

# What to do with all that SPAM

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Don't feel alone if you are receiving SPAM . Everyone in the School District gets their fair share of SPAM. We even have an appliance that looks for SPAM and viruses in every fluco.org email that is sent. However, it is very difficult for the appliance to differentiate good mail from bad mail and Spammers know this.

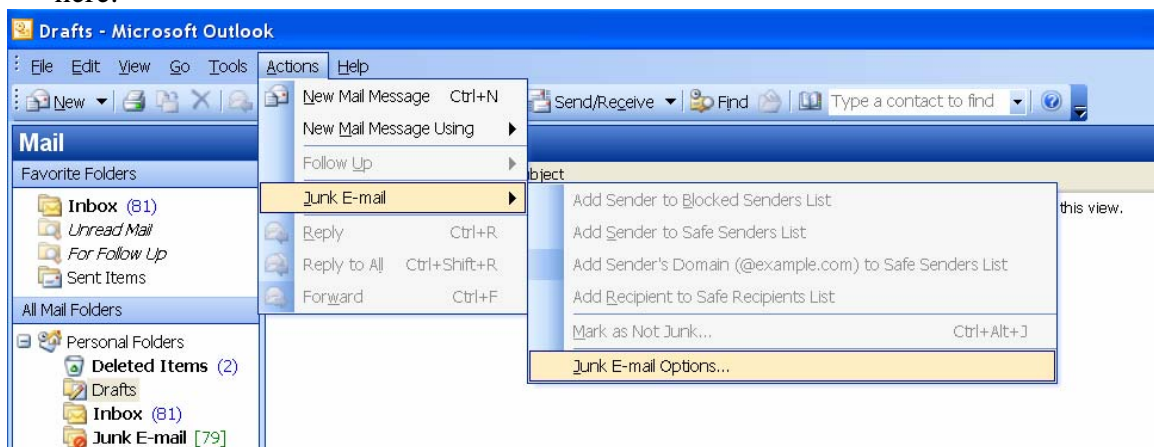
Here are some things you can do to limit the amount of SPAM that you find in your inbox.

1. Don't give out your Fluco email address to everyone.
2. Don't enter your Fluco email address on ever website entry form.
3. Keep your computer free of Viruses and Spyware.
4. Keep your computer up to date with its Windows or Mac Updates.

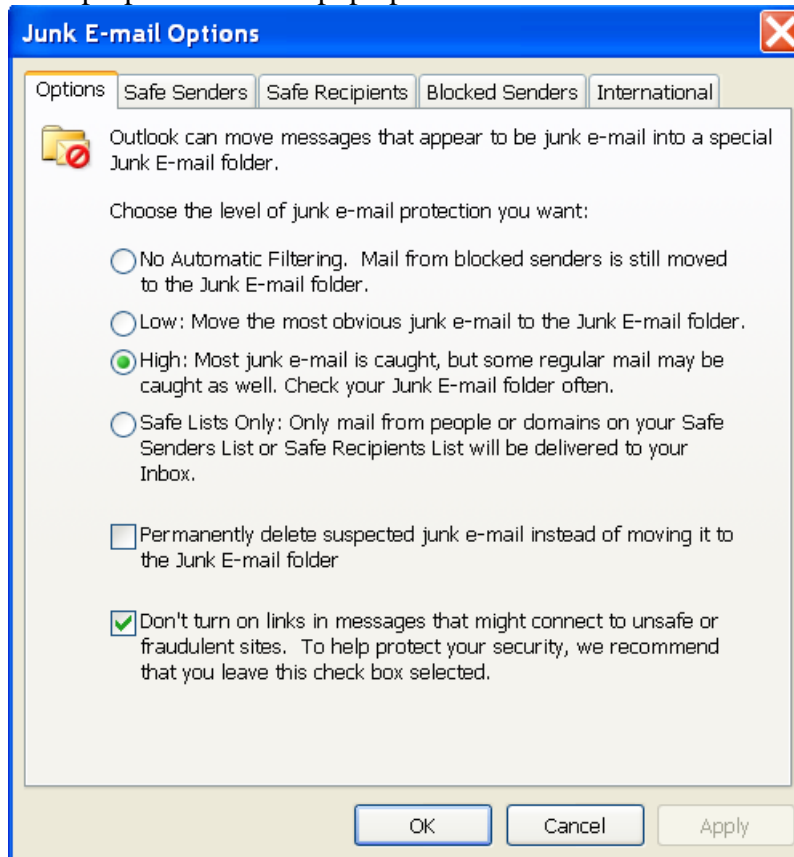
Micorosoft Office 2003 has a built in SPAM filter in its Microsoft Outlook email client. This was rated as the highest SPAM filter in Consumer Reports in 2006. Depending on when you got your computer, you may have Office XP or Office 2003. If you have Office XP, you will need to have your Microsoft Office upgraded to 2003 through your local ITRT or Media Specialist.

To take advantage of the Microsoft Outlook 2003 SPAM filter, do the following:

1. Open up Microsoft Outlook.
2. At the top menu, left click Actions / Junk E-Mail / Junk E-mail Options as shown here:



3. A Pop-up window will pop up like this:



4. Check the High filter to filter out as much SPAM as possible.
5. Click the Apply and Ok buttons at the bottom.
6. You might have noticed that there is a Safe Senders option. This is not recommended because you need to know everyone's email address who will be emailing you in the future and no one can predict that.

We have found that this SPAM filter catches most of the SPAM that you should receive but it does catch some things that it shouldn't filter out. Please check your junk folder often to make sure you didn't miss any important emails.