

Tips for Managing Junk E-Mail (Spam)



Minimize spam: Protect your e-mail address

- Don't post your e-mail address directly on the internet, such as in chat rooms or online forums.
- Use good judgment when supplying your e-mail address on a web form. If not sure, read the fine print.
- Consider getting a second, free e-mail address for things like online registrations. I can recommend gmail.com because you can set it up to automatically forward to your main e-mail address.
- If someone you know sends you unwanted forwards (cute stories, chain letters, etc.), ask them to remove your address from their distribution list.
- If someone you know sends you a group e-mail using the TO: or CC: field, ask them to use the BCC: (blind carbon copy) field instead, to protect the privacy of your e-mail address.
- Don't sign up for online "spam remove-you" services. These are scams and can result in more spam.

Deal with spam once it hits

- Delete it. Don't reply to it. Never open attachments. Don't click any links -- not even "unsubscribe" links.
- Take advantage of the junk mail filtering provided by your e-mail provider and/or e-mail program. Bocachristian.org provides a general level of junk mail filtering, which you can tweak by logging into your webmail account at www.bocachristian.org/webmail and clicking the Options link.
- If possible, set your e-mail program to automatically hide images for incoming e-mail.
- If your e-mail address receives a lot of spam, consider changing your address. This is not as painful as you may think. Then, be sure to protect your new address.

Don't be a part of the problem

- Respect the privacy of other peoples' e-mail addresses by not sharing them without their permission.
- Don't forward chain e-mail. Check out hoaxes at www.snopes.com.
- If you need to send e-mail to a large group of people, use the BCC: (blind carbon copy field) for the recipient addresses. If it's a forward, also edit the body of the message to remove previous recipient lists.
- Keep your anti-virus software up to date. Viruses can harvest e-mail addresses from your address book.

Questions?

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