

How to Report Suspicious Emails Using the Barracuda E-mail Protection Add-in

Created March 2026

Information Technology Systems Administration



Introduction

Suspicious emails, including phishing attempts and social engineering attacks, are a constant threat to any organization's security. To help protect yourself and our systems, we have recently upgraded to the Barracuda E-mail Protection Add-in.

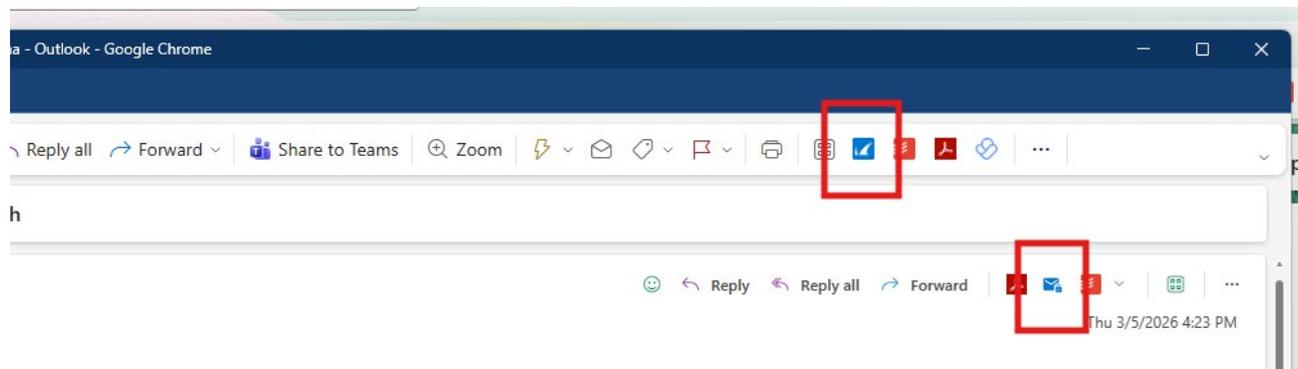
General guidelines on potentially harmful email

- ✓ **Report phishing emails immediately:** If you suspect an email is phishing, use the **Barracuda Email Protection button** in the Outlook ribbon (screenshots follow this intro). This helps our team to investigate and take action quickly.
- ✓ **Do not reply to suspicious emails:** Never respond to an email asking to be removed from a list or to stop sending messages. Instead, report it and move the email to your junk folder.
- ✓ **Do not add domains to the Allow List:** Only Systems Administrators can add emails or domains to the sender or domain exemption list in Barracuda.
- ✓ **Be cautious with unexpected emails:** Social engineering attacks often create a sense of urgency, claiming your account or credentials are compromised. Do not respond or click on any links. Report the email.
- ✓ **Verify unexpected communications:** Many phishing attacks impersonate well-known vendors like Adobe, DocuSign, and Microsoft Teams. If you receive an unexpected email with documents or files, even from a known contact, do not reply or download attachments. Instead, contact the sender directly to confirm its legitimacy.
- ✓ **Watch for fake or trial accounts:** Attackers may create fake accounts or trial subscriptions to send malicious links or files. Always verify the sender's authenticity before taking any action.

