

Memo

To: All Building Staff
From: Cheryl VanNoy
Date: 3/26/2008
Re: SPAM

SPAM has become a large nuisance in the past few months when it comes to district e-mail; however, we are not the only organization that has an issue with this situation. In researching appropriate filtering systems and automatic SPAM deletion, it is an ever-increasing issue whenever anyone accesses the Internet.

To help reduce the number of SPAM e-mails you have been receiving:

1. If you are using Outlook Express, you may want to consider upgrading to Outlook. This software program is already available on your laptop. Outlook offers a “junk” e-mail folder that helps reduce SPAM without much interaction. Express does not offer this feature.

To upgrade, click on “Start”, “All Programs”, “Outlook”. A wizard will open and walk you through upgrading your e-mail service. The wizard will offer the ability to import your address book and previously received e-mails. You want to answer “yes” to both of these options.

RECOMMENDATION: Empty your deleted items before upgrading to Outlook—otherwise it will import unwanted e-mails.

If you need assistance, please call the HELP Desk at 35099 and they will either walk you through it, or will make sure a tech assists when arriving on site in your building.

2. The District strongly recommends you turn off the automatic reading pane. Messages that are delivered are not automatically viewed without double clicking on the message.

If you use Outlook:

open Outlook,
click on “view”,
click on “reading pane”,
click on “off”

If you use Outlook Express:

open Outlook Express,
click on “view”,
click on “layout”,
remove check mark next to “preview pane”

3. Do not purchase items from the Internet using your district e-mail account. While Web sites that allow on-line purchasing appear “secure”, the ability to send future marketing leaflets and distributions to other companies is then available.
4. If you do not recognize the return e-mail address, do not open. You can mass delete e-mails by:

If many unwanted e-mails are in a row

Starting at the first one, hold down the ‘shift’ key and then click. While keeping the ‘shift’ key down, click on the last one you want to delete. Once highlighted, drag all to the trash at the same time.

Or,

If they are sporadic in a list

Starting with the first one, hold down the ‘control’ key and click on the message. While keeping the ‘control’ key down, click on the next one you want to delete. Keep the ‘control’ key down and continue to click as many as you need to. They will all be highlighted. Once highlighted, drag all to the trash at the same time.

5. Do not click on “unsubscribe” in an e-mail message. This will only acknowledge that a person read the e-mail; thus verifying that the e-mail account is valid.
6. If all else fails and you continue to receive an inordinate amount of SPAM, we can change your e-mail address. You can request this by calling the HELP Desk.

We are in the process of identifying additional SPAM filtering. I anticipate that we will upgrade the system in the next few months. I will continue to provide information about this situation as it becomes available.