



Deerfield Academy
Information Technology Services
Retrieving a Secure Email from the Barracuda Message Center

From time to time, the Academy may need to transmit sensitive information via email. When this occurs, we will utilize the **Barracuda Message Center** to deliver encrypted messages to ensure that the content remains secure.

The Message Center will send you a standard email, which looks similar to the one below, to announce that a secure message is waiting for you.

You have a new secure message from Deerfield Academy

To **securetest@deerfield.edu**

You have received a secure message from someone@deerfield.edu at Deerfield Academy. This message contains sensitive data and has been encrypted by the Barracuda Encryption Service to protect the information from being disclosed to anyone other than you. You must use the Barracuda Message Center to access and view this message.

To access your secure message, [click here](#), or copy and paste the following URL into your browser:

<https://encrypt.barracudanetworks.com/login?nid=U2FsdGVkX19Uz7DxDptETc2nPDSBwcJOslz7TAel%2Bg5pZooCNzV4Qs3Eyw3Vi0fg9X5SzWz7wwTbECmzc>

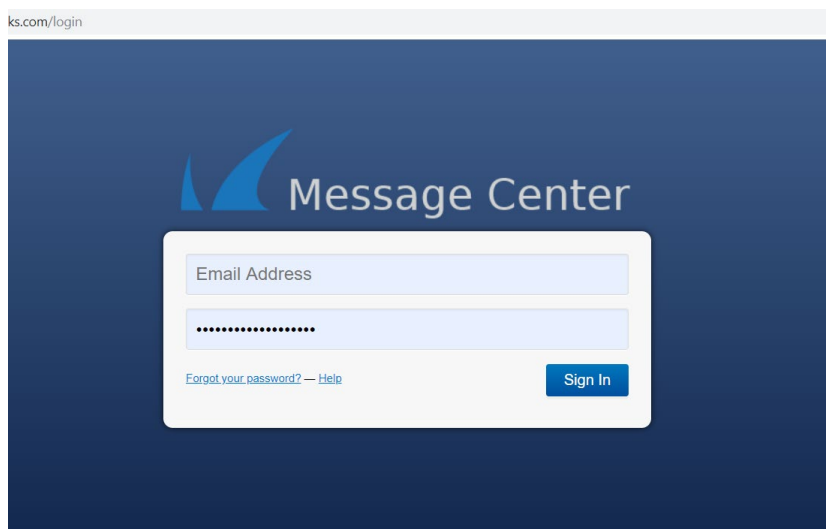
If you have never used the Barracuda Message Center, you will be prompted to create a secure password the first time you log in. Save this password for future logins.

This secure message will expire and be removed from the Message Center in 30 days.

If you have any problems accessing the Message Center, please contact the Deerfield Academy ITS Help Desk at 413-774-1444.

This is an automated message generated on behalf of Deerfield Academy by the Barracuda Message Center. This account will not accept replies.

Use the link provided in the announcement message to access the Message Center.



[Type here]

If you have used the Message Center previously, enter the password that you created during your last visit. (If you have forgotten your password, use the **Forgot your password?** link to request instructions for resetting your password.) If you have never used the Message Center before, you will be prompted to create a new password. You should make note of this password for your next visit to the site.

Once you have logged into the Message Center, you will see a list of all secure messages in your inbox. Select the message you wish to view, and the system will display it.

Messages will remain in the Message Center for 30 days before expiring and being removed.

