

# ***UW-Marathon County Library Restroom Reader***

**mth-reference@uwc.edu**

**UW** UNIVERSITY OF WISCONSIN  
**Marathon  
County**

*A Campus of the University of Wisconsin Colleges*

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**Email is inherently insecure!** Many email users do not realize this and put themselves and UWMC at risk by using email irresponsibly. Here are some basic recommendations and tips from the UWMC IT department to follow when using email...

If you're using a non-UWMC-owned computer, ensure you have up-to-date virus protection software and the latest critical patches for your operating system.

### **Only open email from trusted sources!**

To avoid excessive spam, be cautious about where you post your email address! Conduct your personal online business using a free email account rather than your UWMC email address. Vendors often sell their customers' addresses to third-party lists, which results in additional spam.



**Avoid phishing attacks**—The act of sending an e-mail to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft. Never answer email or click links in email asking you to update personal information!

When forwarding an e-mail to others, be sure to down-edit the forward to included only the important and relevant text. Remove headers and routing gobbledygook, indications of earlier forwarding attempts, addresses, etc.

When forwarding an e-mail, be sure to remove any visible addresses of those who are no longer involved in the conversation. If you are forwarding to a bunch of people that do not know each other, list them in the **Bcc: field** (blind carbon copy) to protect their privacy.



If you receive a forwarded e-mail and you are in the **To: field**, a reply is expected. If you are listed in the **Cc: field**, a reply is not necessary unless you have valuable information to offer — and then you only reply to the Sender.



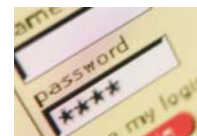
When it comes to replying to forwarded e-mails, **refrain from using "Reply to All."** Chances are not "all" are interested in or need your comments — only reply to the Sender. "Reply to All" is the exception not the rule!

If you have an IT related question or issue, please email **MTHIT@uwc.edu**. This list contains the names of the entire IT department so everyone will be aware of the issue and anyone can address it as soon as possible.



**Do not put any sensitive or private information in an email message or an email attachment!** This includes: passwords, social security or driver's license numbers, credit card, bank, or other account numbers.

UWMC will **never** solicit your password! So please do not share it with anyone, not even someone you trust. Your password must be protected in all situations!



If you change the subject in the body of the email, **change the subject in the Subject: line** as well.



Having too many topics covered under one Subject: line becomes confusing as the original topic of the discussion is no longer reflected. Try to avoid just hitting Reply when you notice this happening and actually make the change in the Subject: line. This helps both sides to know what e-mails are related to which part of your discussion.

If you find that you have questions or want to type about something completely different that has nothing to do with the current conversation, refrain from hitting the Reply button and typing about something totally unrelated. **Open a new e-mail** and create a new Subject: that correctly reflects the topic you now want to discuss.

Getting into the habit of changing the Subject: field when called for or starting a new e-mail, reflects a level of tech-savvy those you communicate with will appreciate. And, it will help you to keep your e-mail boxes and conversations more organized too!



*Restroom Readers can be accessed electronically online through the UWMC Library's homepage.*