

Some E-mail Tips and Tricks

by Roy Garrison

Do you know how to safely forward e-mails? Some of us do; some do NOT. Do you wonder why you get viruses or junk mail? Do 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. As the message gets forwarded along, the list of addresses builds, and builds, and builds, and all it takes is for some poor person 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, here are some easy steps:

- 1) Don't forward an e-mail with several attachments. If it is something you can't resist forwarding only forward the last attachment you open!
- 2) Delete all of the other e-mail addresses that appear in the body of the message. That's right, delete them! Highlight them and delete them, backspace over them, cut them - whatever it is you know how to do. It only takes a second. But, you must click the "Forward" button first, and then you'll have full editing capabilities over 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.
- 3) Whenever you send an e-mail to more than one person, consider using the Bcc: tag for the e-mail addresses rather than the To: or Cc: tags. That way you ensure that people you send to don't see all of the e-mail addresses of the other recipients. This also works with "Group" e-mail addresses. 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: in this manner, your message will automatically say "Undisclosed Recipients" in the "To:" field as seen by the people who receive it.

If you are using Outlook Express or Windows Mail, just Highlight your contact in the Address Book and hit the Alt-B key. The contact will go to the Bcc: Column. Or, hold down your Ctrl key and Highlight each contact you want in your Address Book and then hit the Bcc: key and all contacts will go to the Bcc: Column. In Yahoo Mail, to the right of the "To" box is a "Show Bcc:" feature. Click this and Bcc will appear in your address options. In Google Mail, below the address box is an "Add Bcc" option, click this and Bcc will appear in your address options. In Hotmail, to the right of the "From" box is a "Show Cc & Bcc" option. Click this and Cc and Bcc will appear in your address options. Other e-mail programs will have similar ways to open the "Bcc" feature. So please, in the future, let's stop the junk mail and the viruses!

[Read the Outlook Tutorial Here](#)

[Read the Thunderbird Tutorial Here](#)

[Read the Gmail Tutorial Here](#)

[Read the Yahoo Tutorial Here](#)

[Read the Hotmail Tutorial Here](#)

- 4) DON'T TYPE IN ALL CAPS (IT MEANS YOUR YELLING). And, don't type in all lowercase either - it's too informal.
- 5) Generally speaking, people don't want to see the message they sent to you, so in Outlook Express or Windows Mail go to: Tools->Options->Send, and uncheck the "Include message in reply" box. You can always go back and recheck the box if for some reason you need the message included for some future e-mail.

Then go back and uncheck it again. It also saves printer paper if someone would like to make a hard copy of your message.

- 6) Don't do cutesy things like have a special signature or format your e-mail with color and kittens.
- 7) Check your spelling, grammar, and sentence structure so you don't sound dumb.
- 8) Don't send chain e-mails or other junk mail. It's really just spam.
- 9) Don't send huge attachments.
- 10) Don't leave the e-mail subject field blank.
- 11) Greet the person you're e-mailing - after all, you say "Hi" when you're on the phone.

Finally, here's an idea!!! Let's send this to everyone we know. This is something that SHOULD be forwarded. Hope you find the above info useful and helpful!