Email and Internet
Thoughts and Tips

"Replying" To Emails

When using the Email "*Reply*" feature, do not include the original message in your reply, especially, if there are photos or attachments. "*Replying*" without deleting the original message slows the sending and receiving and unnecessarily clutters email.

To set up so that your email "*Replies*" do not repeat the original message:

In MS Outlook:

Go to *Tools*
Options
Preferences
Email Options

Under "*When Replying To A Message*" choose "*Do Not Include Original Message".* Click *OK*.

In MS Outlook Express:

Go to *Tools*
Options
Send

Unselect "*Include Message In Reply*". Click OK

"Forwarded" Emails Cluttered with Irrelevant Addresses, Headers And Footers, Etc.

It is confusing and annoying to receive "forwarded" emails with long strings of superfluous addresses, headers, footers and other useless items. We've all received them with all their extraneous text that we have to search through to find the intended communication. Each of us can do our part to reduce this type of email.

To do your part:

After having decided to forward an email and clicking on "*Forward*" the message will come up on the screen. This "*Forward*" screen is fully editable. Select (Highlight) all unnecessary information/graphics such as the aforementioned useless old addresses, etc., and press "*Delete*". Then click "*Send*" and your recipient will receive the intended communication and not all the unnecessary stuff.

Doing Your Part In Reducing Spam

Spam emailers collect email addresses in many different ways. One of the ways is to "harvest" addresses from your emails. Their favorites are emails with a long list of addresses in the "To" or "cc" blocks. When that list goes out into cyber space, probably sooner or later a spammer will see it. Some tend to minimize this danger, but it is better to be safe than sorry.

To decrease the unnecessary spread of your friends' and associates' email addresses, simply do not use the "cc" feature or put multiple addresses in the "To" block. Instead, address the email to yourself and use "bcc" for your list of addressees. The initials "bcc" stand for "blind carbon copy" (Remember carbon paper?). By using the "bcc" block; each addressee will receive your email without the listing of all the other recipients. It is that list that the spammers want to get a hold of. If it is essential that each recipient know that the same email went to others, then that can be indicated in the email salutation such as; "To All Flotilla 41 FSOs".

"All Caps" Emails

An email made up of entirely Upper Case letters is considered shouting and is much harder to read than the usual practice wherein Upper Case letters are only used at the beginning of a sentence. . Thus, "all Upper Case" is not recommended.

Searching

Have you ever performed an internet search and when you go the site the information you want is not readily apparent? You see pages of text, but the item you are looking for is not evident. In such a case all you do is press "*Ctrl-F*" and type in the word or item you are looking for and click on "*Find Nex*t". This works in Windows, Word and Excel.