



WE ARE YOUR IT SOLUTIONS PROVIDER



QUESTIONS? CALL 320-441-7050

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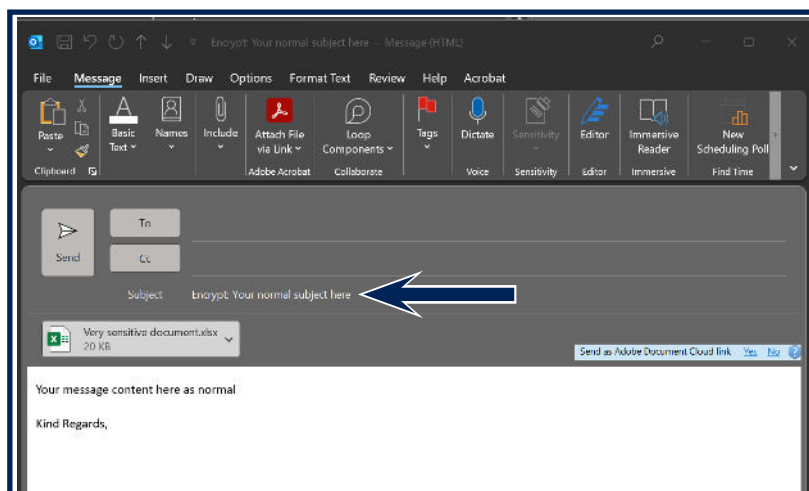
GENERAL OVERVIEW

Encryption is critical for heavily-regulated industries, such as healthcare, finance, and legal organizations, which are required to secure certain categories of data. Encryption is important for sending information that **should remain confidential**. For encryption to be effective, you must ensure that it is used on emails that might contain sensitive or legally-protected information.

With Barracuda, you can easily create policies to **automatically encrypt emails** based on the sender, recipient, keywords, domain, and many other criteria. This provides a safe and reliable way to share sensitive information with customers and partners. It reduces potential risk of data loss, while facilitating regulatory compliance.

HOW TO SEND ENCRYPTION EMAILS

You can install **Barracuda Outlook Add-In** or simply type **“encrypt”** into the **subject line**. (* This may vary per client; if requested, please check with internal IT or your service provider.) The word “encrypt” just has to be part of the subject line. Any outgoing emails with the word “encrypt” as part of the subject line are encrypted by your Barracuda server (see example below). If both sender and receiver have Barracuda email encryption, this will appear as a regular email chain. If the receiver does NOT have Barracuda email encryption, they will need to log into the **Barracuda Message Center**.



HOW TO LOG INTO BARRACUDA MESSAGE CENTER

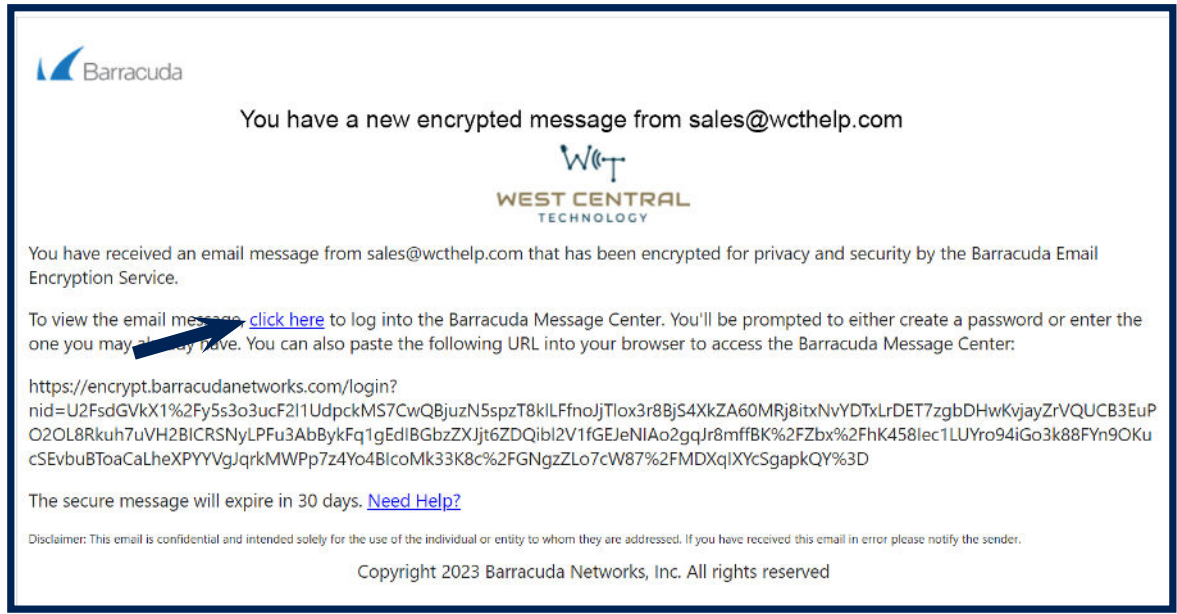
When the recipient replies to the encrypted email message, the response will also be encrypted, and the sender will receive a notification that includes a link to view and retrieve the message from the Barracuda Message Center.

