



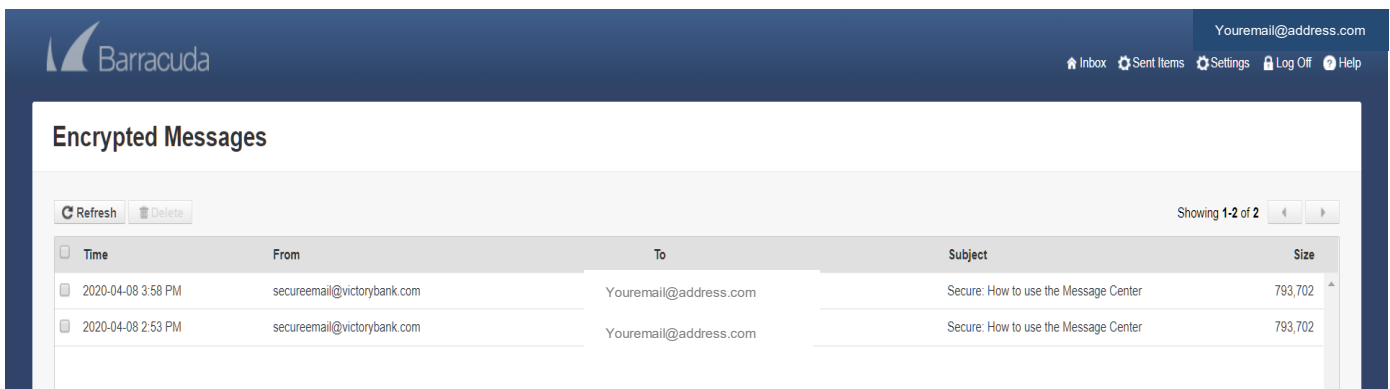
Barracuda Message Center User Guide

Please remember that mail messages and any files transmitted with it are intended exclusively for the individual or entity to which it is addressed. The message, together with any attachment, may contain confidential and/or privileged information. Any unauthorized review, use, printing, saving, copying, disclosure, or distribution is strictly prohibited.

If you need any assistance, please call us at 610-948-9000.
Our hours are Monday – Thursday, 8 a.m. to 4 p.m. and Friday, from 8 a.m. to 6 p.m.

The Barracuda Message Center provides you with a web interface, much like any web-based email program. As shown in *Figure 1*, you can view a list of your encrypted messages, click on one to view the contents, delete one or more of them or download the message(s) to your local system.

Figure 1. Encrypted Messages Inbox



Reply to Messages

Click **Reply** to reply to your encrypted message. The contents of your reply will also be encrypted. Once you click **Reply**, you can upload files and send them securely back to the sender as part of the reply email. Click **Browse** (to find the files you want to add) or **Add** (to include an attachment in the reply email).

When finished, click **Send**. Your reply message will be encrypted before returning to the sender.

Click **Reply All** to send your encrypted response to all other recipients of the message.



Saving Message Content

If you want to save the original email, the entire message (including attachments), click **Download** and save to your system.

View Messages

Click on a message to view the contents, as shown in *Figure 2*.

You are the only one who can read the message body.

You can view the message headers by clicking the **Show All Headers** link in the upper right portion of the screen.

From the message window, you can use buttons on the message bar Reply-To, Reply All, Print, Delete or Download the message.

Click individual attachment(s) to download.

Figure 2. Viewing an Encrypted Message

The screenshot displays the Barracuda email client interface. At the top, there is a navigation bar with links for 'Inbox', 'Sent Items', 'Settings', 'Log Off', and 'Help'. Below this, the 'Victory Bank' logo and name are visible. The message header includes a toolbar with 'Back to Inbox', 'Reply', 'Reply All', 'Print', and 'Download' buttons, along with a 'Delete' button on the right. The message details are as follows:

- Date:** Wed, 8 Apr 2020 19:57:59 +0000
- From:** SecureEmail <SecureEmail@victorybank.com>
- To:** (blank)
- Subject:** Secure: How to use the Message Center
- Attachments:** winmail.dat (563KB)

The message body contains the following text:

Thank you for contacting The Victory Bank.
Please reply to this message to communicate securely and attach any documents you wish to send.

A Barracuda Message Center User Guide is available by downloading this message using the "Download" button at the top of this message.
You can find information about sending an encrypted mail message, viewing messages sent to you and other features.
If you need any assistance please contact your local branch or customer service representative.

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Delete Multiple Messages

In the Encrypted Messages window, click the checkbox next to the message(s), and then click **Delete** on the toolbar.

To refresh the message list, click **Refresh** next to **Delete** on the toolbar.