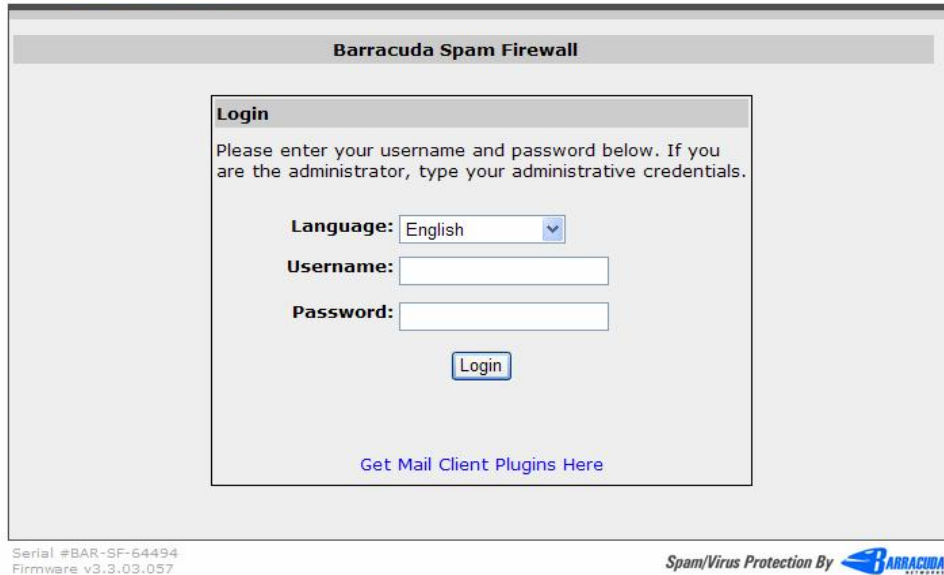
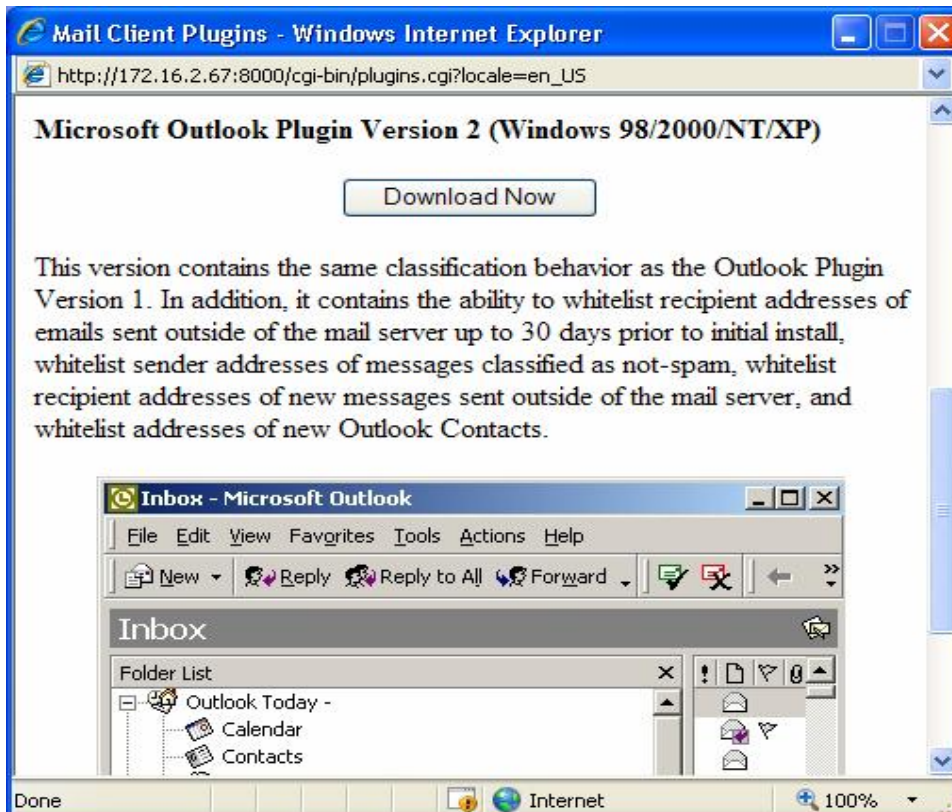


To Download and install The Outlook plug in, first go to <http://barracuda.nwacc.edu> from your office web browser. Next left click on “Get Mail Client Plug-in Here”.