In order to log into the **Barracuda Message Center**:

Check your **inbox**. Open the email from **noreply@barracuda.com**.



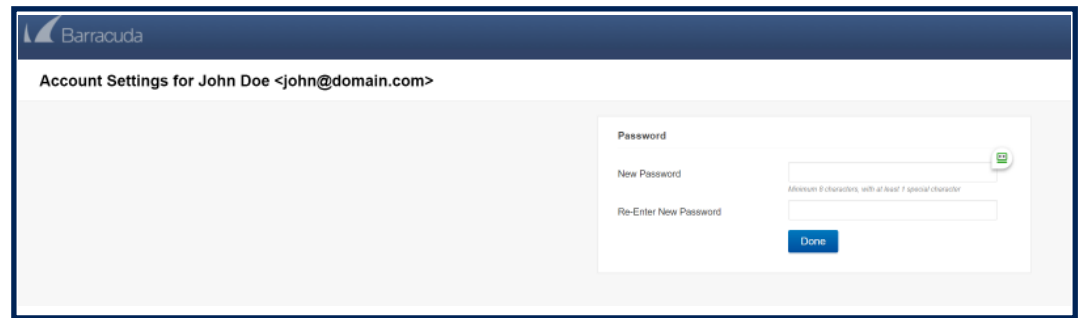
Example: This is showing the inbox message.



