Stellar Systems, Inc.

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Barracuda Email Encryption Service Documentation

Stellar Systems integrates Barracuda Email Encryption Services to provide professional email encryption tools to communicate securely through email.

Initial Setup

Work with Stellar Systems to setup your email server, programs, and the Barracuda system to encrypt your outgoing emails.

Options for Setup

You can choose to have all email encrypted or only specific emails that you identify as needing to be encrypted (typically through the subject or the sender).

Sending an Encrypted Email

- If you are encrypting all emails that you send, this will happen automatically when you create and send an email.
- If you have chosen to only encrypt some emails, then you will need to include the keyword in the subject or use the correct sender email address. For this example, we will use the keyword (encrypt) in the subject.


Send

From ▼ s▉@▉▉com

To...   ○ 'Scott ▉▉▉ < gi▉▉▉@gmail.com>;

Cc...

Bcc...

Subject Your Application (encrypt)

Please see the attached application document that I have sent to you securely.
You will need to create an account to view the email if you haven't already.
Let me know if you have any questions
Thanks,
Mr. Safe Sender

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Receiving an Encrypted Email

Your recipient will receive an email that looks similar to the one below and they will need to click on the link and follow the on-screen instructions.
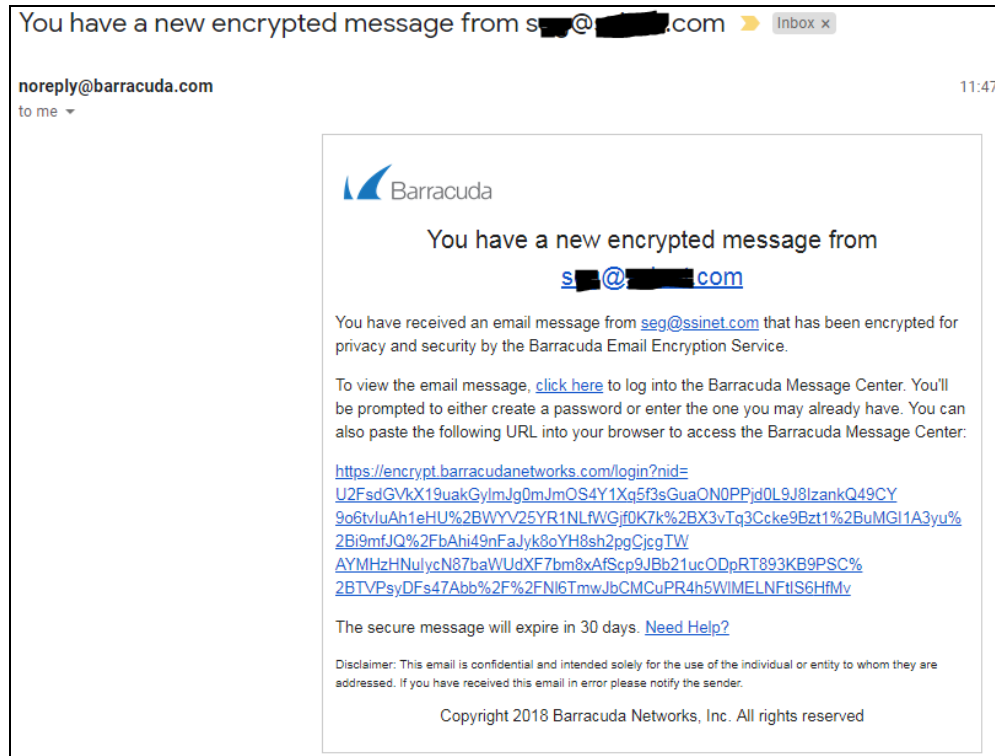
If this is their first email, they will need to create an account with a password to view the email. After their first time, they will be able to login and see the email. You can follow the forgot password steps if you don't know the login information.