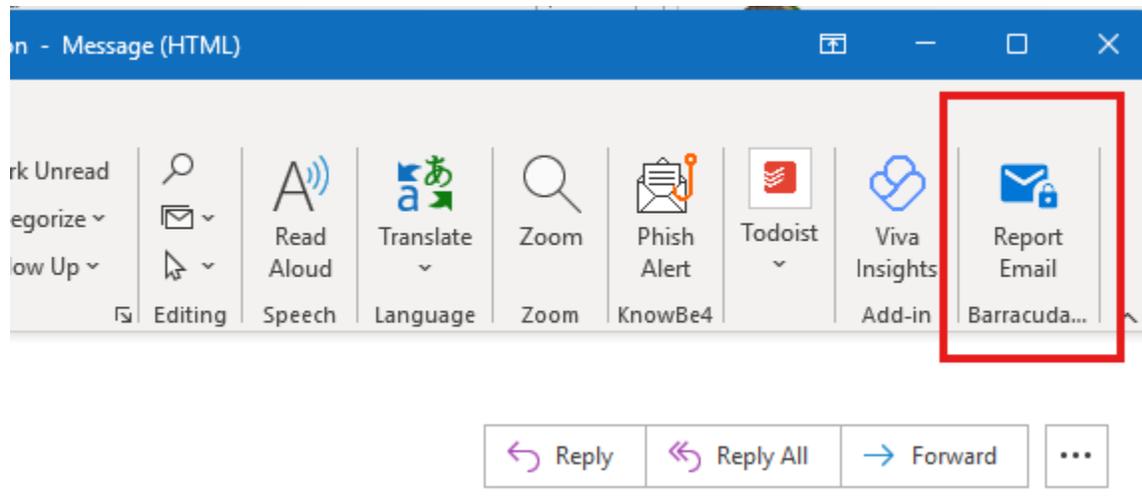
If you have any questions or need assistance, [contact the Help Desk by submitting a ticket](#) or by calling [\(707\) 524-1765](#).

Locating the New Barracuda Reporting Button

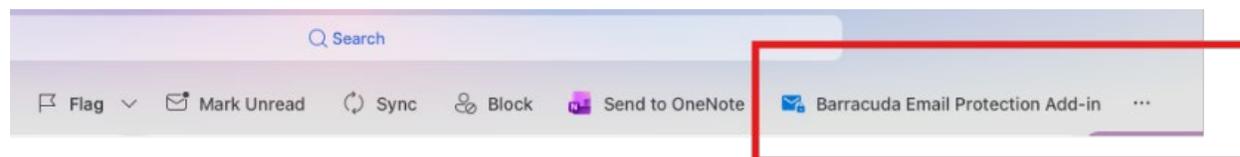
PC: Outlook in Chrome browser



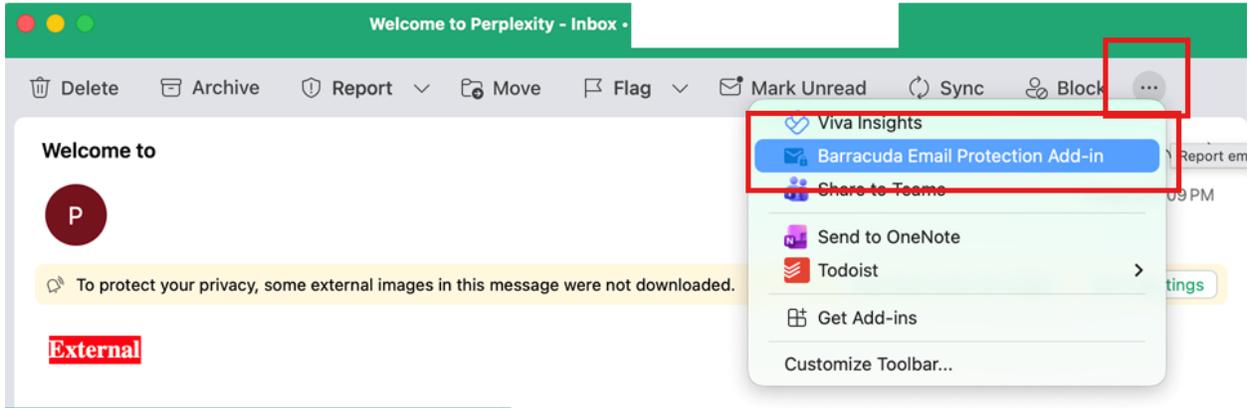
PC: Outlook desktop application



Mac: Outlook in Safari browser



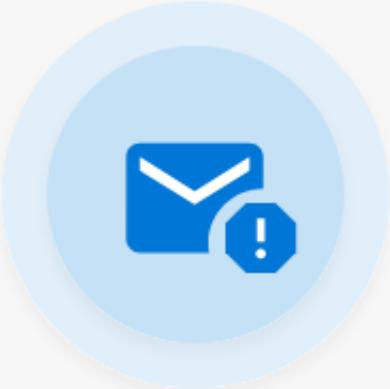
Mac: Outlook desktop application



Using Barracuda Email Reporting for the first time

Click on the Barracuda reporting button and the Phishing Report panel opens. Click Next.

