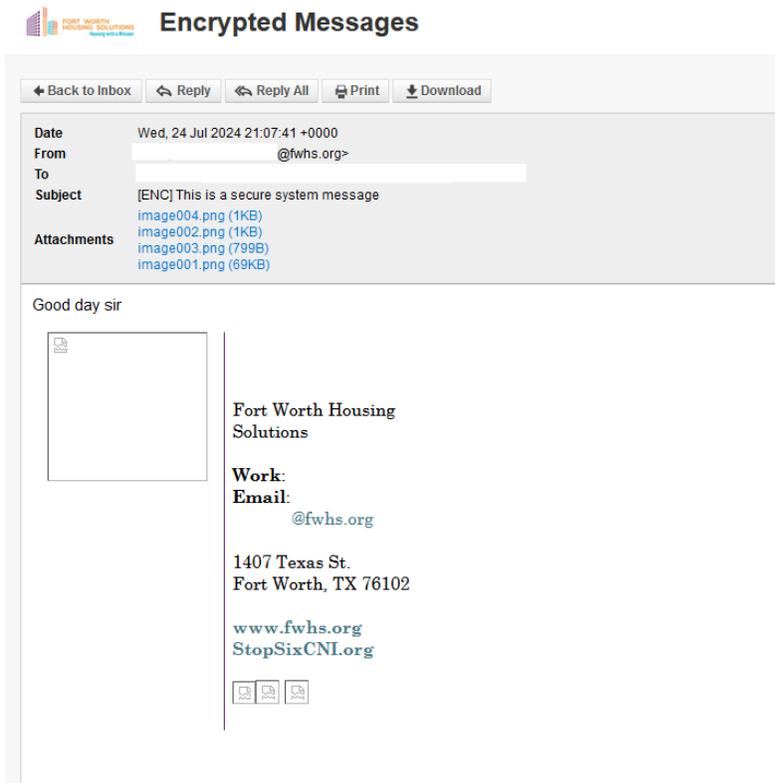
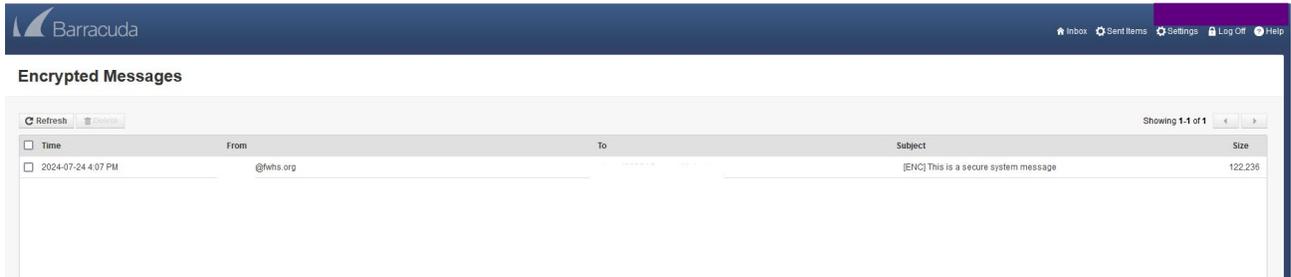
The first time you log into Barracuda Message Center, you will be asked to set up a password (must be at least 8 characters in length and include a special character).

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.



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

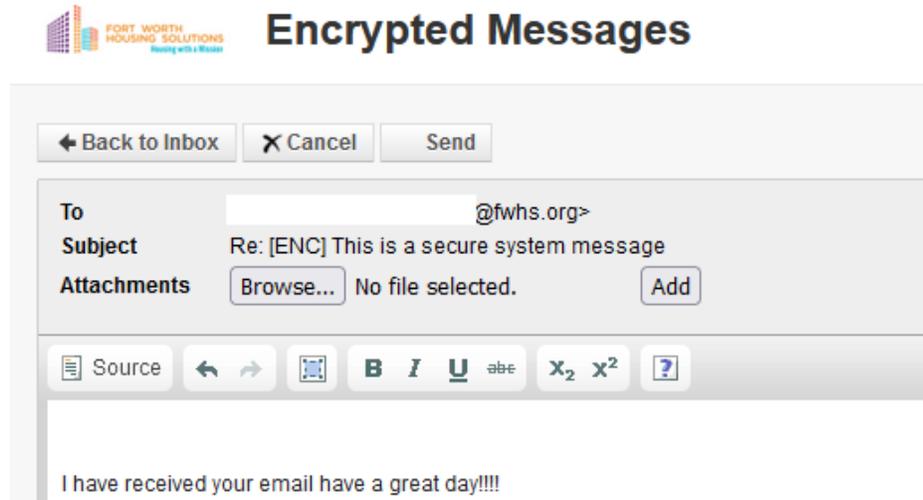
5. You will see a list of encrypted messages. Click messages to read them.



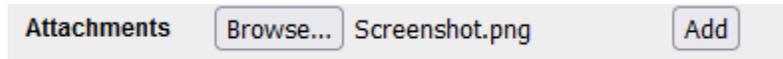
6. To respond to the message, you will click the “reply” button at the top of the message.



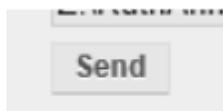
7. Place your cursor at the top of the message and type {enter} a few times to allow you to type a response at the top of the screen.



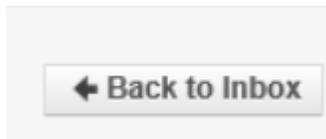
7a. You may attach a file by clicking on the “browse” button and select the file from your computer you would like to attach



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.