First time Visitor Screen

Returning Visitor Login Screen

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List of Encrypted emails (Your Encrypted email inbox)

Once you are logged in to the email system, you will see a list of encrypted email messages in your inbox. The layout is simple to use and acts like many other email programs. There are account options at the top right of the screen.
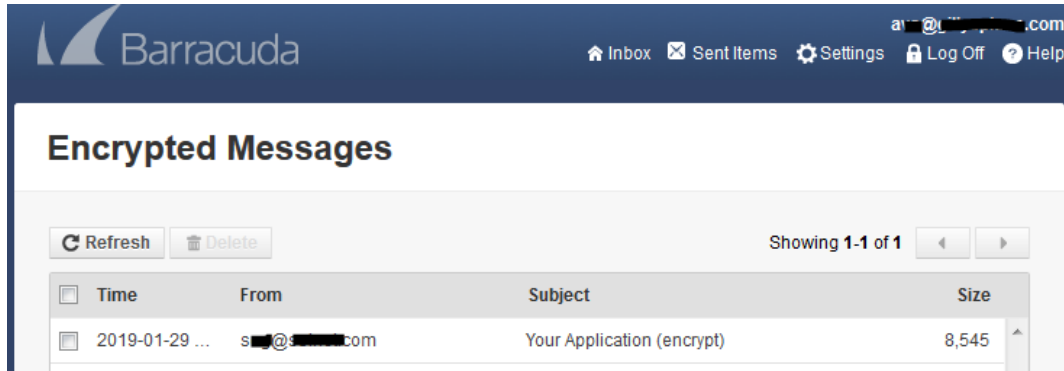

Viewing an encrypted email

Click on an email in the list to view the message. Viewing a message gives you standard email message options. You can reply to the message securely, print, download, and delete the message. You can also keep the message and just return to your inbox.

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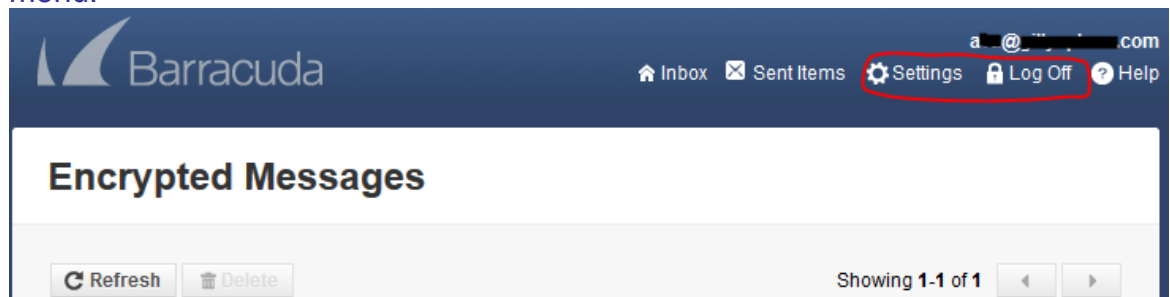and that's smart business!
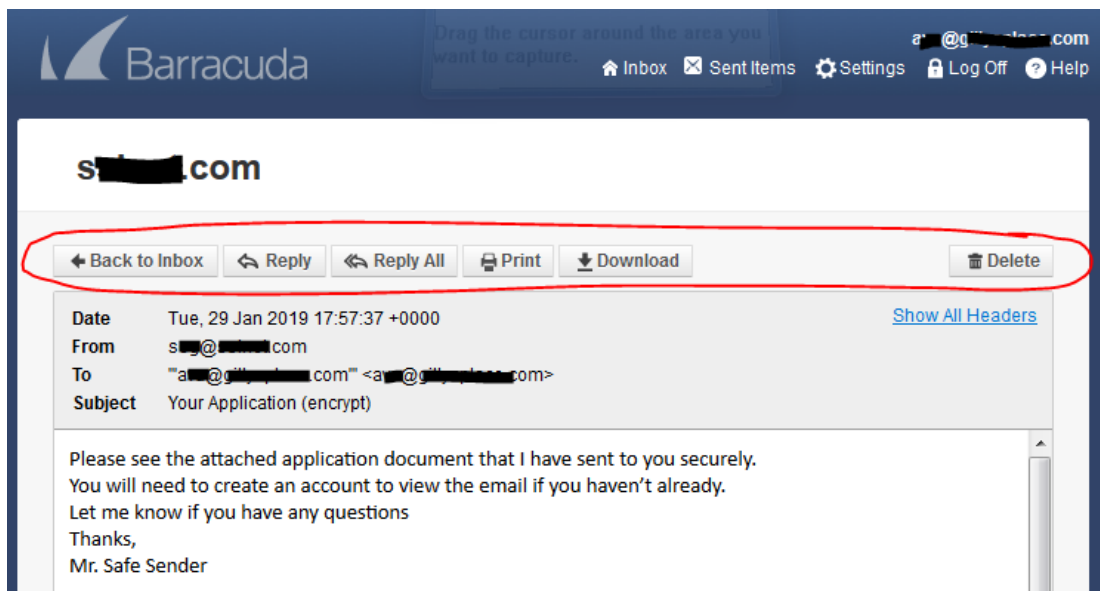
Replying to Encrypted Email

