

The Barracuda IM Client is a multi-platform, multi-service IM client providing connectivity to the Barracuda IM Firewall's IM server, as well as to the major public IM services, such as AOL, Yahoo, and MSN. The client interface is based on the most popular public clients. It features some enhancements, such as a corporate address book to easily look up and add users within your organization and the ability to connect to several public instant messaging services from a single client interface.

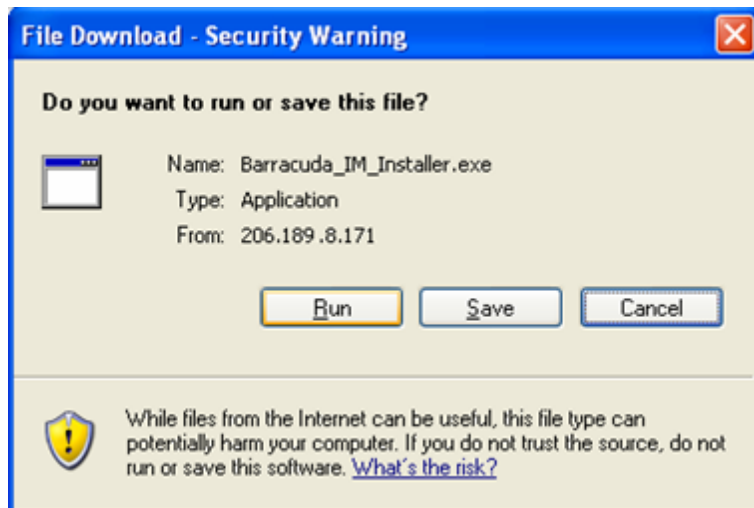
## 1 Getting Started

This guide provides you with setup instructions for the Barracuda IM Client. It is recommended that you read these instructions fully before starting the setup. To begin setting up your Barracuda IM Client, you will need the following items:

- A computer with a 400MHz processor or greater, and a minimum of 128MB of RAM
- Windows 98, ME, 2000, XP, or higher operating system
- An Internet or local network connection
- Rights to install new software on your computer
- An account on the Barracuda IM Firewall (This must be provided by your administrator)

## 2 Downloading the Client

To download the client, log on to the Barracuda IM Firewall web page with your username and password. Your administrator can supply you with the URL information or you can choose to have an introductory email sent to you. If you have received an email, click on the link provided. You are logged into the Barracuda IM Firewall automatically. Once logged in, the client download page is displayed. Click on the **Windows Zero Configuration** link and select **Run** to run the installation.

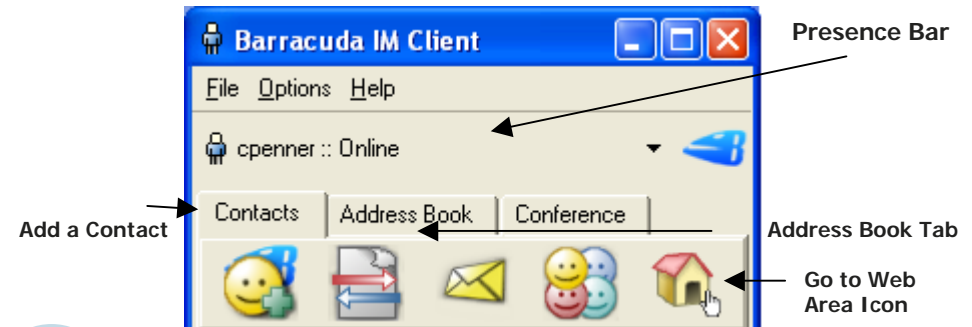


## 3 Installing the Client

Click **Next** to begin the installation. Select the options you want to install and click **Next**. Choose an installation directory (keep the default options selected unless otherwise directed by your administrator) and click **Next**. Once the client has completed the install, click **Finish**.

## 4 Logging On

To log onto the client, click the **Presence Bar** near the top, and change it from **Offline** to **Online**. You are logged on to the system. Once you are logged on, you can add, remove, or edit the contacts in your roster.



## 5 Adding and Removing Local Contacts in your Roster

To **Add** a contact within your company, select the **Address Book** tab just below your **Presence Bar**. Enter any identifying information about your contact and select **Search** at the bottom of the page (**Note:** If the information fields are left blank, the search results will include everyone in your company). A list of contacts that meet your criteria are displayed. To add the contact to your roster, select the desired contact and click the **Add Contact** icon at the bottom of the client.