 **Barracuda Email Prot...** ×



Report phishing emails

Send an alert to your IT admin and Barracuda Networks when you receive a suspicious email.

The Outlook add in will move the reported email to the designated folder for you.

Back ● ● **1** ● Next

Barracuda shows you the option to encrypt emails when needed. Click Next.

 Barracuda Email Prot... ×



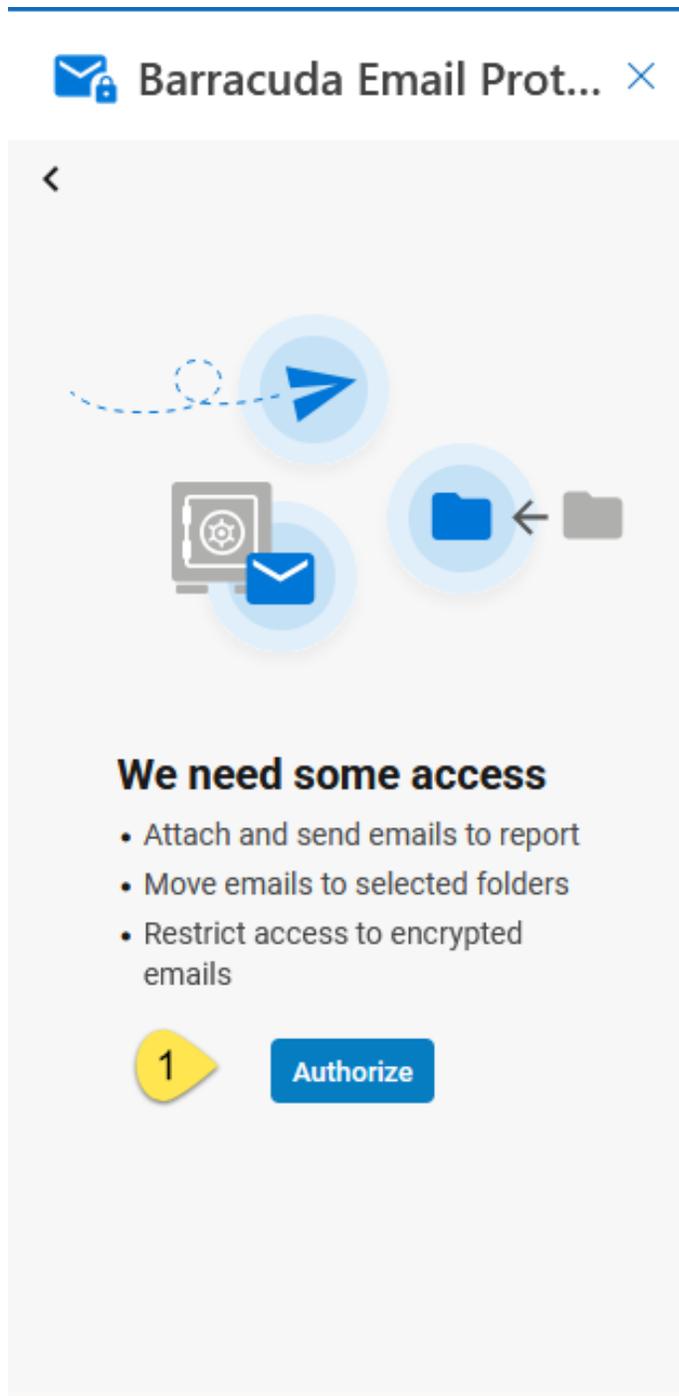
Encrypt an email

Protect emails when you send sensitive information.

