Tech-Tips: - You’ve got spam!

Did you know that nearly 85% of emails coming in to the district get blocked as junk mail? That’s right. If it weren’t for our department’s content filter, each of us would be receiving hundreds of spam messages each day.

What’s the best thing to do with the few emails that slip through the screening process, you ask? Just delete them. Sure, you can set up your junk mail filters in Outlook or Entourage, but likely the next spam message that comes in will be from a different address so it will slip through. Please don’t forward the spam to the tech department. We don’t want it any more than you do.

If it’s true spam (offers from a Nigerian lottery, for instance) then don’t respond to the email, whether to vent or try to get yourself removed. That just lets spammers know your address was a valid one. If it’s a legitimate mailing list (RenPlace, Discovery Streaming, PC World) then look for an unsubscribe link. You may need to provide your email address when unsubscribing. If so, it may use the short domain @Vacavilleusd.org or the longer @vusd.solancoe.k12.ca.us so try both.

For information on using Junk filters in Outlook see Microsoft’s Spam Fighting Tips

Quick Tips

Planning a surprise for somebody on staff? Here’s how to send an email to all but one person on a school’s distribution list using the PC version of Outlook. 1) Address the email to the school’s distribution group. 2) Click the small + sign to the left of the group name to expand it out to show individual addresses. 3) Delete any address(es) you don’t want included in your email. 4) Send the email as normal.

Get rid of unwanted toolbars in Internet Explorer by pulling down to Toolbars under the Tools menu. Toolbars get added when installing software. Avoid that by looking carefully during installs to uncheck any optional toolbars that come with the software. .org - and the single word fixit is the password.