

## **Tip - Email Server Message Filters**

DLS would like to remind our clients that the CAMail email server filters all email messages and converts any potentially destructive virus attachments into harmless files. The filename of the attachment is changed to be DELETEDxx.TXT, where the "xx" may be numbers.

The CAMail email server also flags any suspect email messages as "Possible Spam." All clients can setup a mailbox called "Spam." If a spam filter is setup in your individual mailbox, any message with "Possible Spam" in the Subject will be moved directly to it.

If you do not have a Spam filter, please follow the instructions in these online tips:

[Create a Eudora Spam Filter](#)

[WebMail Spam Filter](#)

**Please note:** Email messages that have "Possible Spam" in the Subject should never be opened, unless you know the sender. Even then, email addresses can be "spoofed" from infected machines so that the sender's address may appear to be from someone you may know, and have "@harvard.edu" in the email address.

When a virus "spoofs" addresses from infected machines, it searches, then pulls individual and group mailing list addresses found, and sends email to itself to harvest those valid addresses for its future use.

**Windows Users:** If you are on a Windows computer, you can easily infect your machine by opening any attachments that have a .exe or .zip file extension.

**Macintosh Users:** A Macintosh computer cannot open any .exe files, but could open a .zip file if zip software is installed on it. Macintoshes in DLS client departments are automatically patched to keep them protected from virus attacks.

The main rule to follow to protect your computer from email viruses is:

**Never** open an attachment, especially any .exe file, or .zip file unless it is expected.

Whenever you need help with any computer issue, please check our Support Services website as information is constantly added and updated:

[http://www.uis.harvard.edu/support\\_services/](http://www.uis.harvard.edu/support_services/)

or please contact the Help Desk via phone at 617-495-8411, or via email to [dls@harvard.edu](mailto:dls@harvard.edu).