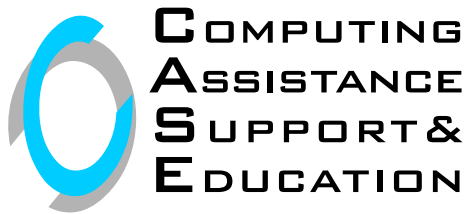


Preventing Digital Divides in Email

- ✓ Check the To: field for every single message you send
- ✓ Send your messages in “plain text” by disabling html format
- ✓ Don't use return receipts
- ✓ Never reply to spam
- ✓ Use blind carbon copy (BCC) for multiple recipients
- ✓ Think twice before forwarding email
- ✓ Don't be fooled by hoax virus warnings, spam or fake upgrade notices
- ✓ Think twice about sending any attachment
- ✓ Don't send attachments to multiple recipients - use a link
- ✓ Do some research
<http://www.pcug.org.au/~val/writing/email/>



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