

Some good advice on e-mail etiquette...

Don't you just hate to receive those "FW, FW, FW, FW: " e-mails that you have to open 4 or 5 times (and sometimes more!)? I know I do. Because of the volume of e-mail I receive each day I usually won't open an e-mail if I see it's forwarded. Read the tip below and practice it. It really speeds things along and it's just good e-mail etiquette.

Please read the short letter below.

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? Don't you hate it? 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 & names. 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 or 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 two easy steps:

(1) When you forward an e-mail, **DELETE all of the other addresses that appear in the body of the message (at the top). That's right, **DELETE** them. High light 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 on "Forward" first, you won't be able to edit the message at all.**

(2) Whenever you send an e-mail to more than one person, do **NOT use the To: or Cc: columns for adding e-mail address. Always use the BCC:(blind carbon copy) column for listing the e-mail**

addresses. This is the way that people you send to only see their own e-mail 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 re-name the subject if you wish or even fix spelling.

(4) ALWAYS hit your Forward button from the actual e-mail your reading. Ever get those e-mails 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 e-mails just to see what you sent.

Have you ever gotten an email that is a petition? It states a position and asks you to add your name and address 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 email addresses. FACT: The completed petition is actually worth a MONEY to a professional spammer because of the wealth of valid names and email addresses contained therein. (By the way, Internet petitions are virtually useless and a waste of time and never accomplish what it purports to support.) 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 email address on a petition.

So please, in the future, let's stop the junk mail, petitions and the viruses. Also, take a minute to check the facts before forwarding the Internet hoaxes and urban legends. Go to www.snopes.com and see if it's true or not. You'll soon find out the 90% or more of these are pure fiction.

Finally, here's an idea!!! Let's send this to everyone we know (but strip my address off first). This is something that SHOULD be forwarded.