Replying to an email functions like many other email programs. You can do this by clicking reply or reply to all. You can compose your reply message in the window and use options to enhance your text, such as bold and underline. When you are ready, press the Send button to deliver the message. The receiver will get a "secure email notification" message asking them to click the link to the secure system and view the message (just like the email that started this process). You can attach files and also cancel your message if you need to.
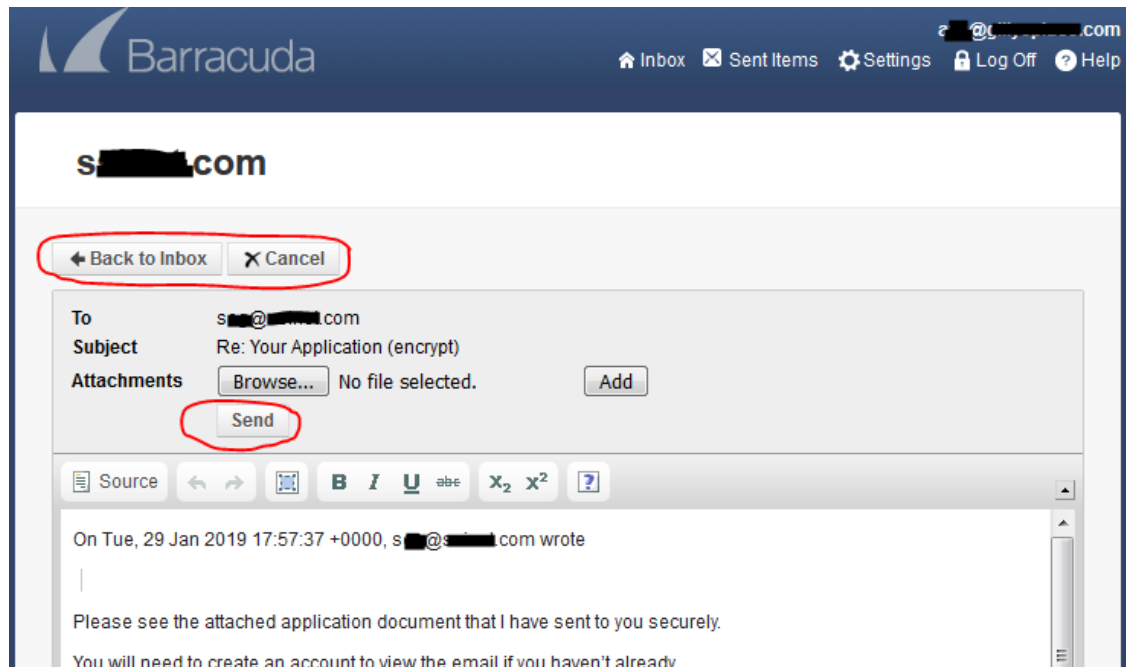
Change Password and Log off

When you are done working with encrypted email it is a good idea to log off the system. If you need to change your password, you can do that in the Settings menu.

More Help

If you need any additional help with your Encrypted Email Services, please contact Stellar Systems, at 309-677-7350 or support@stellarmail.com.

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