

# Barracuda Encryption Guide for Clients

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

FWHS encrypts emails to ensure that client information is properly protected; examples include, Driver's License, Social Security number, legal documents, passport, home address etc.

1. To activate Barracuda: A FWHS staff member will send you an encrypted email.
2. The email body will look like the below image. Once FWHS sends an email with anything sensitive you will receive an email from [noreply@barracuda.com](mailto:noreply@barracuda.com).

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



You have a new encrypted message from [@fwhs.org](mailto:@fwhs.org)



You have received an email message from [@fwhs.org](mailto:@fwhs.org) that has been encrypted for privacy and security by the Barracuda Email Encryption Service.

To view the email message, [click here](#) to log into the Barracuda Message Center. You'll be prompted to either create a password or enter the one you may already have. You can also paste the following URL into your browser to access the Barracuda Message Center:

<https://encrypt.barracudanetworks.com/login?nid=U2FsdGVkX1%2BC3uwRr1PGmOaOH4A1f%2BXk2Rr3ymT%2BaloSQP%2BiTN9hxdbWf8YwBwaaYo6gGEvHDZV6sUD6U9Ubv8OB6nqe2SgPF7tDSN40a6nlErvo%2BgyBlaywRVTNN8nEcYHH2loUF612fy%2BjR2ugo41sjA%2Bj3fhLKV4Z0cAJwBlyiwj4lWrVYIHl8TB8jUoYwgc%2FBRY-wNTzZVb%2Fn8ZSexzvvpfPYbx4PS9dXDspU3twV8kBOCawjlw0c5KXL%2FViUt8UIMwbbIPp5oHplw%3D%3D>

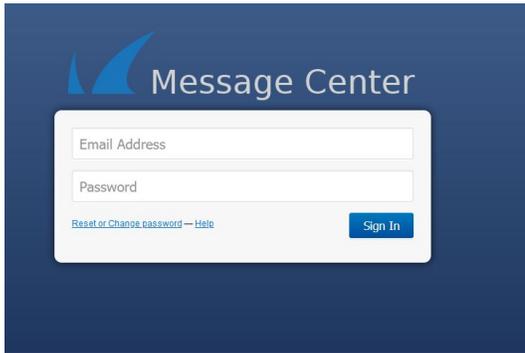
The secure message will expire in 30 days. [Need Help?](#)

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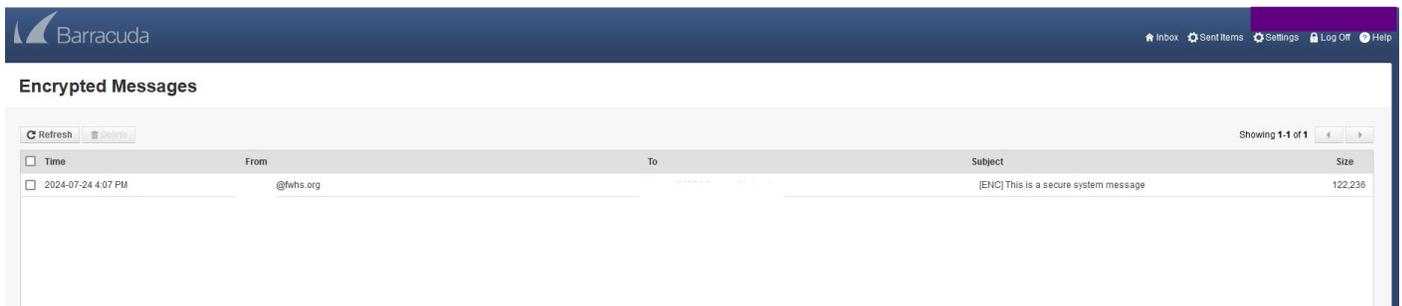
3. Select the "click here" (in blue) or copy/paste the link (also in blue) into your Internet browser to access the Barracuda Message Center.

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

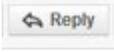


Once you have a login setup with Barracuda Message Center, you will see the following screen after you click the link to access the Center.

4. You will see the email address from your contact at FWHS. Select the message



5. To respond to the message, you will click “reply”



 **Encrypted Messages**

◀ Back to Inbox   ◀ Reply   ◀ Reply All   🖨 Print   ⬇ Download

**Date** Wed, 24 Jul 2024 21:07:41 +0000  
**From** [redacted]@fwhs.org>  
**To** [redacted]  
**Subject** [ENC] This is a secure system message  
[image004.png \(1KB\)](#)  
[image002.png \(1KB\)](#)  
**Attachments** [image003.png \(799B\)](#)  
[image001.png \(69KB\)](#)

Good day sir

**Fort Worth Housing Solutions**

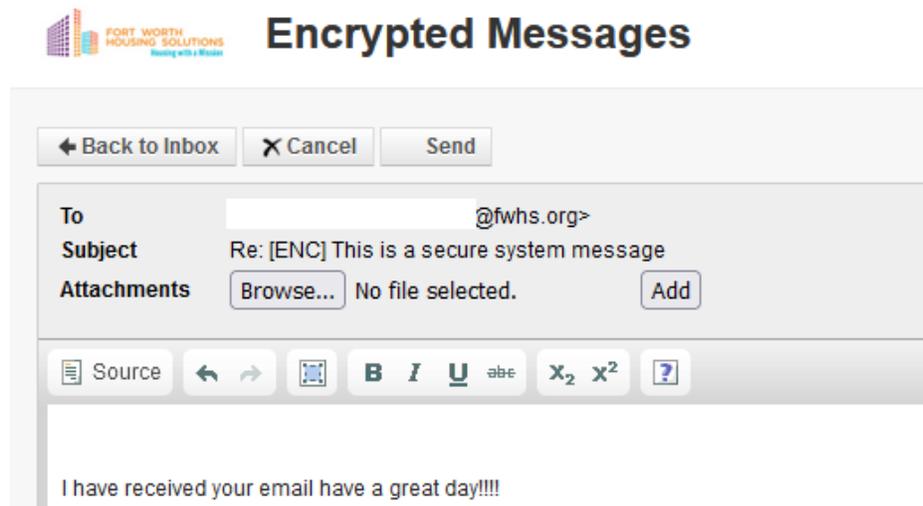
**Work:**  
**Email:** [@fwhs.org](#)

1407 Texas St.  
Fort Worth, TX 76102

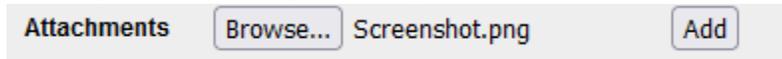
[www.fwhs.org](#)  
[StopSixCNI.org](#)



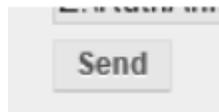
6. Make sure you're typing above the original email and type your response.



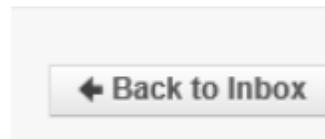
7. You may attach a file by selecting the “browse” button



select the file you wish to send



To send the message, select the “sent” button.



8. Select “Back to Inbox” to return to the list of messages.

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

