Computer Tips

Forwarding Emails

Recently while working on a customer's computer, I noticed their email box was full of emails passed onto them by friends. What especially took my attention was the fact that all the email subjects started with two letters — FW, followed by a colon. Commenting about this to the customer, they angrily explained they receive dozens of these types of emails a day, sent to them by friends and family. Clearly they were annoyed at having to sift through these uninvited emails.

We often hear complaints from customers about forwarded emails. Email forwards are emails passed from one   person to another, often containing some choice message or funny joke. The senders think that their friends or relatives might enjoy the message or joke as well, and so forward the email on to them.

This practice seems quite harmless on the part of the sender. However, there are a couple of things would-be-senders of forwarded emails should be aware of.

The first of these is check whether or not your intended receiver is actually going to want your forwarded email. We have noticed people who work, have several children, or who run a business, are the ones who complain the most about forwarded emails. As you can appreciate, reading emails takes time, of which busy people have precious little. So please, if you must send forwards on, make sure your intended receiver actually wants to receive them. Check with them, or if it is a family member or relative, and it is awkward to ask, leave off sending them for a while, and no doubt your family member or relative will comment about it.

The second issue with sending forwarded emails is the fact that your email address, along with all the other addresses of   people who have previously forwarded it, is recorded in the email. This presents a security risk, in that, should the email fall into the wrong hands, all those email address can be taken and used for spamming or other illegal activities. It is not a good idea to freely distribute email addresses around the Internet.

Thankfully, there is a way to combat this potential problem. If you do pass on forwarded emails, first remove all the email addresses in the top of the email body. This can be done with your mouse, by left clicking on the first email address, and holding your left mouse button down, while dragging the mouse curser over the addresses to be removed. This will highlight the information, and you can then press the Delete key on your keyboard to remove it.

It is also a good idea, that when forwarding emails to more than one person at once, that you only put the first email address in the To: box. The rest of the email addresses should go in the Bcc: box.

If you need help with how to do this, stay tuned, and we will answer this in a future column. Alternatively, you can email us at info@mcsit.com.au, or call our office on 4171 0981.