



Spam Prevention Checklist



- 1. NEVER RESPOND TO SPAM.**
Doing so lets spammers know that they have found a “live” e-mail address and you will continue getting more spam.
- 2. UNSUBSCRIBE FROM SPAM MAIL WITH CAUTION.**
Legitimate advertisers have a link to unsubscribe from their advertising list and will honor your requests. Some others, however, do not. Be careful when clicking on the unsubscribe link in the spam. Doing so informs unscrupulous spammers that the e-mail address is live.
- 3. MAINTAIN MULTIPLE E-MAIL ADDRESSES.**
The e-mail address that you use primarily, such as for business and close friends, should be given out sparingly. Doing so keeps that address from falling into the hands of spammers. When shopping online or giving out the address to those you don’t know personally, use an alternative e-mail address. This should keep your primary e-mail address relatively clutter-free from spam.
- 4. CREATE A UNIQUE E-MAIL ADDRESS.**
You can do this by creating an e-mail address with a combination of numbers and letters. Creating this kind of e-mail address can fool spammers who use auto-generators to guess e-mail addresses. While it can be more difficult for some to remember, it does reduce the amount of spam.
- 5. USE E-MAIL FILTERS.**
Using filters allows you to receive e-mail from certain addresses and block others. Customize by specifying domain names that you will accept e-mail from and exclude any others from entering your mailbox.
- 6. REPORT SPAM TO THE FEDERAL TRADE COMMISSION (uce@ftc.gov).**
The FTC will then forward the information to the appropriate law enforcement agency for investigation.