To **Remove** a contact from your roster, select that user in your roster and click **Delete**. Select **Yes** to confirm your intent to delete the contact. Deleted contacts can be re-added at any time.

## 6 Accessing the Server

You can access your IM Firewall web area at any time by clicking the **Go to your web area** icon, which is located at the top right of your client, and looks like a house with a cursor. From your web area you can view your IM logs, update your vCard/contact information, and change your client options and password.

## 7 Changing Your Password

To change your password you must first access your web area on the server as described in step 6. Once logged on, click the **Preferences** tab and select the **Password** page. Enter your new password in the **New Password** and the **Re Type New Password** fields, then click **Save Password**. You can have a random password generated for you, click the **Generate Random Password**.

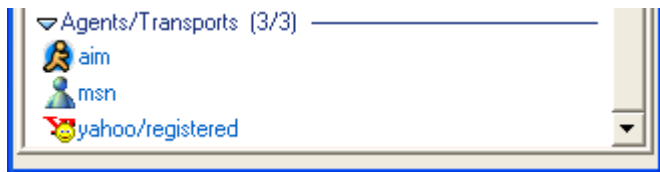
## 8 Logging on to Public IM Networks

The Barracuda IM Client allows users to log onto the secure internal Barracuda IM system, as well as the major public IM networks. To log on to a public IM network, open your client. On the upper left corner of the client, select **File > Public IM Accounts**. A submenu of public networks is displayed. Select the network you wish to log onto. A dialogue window is displayed, enter your username and password for the selected network. You must have an existing account on the network you have selected in order to log on.

After following these steps, you are now logged on to your public network Account. Your public network contacts appear in your roster tab. If you were unable to log on, it is because you either do not have the correct account information for that service or your administrator has denied you access to that service. Check with your administrator for assistance.

## 9 Logging Off of Public IM Networks

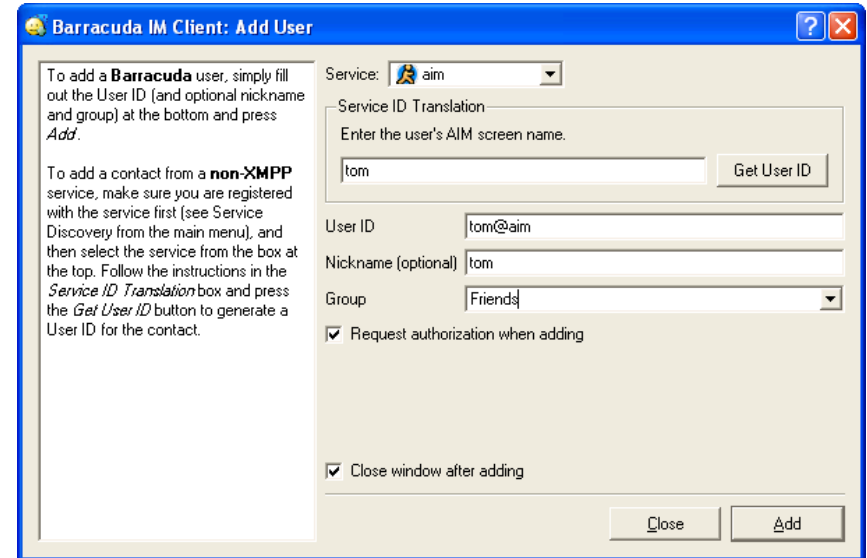
To log off of a public IM network you must first open your client. At the bottom of your user roster, a group called **Agent/Transports** is displayed. In this group, your icons for the networks, which you are logged onto are displayed. Right click the network from which you want to log off and select **Log off**.



## 10 Adding Public IM Contacts

You can add users to your roster when you are logged on to the public IM services. To do so, click **Add a contact**, above your roster (the smiley face with the plus sign). The **Add User** dialog box is displayed.

To add a user you must first select the service and enter their screen name in the appropriate field, then click **Get User ID**. The user's fully qualified name is added in the **User ID** field. You can add a nickname and group for the user into the **Nickname** and **Group** fields respectively, if so desired. Once finished, click **Add** and the contact is added to your roster.



### Contact and Copyright Information

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