Click the download button.



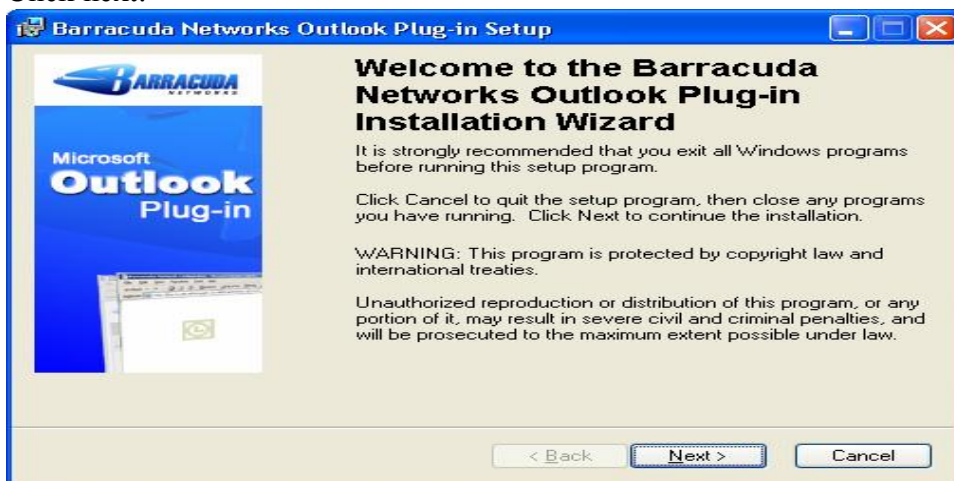
Now click on the “run” button.



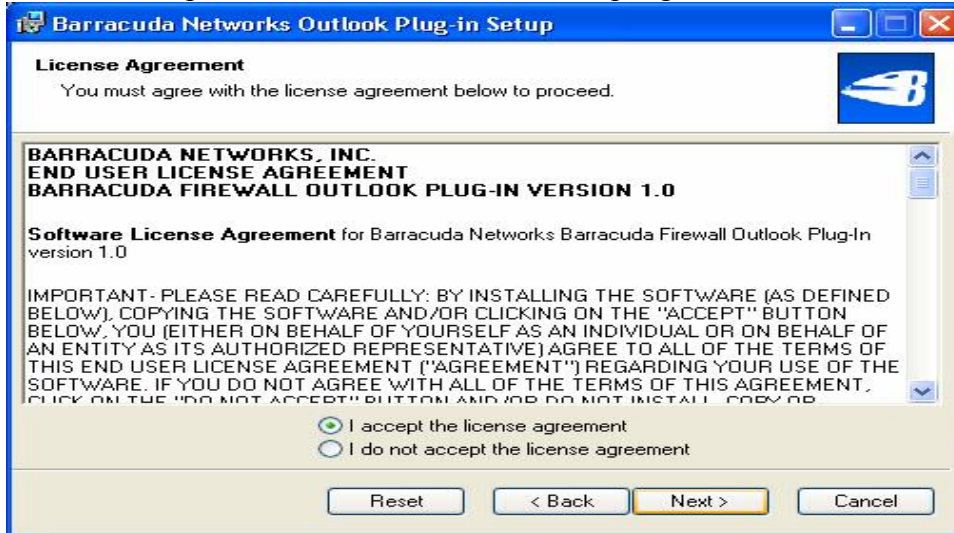
And again click on the “run” button.



