

KASRA Members, following is some useful information on the forwarding of email. Please share this information with others who might be interested.

Forwarding Email

Do you really know how to forward mail? Some of us do; most of us do not. Do you wonder why you get viruses or junk mail? Does it bother you? Every time you forward an email there is information left over, namely the email address and names of the person or persons who received the message before you.

As the messages get forwarded along, the list of addresses builds, and builds, and builds, and all that it takes is for one of the addressees along the way to have acquired a virus, and the computer could send that virus to every email address that has come across the computer. Further, someone could take all of those addresses and sell them, or send junk mail to them in the hopes that you will go to the site so that he could make five cents for each hit. That's right, all of that inconvenience over a nickel!

How do you stop it? Well, these three easy steps are a start:

First, a definition of what is an attachment, and what is not an attachment. A true attachment is a picture or a spreadsheet or an MS-Word document that is sent along with the base email.

On the other hand, many times senders of email include as an attachment a previous email that they have received, which they wish to send on to the new recipient. These 'attachments' are simply another email that is bound up in the email. Many times these 'intermediary attachments' are included a number of times so that one has to click on the them a number of times to get to the original base email.

1. Therefore, do not forward attachments that are intermediaries included in the received email, but instead, click on them until there are no further attachments, and one is then at the original base email, which may or may not include a true attachment. Forward that last base email item instead. This will insure that most of the 'intermediary attachments' will be eliminated from your forwarded email and further, the email addresses of many intermediaries along the way will be dropped.

2. When you forward an email, remove all of the other addresses that appear in the body of the message; this is to say, every address that appears underneath the banner "Original

Message." That's right, remove them. The usual way to do this is to highlight the names and addresses and then click on "Cut" to delete them. You may also backspace over them, or whatever it is you do to remove the names and addresses. It only takes a second, but you MUST first click the "Forward" button and then work on the message that will be forwarded to the intended recipient. When you choose "Forward", you will have full editing capabilities on the body and headers of the message, this is to say, you can change and modify it, as necessary. Note that if you don't click on "Forward" first, you won't be able to edit the message at all.

3. Whenever you send an email to more than one person, do not use the "To:" or "CC:" boxes for adding email addresses unless the email is being sent to persons who need to know that the other persons have received the same email. This section is software specific and won't work for AOL users who are constrained by the AOL options available.

Outlook Express users and others who use similar software, have these options.

Using the "CC:" (Carbon Copy) box is the way that people to whom you send email can see their own email address and any other names and email addresses that are included in the "CC:" box as well as the "To:" box.

Using the "BCC:" (Blind Carbon Copy) box for listing the email addresses, insures that there is not a long list of names visible in the header, and further that no email addresses are exposed to others, since a recipient of the email only sees the senders name and address, "Undisclosed Recipients" in the "To:" box and no others.

If you don't see or cannot find your "BCC:" option, click on the "To:" box 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 display "Undisclosed Recipients" in the "TO:" box of the people who receive it.

Here is another point to keep in mind, STOP PETITIONS.

Have you ever received an email that is a petition? The petition states a position and asks you to add your name and address and to forward it on to 10 or 15 people, or your entire address book. You should realize that this email can be forwarded on and on, and can collect potentially thousands of names and email addresses. The completed petition is actually

worth

a couple of bucks to a professional spammer because of the wealth of valid names and email

addresses contained therein. If you want to support the petition, send it as your own personal

separate email, not a forwarded email, to the intended recipient. Your position may carry more weight if it is in the form of a personal letter rather than one of many names and email

addresses on a petition.

So please, in the future and as noted above, let's stop helping spammers and the junk mail they send. Finally, here's an idea! Let's send this to everyone we know (but strip my address

off first and include all the addresses in the BCC box). This is an email that SHOULD be forwarded!

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