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GENERAL OVERVIEW

The Barracuda Spam Filter provided by West Central Technology is a top-of-the-line defense for your email. Each day, **88 billion spam emails are sent globally**. To help protect you, Barracuda actively scans and monitors all incoming email for potentially harmful or unwanted mail. While Barracuda is good at identifying unwanted mail, at times it will mistakenly flag mail you wish to receive and quarantine those messages. If you have a shared mailbox with a message that needs to be released and delivered, please see the instructions below on how to log in.

LOGIN TO YOUR SHARED EMAIL ACCOUNT

To sign into a **Barracuda** shared email account.

1| Open a web browser and go to the Barracuda email login page

<https://ess.barracudanetworks.com/>

2| On the login page, enter the **shared email address** associated with the account. This may be a more generic email address used by multiple individuals, such as **support@domain.com** and click **Next**.

Email Gateway Defense

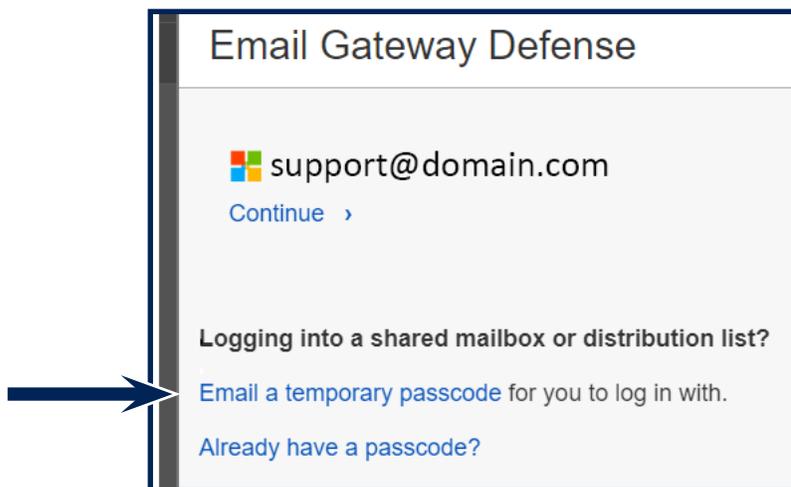
Please log in to access your messages and settings.

Email Address:

(ex: someone@yourdomain.com)

[Administrator login](#)

3| Click on **Email a temporary passcode**.



4| Enter the **passcode** that you received in the email, on the website. You should be able to click the **“Log In”** button to access the shared email account.

NEED ADDITIONAL HELP?

If you are having issues during the login process or have 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**.