IT Matters 3.1

1. Why do I receive so much junk mail? Unsolicited email (UCE), sent by what most people call spammers, is sent to all of us just like you receive junk mail at your home postal mailbox. Spammers obtain your address in a number of ways including:

- Chat rooms, discussion forums, Web sites, portals.
- AOL user profile lists.
- Corporate Web site e-mail directories. (We have this)
- Internet white/yellow pages.
- CD-ROM list purchases.
- Trading and selling.
- Pinging mail list servers to request mailing lists.
- Extracting addresses from Web browsers via anonymous FTP or Java script.
- Using an Ident daemon or Internet Relay Chat client.
- Chain letters hoaxes that require a reply to get a free gift.
- Headers that browsers send to the Web server visited.
- Finger daemons that query for logon names of specific users on that host. (We don't allow this)
- Guessing addresses, then monitoring for returned mail and errors.
- Using software that auto-generates e-mail addresses (john@xyz.com, johna@xyz.com, johnb@xyz.com).
- Modifying mail headers to request a delivery confirmation from the mail system or client.
- Removing protective phrases added to e-mail addresses to avert harvesting.

2. Most people hate talking to someone using a speaker phone. Use it only to continue the conversation while doing something directly related to that call, and then only after you've asked for permission.

3. Remember to keep student information secure, don't give out your network or Nexus password, make the passwords difficult for someone to guess, arrange to have printouts containing student or confidential data shredded, and know who you are talking to on the telephone before divulging sensitive information.

4. Don't forget to make use of the network folders available on server "owcc-r-04". You can store your documents and data files (not applications) and they will be backed up every night on tape. Be sure to remove any files you no longer need. Common department files, needed to be accessed by anyone in the department, may be filed under COMMON. Individual files are stored under your user name within the USERS folder. Only you can access this directory.
5. For previous messages of interest see the **OWCC Public Bulletin Board** folder within Outlook. Click on Public Folders, then All Public Folders, then OWCC Public Bulletin Board.

Contact the HelpDesk at **6396** for further information or email **helpdesk@owcc.net**.