



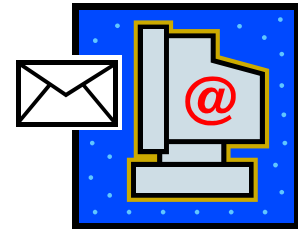
Message Regarding SPAM E-Mail

SPAM:

Not the canned ham, but annoying and or offensive e-mail! We strive to do the best we can to filter unwanted messages and our system successfully rejects thousands per day, however, some SPAM may escape detection. In order to improve and fine tune our SPAM filters, we are requesting people do the following...

SPAM can be classified as follows:

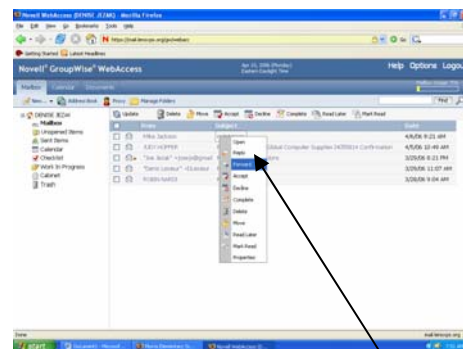
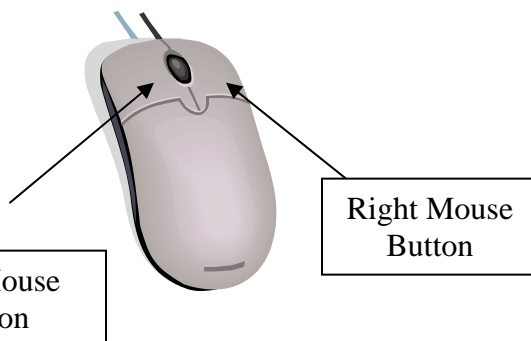
- Offensive and or suggestive messages
- Solicitations from companies you have not done business with
- Any e-mail that asks you to “verify” your information
- Unwanted advertisements for fraudulent products or services



Please forward all SPAM and unwanted e-mail to: spam@lenoxps.org

It is **IMPORTANT** to note that you do **NOT** have to open e-mail for forwarding to the **SPAM account**. In fact it is best and important **NOT** to open unwanted e-mail and SPAM. Follow the **EASY** directions below to forward to the SPAM account without opening...

- Log in to GroupWise as you normally would
- Look over the subjects of your e-mail messages for unwanted e-mail or SPAM
- Right click with your mouse on the subject of SPAM or unwanted e-mail (There are two buttons on every mouse....a right click is when you click the right side button on your mouse—be sure that your mouse is positioned directly over the subject before right clicking)
- A pop up menu will occur
- Select **Forward**



Pop up Menu:
Select Forward from Menu

- A compose e-mail screen will appear. Note that the SPAM or unwanted e-mail will automatically appear in the subject field preceded by Fwd
- Type in the **To** field: spam@lenoxps.org and click **Send** (note that you do not need to type anything in the body of the message)

That's It!

Forwarding SPAM will allow us to improve filtering on the lenoxps e-mail system and block unwanted e-mail.

If you would like a demo or assistance...please contact your school's tech person.

THANKS for your Cooperation and Assistance!

Mike Jackson
Lenox Public School District Tech Coordinator

