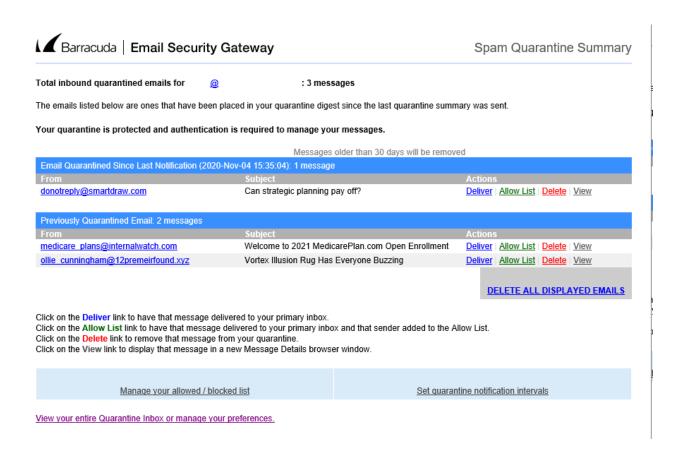
## Checking your Barracuda Inbox Quarantine

Our incoming email systems process about 35,000 to 45,000 emails a day. Some of these emails can be considered spam or unsolicited emails. To filter the good emails from the bad, we have two forms of spam detection. The first form is in the cloud, which catches the most obvious spam and the second is a server that sits at the Diocese in which it filters out more spam and if it is uncertain, it will quarantine them for a manual inspection.

We are moving to a user-based Quarantine inbox system, in which each user will be required to check their Quarantine inbox for legit emails. It is each users' responsibility to check what is in their Quarantine Inbox. Please check your quarantine emails at least once a week.



1. Log into https://quarantine.sbdiocese.org/ with your Diocesan email address and password.



- 2. In the Quarantine Inbox, you have three actions for each email. Select the one that is appropriate for the email. **Note:** You can also double click the subject of the email to see the email message
  - a. Deliver Deliver the email to your email inbox.
  - b. Allow List Add the email to your safe senders list. This will add future emails from this address to be sent automatically to your inbox.
  - c. Delete Delete the email from your Quarantine list

