Avoid Junk E-Mail

The following are several ways that you can reduce the quantity of junk e-mail you receive.

Avoid replying to the sender with REMOVE in the subject line

Messages you receive may include instructions (such as to reply with REMOVE in the subject line) on how to remove yourself from future mailings from the individual or organization. Unfortunately, many senders include these instructions in order to try to confirm that they’ve reached a working e-mail address, not to remove you from mailings. Unless you are unsubscribing from a mail distribution list that you signed up for or you know the message sender, the best practice is to discard these messages without responding. Some messages contain a phone number to call, but many contain no information on how to stop future mailings. Often if you reply to these messages, you find that the return address or phone number is invalid or is that of someone other than the real sender.

Avoid giving out your primary e-mail address

Guard your main e-mail address just as you would your telephone number. Your main e-mail address is one you would give to friends, family, and business associates. Unless there is a specific reason to give out your main e-mail address to someone other than those you know, consider using a second e-mail address (Yahoo, Hotmail, etc.) when filling out forms on the Internet—such as information requests, special offer sign-ups, or service requests—that might potentially lead to your address being sold or leased to other companies.