

## **Fight Spam by Forwarding Emails Correctly**

A friend who's a computer expert received the following from a system administrator for a corporate system. It is an excellent message that absolutely applies to all of us who send emails. Please read the short letter below, even if you're sure you already follow proper procedures. Do you really know how to forward emails? Only 50% of us do.

Do you wonder why you get viruses or junk mail and hate it? Every time you forward an email there is information left over from the people who got it before you. Namely their email addresses and names. As the messages get forwarded along, the list of addresses build and build, until all it takes is for some poor sap to get a virus and his/ her computer can send that virus to every email address that has come across his computer. Or, someone can take all of those addresses and sell or send them junk mail in the hopes that you'll go to the site and he'll make five cents for each hit. That's right, all of that inconvenience over a nickel! How do you stop it? There are several easy steps. Try the following if you aren't doing it already, it only takes a second or two:

(1) When you forward an email, delete all of the addresses that appear in the body of the message (at the top). That's right, delete them. Highlight them and delete them, backspace them, cut them, whatever it is you know how to do. It only takes a second. You must click the 'Forward' button first and then you will have full editing capabilities against the body and headers of the message. If you don't click 'Forward' first, you won't be able to edit the message at all.

(2) Whenever you send an email to more than one person, do not use the To: or Cc: fields for adding addresses. Always use the BCC: (blind carbon copy) field for listing the addresses. This way the people you send to will only see their own email address. If you don't see your BCC: option click on where it says To: and your address list will appear. Highlight the address and choose BCC and that's it, it's that easy. When you send to BCC your message will automatically say 'Undisclosed Recipients' in the 'TO:' field of the people who receive it.

(3) Remove any 'FW ' in the subject line. You can rename the subject if you wish or even fix spelling.

(4) Always hit your Forward button from the actual email you are reading. Ever get those emails that you have to open 10 pages to read the one page with the information on it? By Forwarding from the actual page you wish someone to view, you stop them from having to open many emails just to see what you sent.

(5) Have you ever gotten an email that is a petition? It states a position and asks you to add your name and to forward it to 10 or 15 people or your entire address book. The email can be forwarded on and on and can collect thousands of names and addresses. A FACT: The petition is actually worth a couple of bucks to a professional spammer because of the wealth of names and addresses contained there. Do not put your email address on any petition. If you want to support the petition, send it as your own personal letter to the intended recipient. Your position may carry more weight as a personal letter than a laundry list of names and addresses on a petition. (And don't believe the ones that say that the email is being traced, it just ain't so!)

## Fighting Spam

### **Some of the other emails to delete and not forward are:**

1. The one that says something like, 'Send this email to 10 people and you'll see something great run across your screen.' Or sometimes they'll just tease you by saying 'some-thing really cute will happen.' IT AIN'T GONNA HAPPEN! (We're still seeing some of the same emails from 10 years ago!)

2. Don't let the bad luck ones scare you, trash them .

3. Before you forward an 'Amber Alert', or a 'Virus Alert', or some of the other emails floating around now-a-days, check them out before you forward them. Most of them are junk mail that's been circling for YEARS! Just about everything you receive in an email that is in question can be checked out at Snopes. Just go to [www. snopes.com](http://snopes.com) <<http://snopes.com>> . It's really easy to find out if it's real or not. If it's not, don't pass it on.

### **So please, in the future, let's stop the junk mail and the viruses.**

TCs comment-- What get's me is when the same people send ya the same email every so many months and never remember they saw it before! =^..^=