

WE ARE YOUR IT SOLUTIONS PROVIDER

Barracuda

ENCRYPTION EMAILS

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.

@barracuda.com	You have a new encrypted message from sales@wcthelp.com You have a new encrypted message from sales@wcthelp.com You have received an email me	
	Example: This is showing the inbox	
Barracuda		
200000		
	You have a new encrypted message from sales@wcthelp.com	
	W(- <u>+</u> -	
	WEST CENTRAL	
	TECHNOLOGY	
You have received an Encryption Service.	n email message from sales@wcthelp.com that has been encrypted for privacy and security by the Barracuda Email	
	stage, <u>click here</u> to log into the Barracuda Message Center. You'll be prompted to either create a password or enter the Prave. You can also paste the following URL into your browser to access the Barracuda Message Center:	
https://encrypt.barra	icudanetworks.com/login?	
O2OL8Rkuh7uVH2B	Py5s3o3ucF2l1UdpckMS7CwQBjuzN5spzT8klLFfnoJjTlox3r8BjS4XkZA60MRj8itxNvYDTxLrDET7zgbDHwKvjayZrVQUCB3EuP ICRSNyLPFu3AbBykFq1gEdlBGbzZXJjt6ZDQibl2V1fGEJeNIAo2gqJr8mffBK%2FZbx%2FhK458lec1LUYro94iGo3k88FYn9OKu	
cSEvbuBToaCaLheXF	YYVgJqrkMWPp7z4Yo4BlcoMk33K8c%2FGNgzZLo7cW87%2FMDXqlXYcSgapkQY%3D	
The secure message	will expire in 30 days. <u>Need Help?</u>	
Disclaimer: This email is confid	ential 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.	
	Copyright 2023 Barracuda Networks, Inc. All rights reserved	

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.



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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**.

L Bar	Barracuda		
West CENTR	WEST CENTRAL West Central Technology		
← Back to Inb	← Back to Inbox 🔄 Reply All 🚔 Print 🛓 Download		
Date From	Wed, 24 May 2023 19:16:04 +0000 WCT Sales <sales@wcthelp.com></sales@wcthelp.com>		
To Subject	John Doe <john@domain.com> Encrypt: Your normal subject here</john@domain.com>		
Attachments	image717071.png (522B) image502440.jpg (45KB) image764661.png (491B) image762754.png (483B) image906026.png (752B) image519473.png (7KB)		
Your message	Your message content here as normal		
Kind Regards,			

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

<u>www.WestCentralTechnology.com/Knowledge-Center</u> You can also create a support ticket by emailing us at <u>WCTsupport@wcthelp.com</u> or by calling **320-441-7050**.