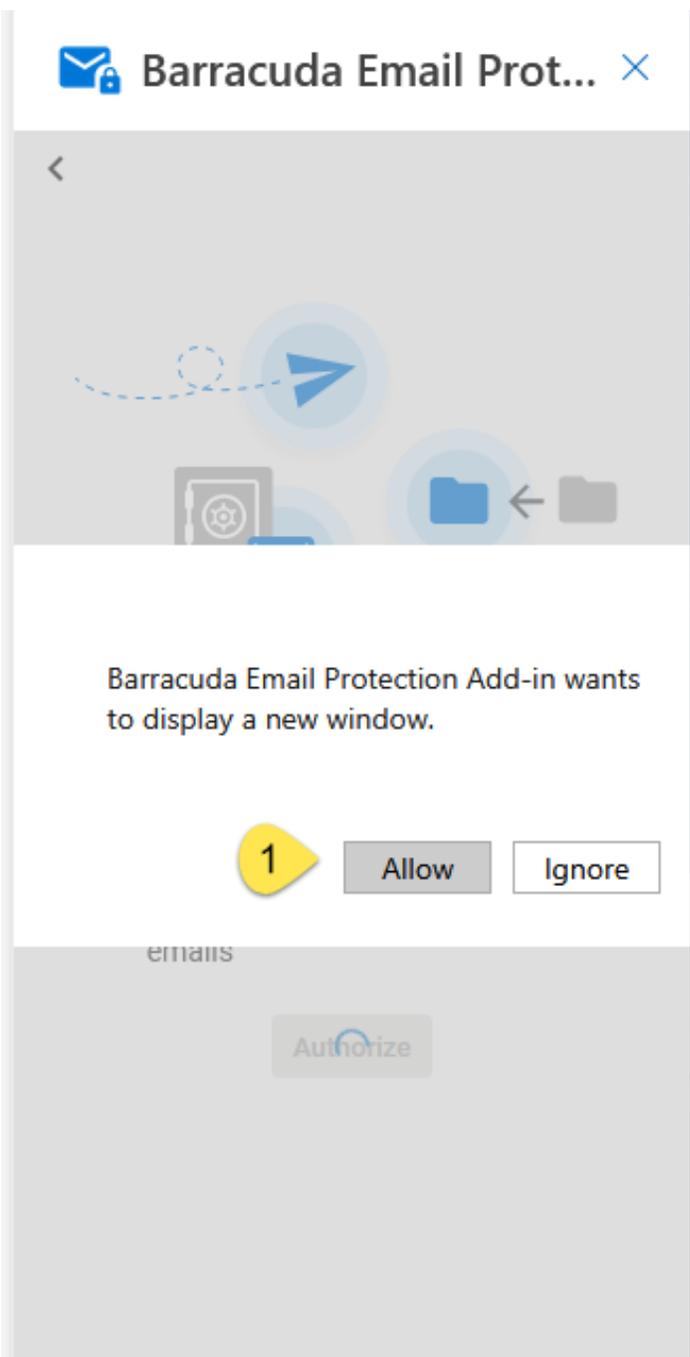
Take advantage of your personal Barracuda Message Center! Use the encryption tool directly from Outlook.

[Back](#) ● ● 1 [Next](#)

Authorize the tool by clicking the **Authorize** button.

