

1. Realize your email is not private and can be viewed by administrators or others.
2. Taste your words before you type them... you may have to eat them!
3. Never type in capitol letters... you are shouting at the person if you do.
4. Do not use profane, sexual, abusive or other inappropriate language. Acceptable Use Policy is in effect.
5. Bullying and abusive threats or comments may result in immediate suspension of your account. In the real world you can be legally or criminally charged for slander or threats via email.
6. Abuse or inappropriate posts on any message board usually result in the user account being turned off by the moderator or administrator.
7. Do NOT read other people's email or look at their screens. This is a privacy invasion and against the acceptable use policy.
8. Do not share passwords, login to another person's account or otherwise violate their privacy.
9. Use the CC field to send to others not the main person reading your message.
10. Use the BCC field (blind carbon copy) to keep the identity private and hidden of those receiving the email. This is very important to protect the person you are sending to from spam and other privacy invasions.
11. Set up distribution lists in your address book for emails you send to a special group of people. Example: soccer team members, joke list, class list, etc.
12. Use the directory of names to choose your lists and address book members. Check their name and then add to list or address book (found at the bottom of the directory).
13. Anytime you get an email that says "send this to everyone you know", it is usually a hoax, scam, or just blabber! Check **HoaxBusters.org** or **snopes.com** to determine whether or not an e-mail is a hoax or a scam. Don't just automatically forward it on... you may be embarrassed.
14. Reporting Spam- you can forward AOL spam to "tosspam@aol.com". You can also forward spoofs and scams to: "spoofof@domain name. Example: spoofof@ebay.com or spoofof@paypal.com or scam@paypal.com or scam@ebay.com.
15. Filters- mail rules or ISP based services that filter or delete spam and unwanted messages. Beware of email that is filtered that you want to read.
16. Anti-spam systems often block the delivery of legitimate email. When this happens, the blocked message is referred to as a "false-positive" result. Smart users will look over the junk or spam folder on a regular basis for messages that they need to read.

Attachment Common Sense

1. Do not open attachments from anyone you are not familiar with. Even then, that an attachment can carry a virus, trojan horse, or worm. Virus scan it PRIOR to opening it, especially on windows machines.
2. When sending attachments, think about the person you are sending it to. If they do not have fast internet (CABLE or DSL), don't send huge attachments that take a very long time to download.
3. Instead of sending an attachment, send the url of the file or webpage so your email friend can go get it themselves.
4. Tell the recipient the type of attachment such as acrobat, word doc. etc. This helps them open it.
5. Know where you are saving any attachment to on your hard drive.
6. Email accounts have a set amount of storage space. Be aware that large attachments can fill up your account and render your email non-useable. Delete, then trash emails you no longer need. K12 offers you 75 meg of storage for email.

Email Safety

1. Get two email accounts, one for official and one for personal use. Only give out your personal address to family and friends to help reduce unwanted emails (otherwise known as "spam").
2. Memorize your password rather than writing it down. Mix letters and numbers. Do NOT use regular words or names.
3. Don't give or share the password for your e-mail service to **anyone**.
4. Avoid sending private or secret information through e-mail.
5. Don't spam people (huge distribution lists), you could get into trouble with your ISP and have your account terminated.
6. If you suspect a spoof email or scam, look at the long header to see where the message came from (this is code that is out of view. You have to choose view long header in a pull down menu or preference). K12 offers a link to view the header and detailed info.
7. If a stranger gets hold of your e-mail address (perhaps through a chat room, a newsgroup posting or a Web site), you could be sent harassing or intimidating messages, and other email you do not want to see.
8. Such strangers sometimes try to befriend kids via e-mail, alienate them from their families and friends, and even pressure them into a real-world meeting. This is called cyberstalking, and it's the online equivalent of real-world stalking.
9. Students should never reveal their address on a Web site, in chat rooms or in a personal profile (a detailed description of themselves that users are often asked to provide when joining a chat room or instant messaging

- list).
10. If you have a Web-based e-mail account such as Hotmail or Yahoo!, there are simple ways to protect your e-mail address during the registration process. For example, Hotmail automatically signs users up for two directory services, and your address may be sold to spammers. To prevent this, just go to the bottom of the registration page and unclick the boxes beside the "Services" heading.
 11. The Yahoo! service also automatically signs users up to receive promotional material. Its registration page asks users to choose their interests from a list—and spammers can use this information to target specific individuals. We do NOT recommend young users sign up for yahoo addresses! Many people now all BLOCK yahoo mail.
 12. You should never reply to e-mail from strangers or open attachments or links that come in unsolicited e-mail. Never send unwanted e-mail back to the sender, **even just to respond to an invitation to "unsubscribe"—all that does is tell the sender that the email address is valid.** (The return address for junk e-mail is usually fake, anyway.)
 13. If you receive unwanted e-mail or "spam," (junk mail) your ISP may be able to help you by blocking or filtering it. More serious offensive e-mail—anything containing illegal material such as threats, or child pornography—should be reported to your local police.
 14. Most e-mail programs, even Web-based accounts such as Hotmail, have filters (rules) that allow you to block messages from particular people, or that contain specific words or phrases. These filters can help reduce spam of various kinds.

Email & Message/Discussion Board TERMS

1. **Inbox**-the folder your new email comes into
2. **Drafts**- the folder that email being constructed but not sent
3. **Sent**- the folder that holds email you have sent outbound
4. **Deleted**- the folder that holds messages you have deleted. NOTE: they are not gone from your account until you select all in the deleted folder then delete again.
5. **Other**- you can create folders to store your email by topic, size, etc. Examples are: graphics, downloads, stuff, savethis, orders, family, jokes, etc.
6. **Log on** -the act of opening your software, then going into your email account.
7. **Log off** -the act of closing your email account. Do not leave the computer without logging off.
8. **Reply** - send an email back to the sender
9. **Reply to All** -send email to everyone who was sent the original- be careful with this as you may not want everyone to see your response to the sender.
10. **Reply to sender only** - this assures you of replying only to the sender.
11. **Forward** -sending an existing email to another address
12. **Address Book**- place you can store your frequently used addresses and mailing lists
13. **Directory**- place where all users in a system are listed. You can usually click on a user and add them automatically to your address book.
14. **User Options** (preferences, accounts)- this is the area where you can make changes to your account.
15. **Message Board** -an area that users can post messages read by anyone on the board.
16. **Message Board Etiquette** -manners for the area such as no flaming, no spamming, etc.
17. **Flame** -an abusive or angry post or email that is directed at someone.
18. **Filter** -software that goes through emails and moves unwanted messages to a junk or spam folder.
19. **Mail Rule** -a setting that pinpoints a specific item that comes in spam messages, then tells the email application to move it to another place(trash, junk).
20. **Spam** -junk mail or mail that has little use. Vendors and businesses advertise via the internet using spam. It is against the law in the State of Virginia if sent to large blocks of email addresses or not for a legitimate business use. Spam is also called unsolicited commercial email (UCE).
21. **BCC** - Blind Carbon Copy- this feature allows you to send additional copies of the email to blind or "invisible recipients". A great feature to keep the privacy of your friends on email.
22. **Thread** -a series of message board posts or emails that are related to the original message. Threads are usually signified by indentation of the next message in line.

ALWAYS use a different IM screen name from
your AOL or AIM email address.
This protects your privacy