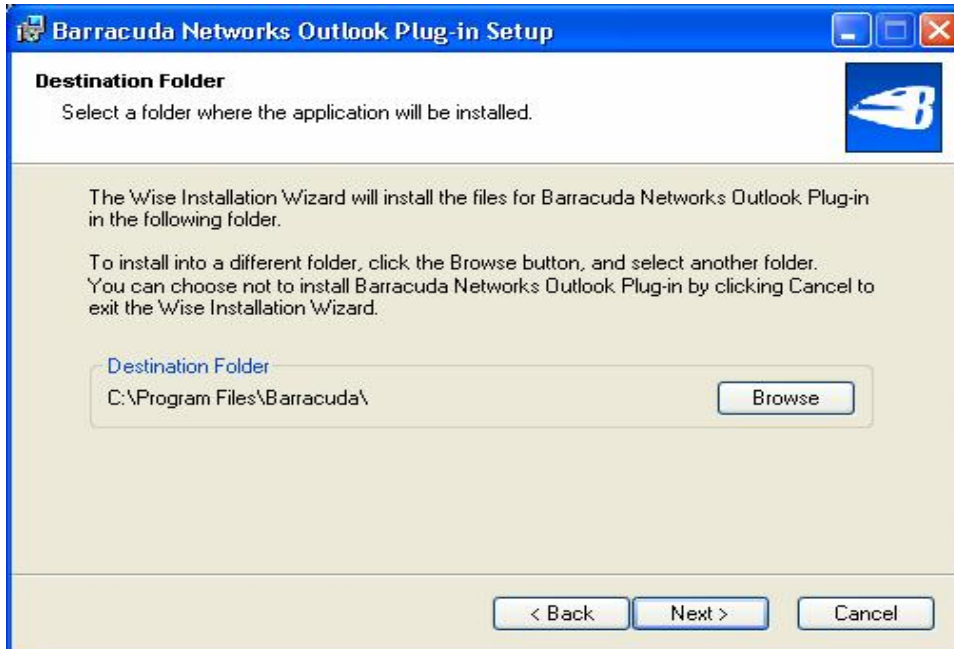
Click next.



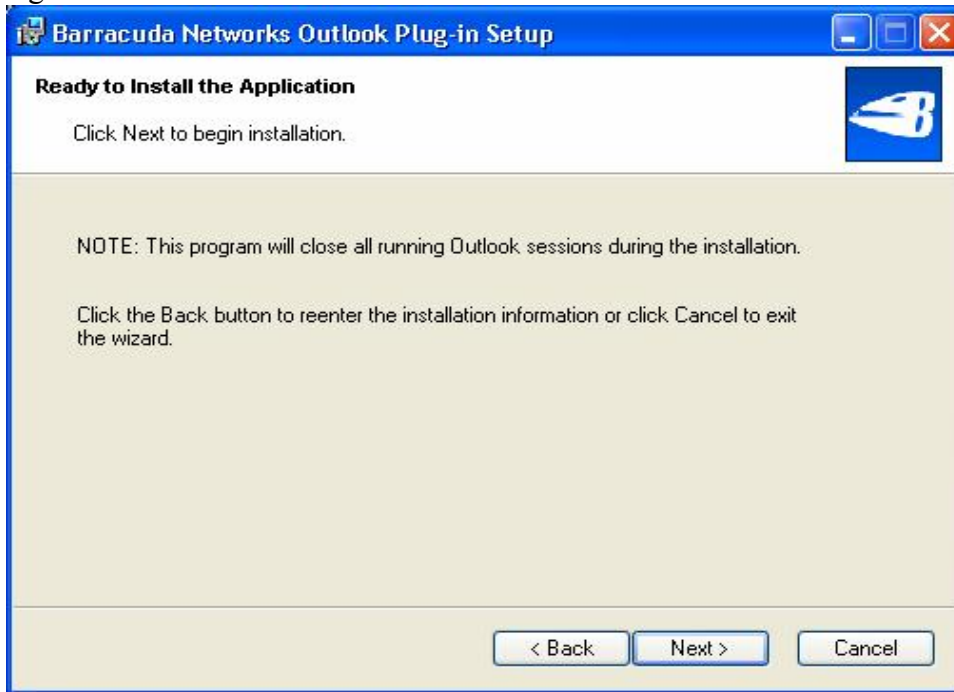
Click the accept radio button and then click accept again.



