## How to Access an Encrypted Email Sent From Alta California Regional Center (ACRC)

To ensure the protection of sensitive client information, any email containing client identifying information sent to an email address outside of ACRC must be encrypted. ACRC uses **Barracuda Email Encryption Service**.

When an encrypted email is sent to you, you will receive an email like this.

<ul> <li>noreply@barracuda.com</li> <li>You have a new encrypted message from pdaregional.org - You have received</li> </ul>	4:13 PM an encrypt 🏲	
You have a new encrypted message from @altaregional.org - You have received In the body of the message you will see this: You have a new encrypted message from pdiamond@altaregional.org You have received an email message from pdiamond@altaregional.org that has been encrypted for privacy and security by the Barracuda Email Encryption Service. To view the email message click here to log in. Barracuda Message Center. You'll be prompted to either create a password or enter the one you may already have. You can also paste the following URL into your browser to access the Barracuda Message Center:	To access message,	
https://encrypt.barracudanetworks.com/login? nid=U2FsdGVkX19% 2BQwA62g3uJT1nh8cEV6Jb6EwQVZMIXi4ZRQEG9fl %2FPK0JX9W1Bgt8C2UWHgvywGi8fUfWAZ0miq% 2FpNKPKzt5FYE0r08UnqN9zoVa%2F% 2FIBLQiZgwvWDO%2FsU%2Fe00yerdBWE% 2FFa5ms5sPDnW7S9VsMTZG2YCajzFGBqsRodQS7Jw VBEQrNa3kTQSnL%2BoWRwhRcra% 2BncGwcSnvKTQ1wbmGY% 2BKhICCOrqimBXeB4xy% 2FGcP5ztzWAUL4XYKINdyWZgRWz4PeSjgD6crUYA %3D%3D The secure message will expire in 30 days. Need Help? Disclaimer: This email is confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender.	where india To log into Barracu Message Co	o the <b>da</b>

**Step 1.** The message includes a link to access the **Barracuda Message Center**. Access is time limited; the secure message will expire in 30 days. Click where indicated in the message (on the words **click here**).

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**Step 2.** Barracuda Message Center will open and you will be prompted to create a password (or enter one you may already have), confirm it, then click **Done.** 

Minimum 8 characters, with at least 1 special character	ew Password	
e-Enter New Password		Minimum 8 characters, with at least 1 special character
	e-Enter New Password	

Passwords must:

- be a minimum of 8 characters
- contain at least one special character (e.g. !, @, \$, etc.)

**Step 3.** To open it, double-click the message. If you have received more than one, they will appear in a list.

١	Barracuda					
	Encrypted Messages					
	C Refresh					
	Time	From	Subject			
	2018-06-27 4:20 PM	pdiamond@altaregional.org	confidential			
	2018-06-27 4:13 PM	pdiamond@altaregional.org	confidential			

From the open message you can read it and reply to it, print it, download it or return to the inbox.

Back to Inbox	A Reply	Reply All	Drint	
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Any attachments will accompany the message. Double-click the attachment and you will be given the choice to **Open** or **Save** it.

ľ						
	Do you want to open or save Complaints Lable environt.dow from encrypt.barracudanetworks.com?	Open	Save	•	Cancel	×
l				_		

The message will remain on the **Barracuda Message Center** until it expires. You can also delete the message by clicking in the box in front of the message, then clicking **Delete**.

C Refresh 💼 Delete
Time
2018-06-29 2:02 PM

**Please Note:** You do not need to create a new password for every encrypted message sent from Alta California Regional Center (ACRC). Once you have created a password to access the **Barracuda Message Center**, the same password will work for all encrypted messages sent by anyone from ACRC.