

A Foreword on How to Forward

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I have recently written articles on how important E-Mail is in today's world, what Spam is and how to reduce it, and even how to prevent E-Mail viruses in your inbox. Today, I am going to write about something that is equally important and it is happening more these days as people find useful information (and sometime not so useful information.) I am talking about forwarding E-Mail to one another.

You know you have received a forwarded email when you see the "Fwd:" in the Subject Line and chances are you are not the only one that received this E-Mail.

Forwarding an email is a simple process. Let us say you received some great news from a friend or a funny joke and you want to send it to everyone in your address book. You simply click "Forward" in your mail program, select everyone who you want to forward it to, and then click send. Your message is then delivered to everyone you selected, whether it be 2 people or 100 people.

The first problem with this is that when the recipient opens this E-Mail they get to see everyone else's E-Mail address in the "To:" line. Some people like to keep their E-Mail address private while others do not mind.

The second problem with forwarding E-Mail is that people forward already forwarded E-Mails. These are the messages that you click to open and have to open another message inside of the first. Some E-Mails are forwarded numerous times. Once received the user has to click multiple times to actually get to the original message. This can be quite annoying considering the message may not even be something the user wanted in the first place.

What makes things worse is everyone's E-Mail addresses are in all of these forwarded messages and you may get the same E-Mail more than once from multiple people.

When forwarding an E-Mail the first thing you should do is create a mailing list group, give the group a name, and put everyone you want to receive this E-Mail into this group. Then when you are ready to forward something, you choose the group instead of the individual E-Mail addresses from your address book. Each

person that receives a copy of this E-Mail will see that it was sent to a named group and will not be able to see everyone else's E-Mail addresses this way.

You should also never forward a forward. Instead, copy and paste the body (message portion) into a new E-Mail and clean up any extra blank lines or E-Mail addresses in the message itself. Cleaning up some E-Mails can be cumbersome, but keeping an E-Mail clean that you send is easy and will open with a single click.

On a final note, do not forward hoaxes. Hoaxes are chain letters telling interesting (sometimes funny, often scary) stories of computer viruses, something for free (even money), new laws and much more. They all have one thing in common: they are not true. You should not forward such a story unless you have investigated them yourself. You will only irritate those that do not spot the hoax and these people will probably forward it on, causing more irritation.

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