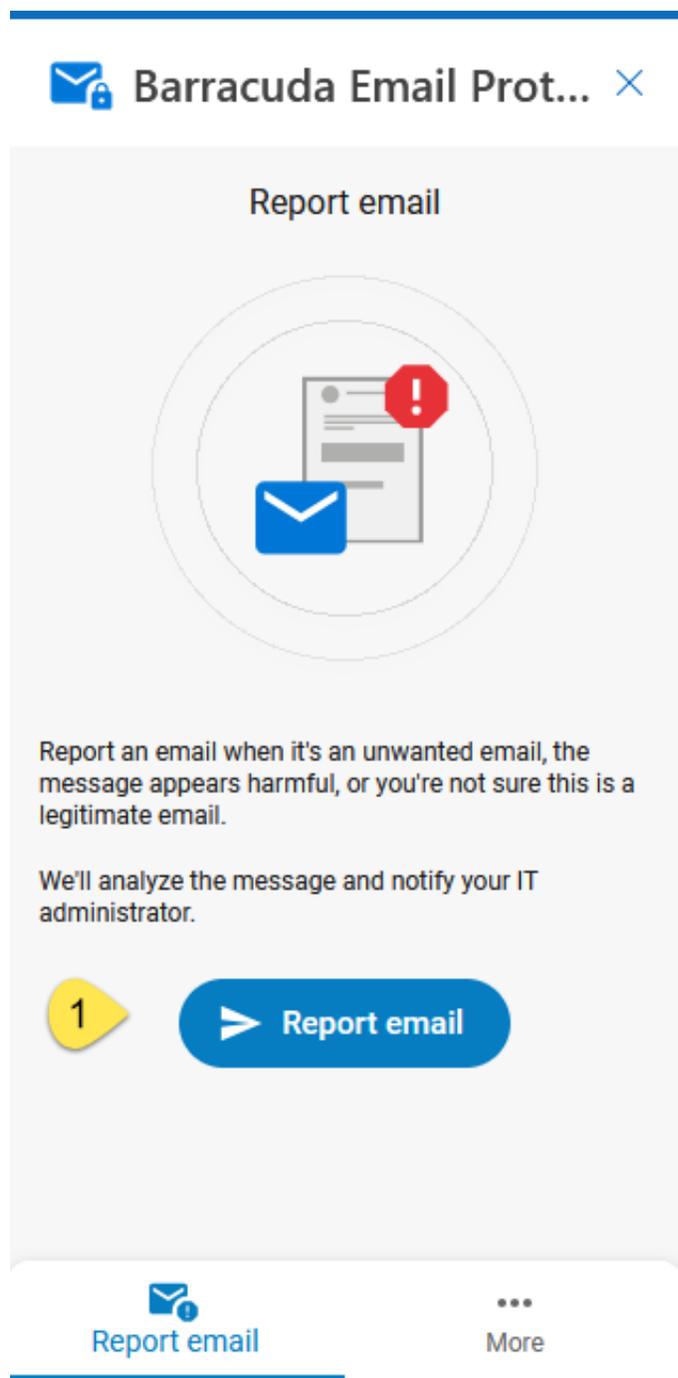


Click the **Allow** button.



Ready to report an email

Select the email that you want to report and then click **Report email**.



Choose from 4 different options when you report the email.

If you are unsure then select the “I’m **not sure**” option.



Message reported

The email has been flagged for further review by the Barracuda team.

Select the option that you think best describes the email

I'm **not sure**

This message appears to be **dangerous**

This message is **unwanted** or trying to sell goods or services

Other

I'd like to receive a feedback email regarding this submission.

SUBMIT



Message reported

The email has been flagged for further review by the Barracuda team.

Select the option that you think best describes the email

I'm **not sure**

This message appears to be **dangerous**

Does the email look like any of the following? (optional)

The sender is **threatening** me

The sender is **pretending** to be someone I know

The email is trying to get me to **reveal personal or sensitive information** like passwords or credit card numbers

The email is trying to get me to login to **access a file**

Not sure

This message is **unwanted** or trying to sell goods or services

Other

I'd like to receive a feedback email regarding this submission.

SUBMIT



Message reported

The email has been flagged for further review by the Barracuda team.

Select the option that you think best describes the email

- I'm **not sure**
- This message appears to be **dangerous**
- This message is **unwanted** or trying to sell goods or services
- Does the email look like any of the following? (optional)
- The sender is trying to **sell goods or services**
- The content is **not appropriate for work**
- I **never signed up** for these messages or **have never done business** with the company
- I signed up, but **no longer want** these messages
- Not sure
- Other

I'd like to receive a feedback email regarding this submission.

SUBMIT



Message reported

The email has been flagged for further review by the Barracuda team.

Select the option that you think best describes the email

- I'm **not sure**
- This message appears to be **dangerous**
- This message is **unwanted** or trying to sell goods or services
- Other

Why did you report this email? (optional)

0/2000

I'd like to receive a feedback email regarding this submission.

SUBMIT



Message reported

The email has been flagged for further review by the Barracuda team.

Select the option that you think best describes the email

- I'm **not sure**
- This message appears to be **dangerous**
- This message is **unwanted** or trying to sell goods or services
- Other

I'd like to receive a feedback email regarding this submission.

SUBMIT

You can choose to receive feedback

You will see the Thank You message when completed.



Thank you for your feedback

The Barracuda team will review this email and any additional details you've provided to help us improve our systems.

You may close this tab or window.