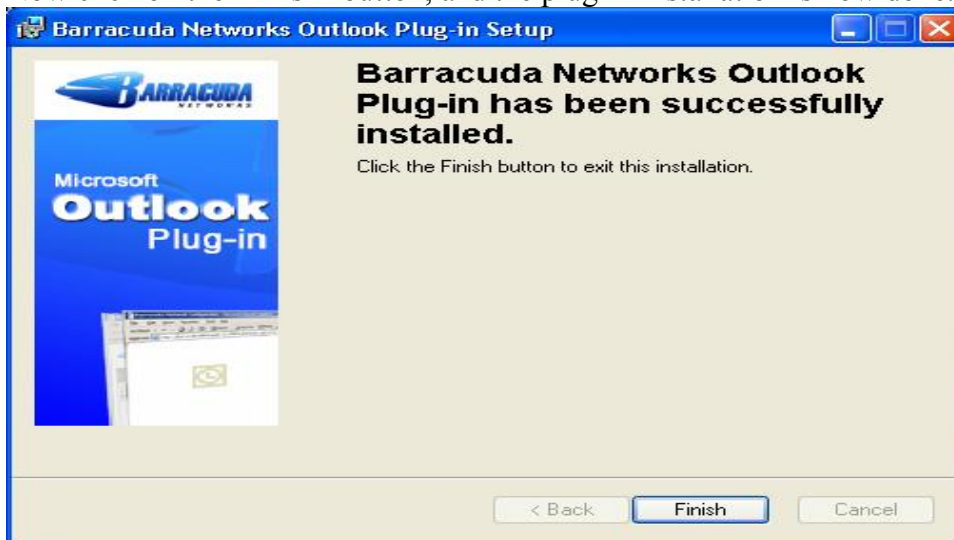
Click on the next button.



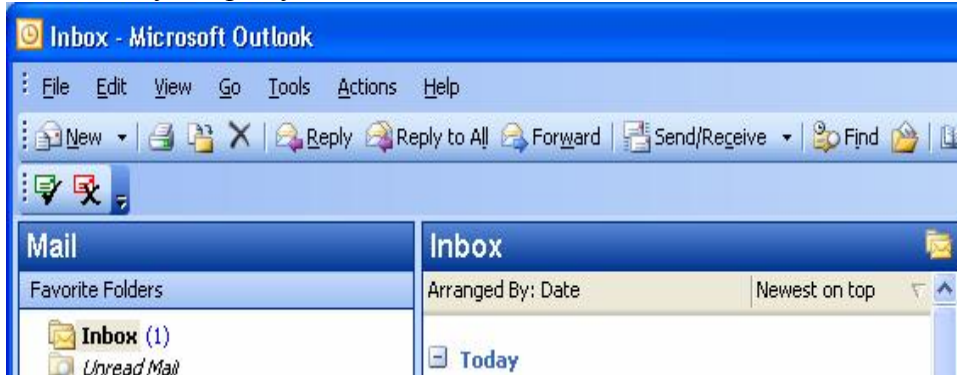
Again click on the next button.



Now click on the "finish" button, and the plug-in installation is now done.



Now when you open your outlook there will be 2 new icons on the toolbar.



Now with an email selected you can now add the sender to a white list to ensure they are not blocked, or a black list to always block them. Now these are personal settings just for your account, which are in addition to the global settings for our network.

