

Email Etiquette

Do you really know how to forward e-mails? 50% of us do; 50% do NOT.

Do you wonder why you get viruses or junk mail? Do you get tired of repeated "clicking" to get to the original message? Do you hate it? I do. Every time you forward an e-mail there is information left over from the people who got the message before you, namely their e-mail addresses. As the messages get forwarded along, the list of addresses builds, and builds, and builds, and all it takes is for some poor sap to get a virus, and his (her) computer can send that virus to every e-mail address that has come across his computer. Or, someone can take all of those addresses and sell them or send junk mail to them in the hopes that you will go to the site and he will make five cents for each hit. That's right, all of that inconvenience over a nickel! How do you stop it? Well, there are three easy steps:

You MUST click the "Forward" button first, then you will have full editing capabilities of the body and headers of the message. If you don't click on "Forward" first, you won't be able to edit the message at all.

Make sure you are forwarding only the intended copy. This is usually the last page you opened. DELETE all of the other addresses that appear in the body of the message. That's right, DELETE them. Highlight them and delete them, backspace them, cut them, whatever it is you know how to do. **Or**, HIGHLIGHT and copy what you wish to send and paste it in a new e-mail window. This is the BEST method as you are SURE that you are not sending un-intended junk and addresses. It only takes a second.

Delete any Footers on the email before you send it. You know, those little messages telling people to use a certain email program or anti virus program, usually they build up, especially if the email has been forwarded several times

When you send an e-mail to more than one person, DO NOT use the To: or Cc: columns for inserting e-mail address. Always use the Bcc: (blind carbon copy) column for inserting the e-mail addresses. This way the people you send to only see their own e-mail address. 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. If you are creating an e-mail from scratch, place your recipients addresses in the Bcc: column. Some recipients require that you have at least 1 address in the To: column. If so, use your own or make your best friend the sacrificial lamb.

If you are using Outlook Express and Bcc is not currently displayed, follow these easy steps.

- (a) Choose the Create Icon.
- (b) Click on the View header.
- (c) Select All Headers. That's it. Outlook is similar. Create is called New and

there is a Bcc selection under View. I am not familiar with other e-mail programs but I am sure they are also similar.

Reply-to/Reply-to-all, use with thought! Do you really need to 'reply to all'? Does everyone need to know what you are intending for possibly just one person? Often Reply to all's get ignored and just serve to clutter up our in boxes. Only send replies to those who really need them.

So please, in the future, let's stop the junk mail, the endless "clicking to open" folders, the entire world's e-mail addresses and the viruses! Finally, here's an idea!!! Lets practice the new method and send this to everyone we know.

Filename: email etiquette.rtf
Directory: C:\Users\Trevor\Desktop
Template: C:\Users\Trevor\AppData\Roaming\Microsoft\Template
s\Normal.dot
Title:
Subject:
Author: Trevor
Keywords:
Comments:
Creation Date: 20/06/2010 12:02:00
Change Number: 2
Last Saved On: 20/06/2010 12:09:00
Last Saved By: Trevor
Total Editing Time: 10 Minutes
Last Printed On: 20/06/2010 12:24:00
As of Last Complete Printing
Number of Pages: 2
Number of Words: 501 (approx.)
Number of Characters: 2,858 (approx.)