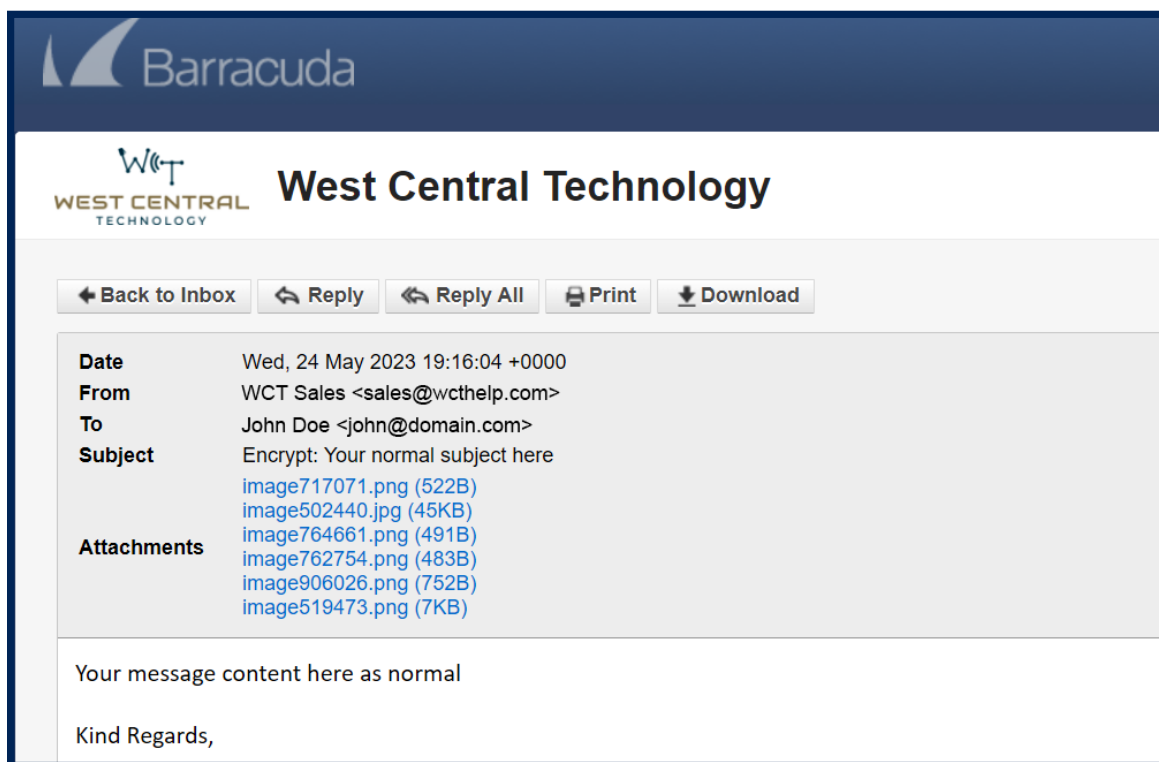
Example: Body Email Message.

Click **here** in the body text of the email message.

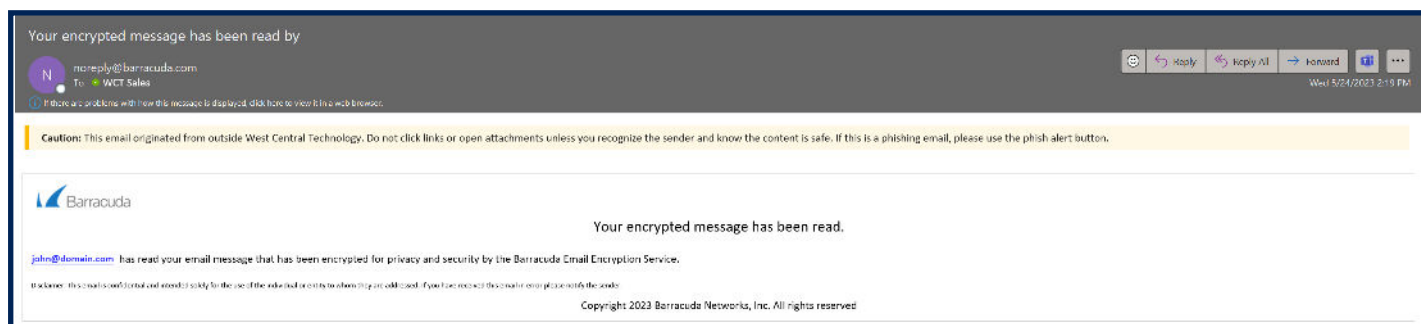
A web browser will open up to this **Barracuda** browser (see example on right). Create a password and log into the Barracuda Message Center.



In the **Barracuda Message Center**, you will see what appears to be an inbox. From your inbox, you can read and review any email sent using **Barracuda Email Encryption**.



A notice is sent to the sender after you open the email, letting them know you have reviewed the Encrypt email.



NEED ADDITIONAL HELP?

If you are having issues opening a message, logging into Barracuda, or have any other questions about the service, please visit our Knowledge Center at www.WestCentralTechnology.com/Knowledge-Center You can also create a support ticket by emailing us at WCTsupport@wcthelp.com or by calling **320-441-7050**.