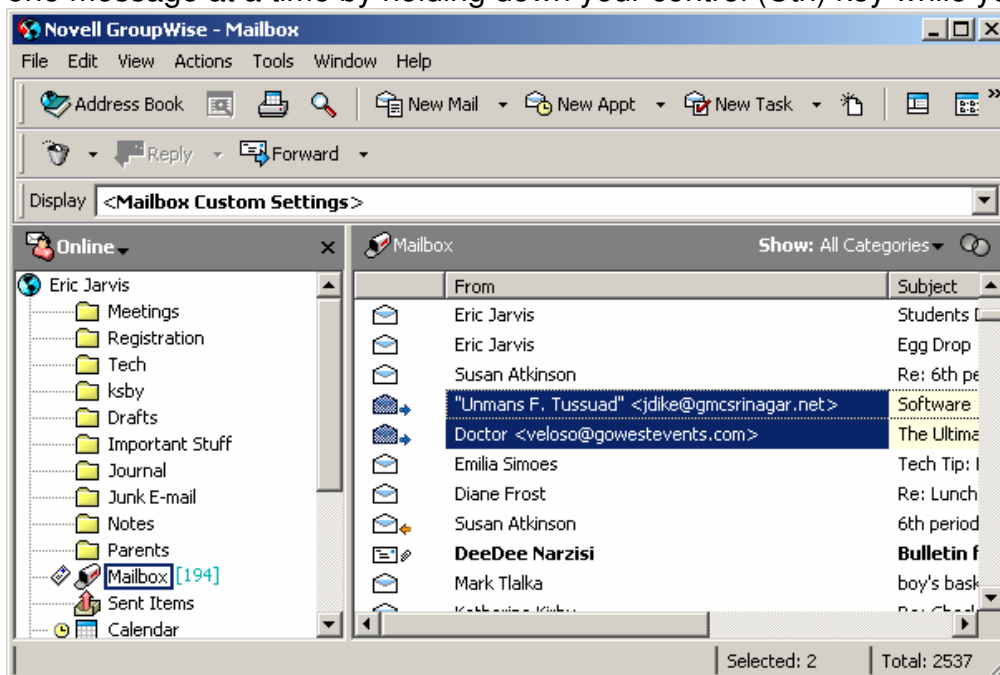


# Dealing with Junk Mail and Spam on your District E-Mail

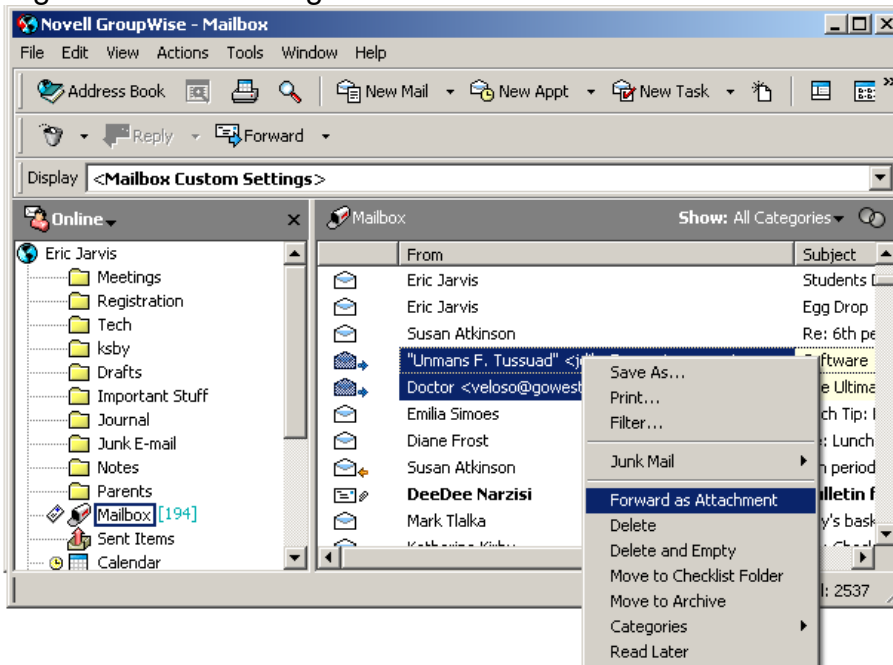
*Our District has implemented the use of a “spam blocker” at the server level of our network. The program has been successful in blocking thousands of annoying, offensive, and potentially harmful e-mail messages. However, spammers are constantly employing new techniques to get through our filter. Our spam blocker can actually learn to identify these techniques, but it needs to receive the “spam” or inappropriate messages in order to successfully block future attempts to send these types of messages.*

*Please help us stop these spammers by following these simple procedures when you receive spam or other inappropriate e-mail messages:*

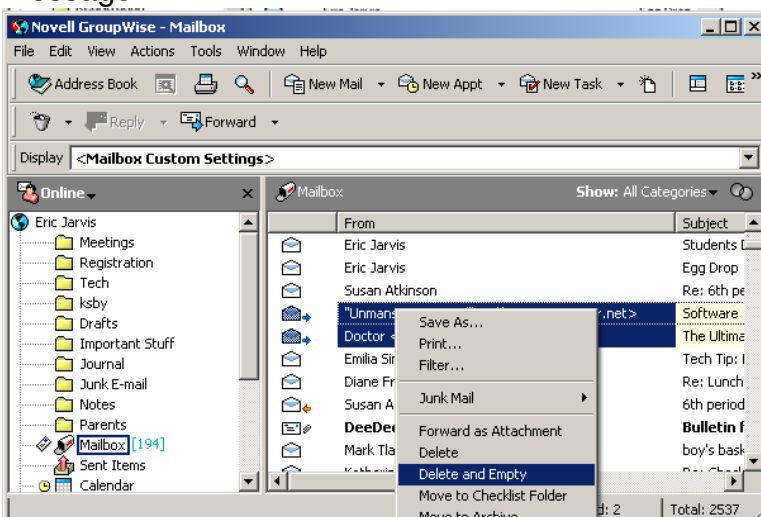
1. Select the inappropriate message by clicking it. You may select more than one message at a time by holding down your control (Ctrl) key while you click.



2. Right click the messages and select "Forward as Attachment."



3. Address the message to [spamdump@slcsud.org](mailto:spamdump@slcsud.org). This e-mail address is listed in our Novell Groupwise Address book as Spamdump Spamdump. This name may automatically appear as you begin to type. If so, the address will work fine as will [spamdump@slcsud.org](mailto:spamdump@slcsud.org). There's no need to write any message; simply send it.
4. Next delete the messages from your mail box by right clicking them and selecting either Delete or Delete and Empty. Selecting Delete and Empty will bypass your trash can directory and immediately and permanently delete the message.



5. As our Spam blocker analyzes these messages, it will become more effective in blocking them in the future.