

TECHNOLOGY REMINDERS

#1: Important Weekly Parents' e-News Information

All parent e-mail addresses on file will be automatically subscribed to the St. Francis e-mail list for the 2011-12 school year:

1. All parent e-mail addresses on file in our student management database system will be automatically subscribed to the St. Francis e-mail list for the 2011-12 school year.
2. These e-mail addresses are the same e-mail addresses we use as part of our separate Blackboard ConnectEd automated calling/e-mailing system.
3. These e-mail addresses are the e-mail addresses that you input on the Student Demographic sheets during your child's initial registration – including any subsequent updates you have made us aware of.

If you wish to subscribe/re-subscribe additional e-mail addresses to the St. Francis e-mail list for the 2011-12 school year, please follow the following steps:

1. Go to <http://www.sfhsnet.org/left/eneews/news-home.htm>
(This link is accessible from a link in the left margin on the school home page.)
2. Enter your e-mail address and select the **Go** button
3. You should receive a message stating that you are already a member of the St. Francis HS mailing list.
4. Re-type your e-mail address and select the **Submit** button
5. You should receive a message indicating that you will receive an e-mail message with a link that will allow you to change lists and/or edit your personal profile information.
6. When you receive the e-mail message, click on the **Update your profile** link.
7. Select the checkbox for the **Parents (2011-12 School Year)**
8. Please enter additional information as required.
9. When finished, select **Submit**
10. Finally, don't forget to add jgerdeman@sfhsnet.org, rhuhn@sfhsnet.org, and tbednar@sfhsnet.org to both your Contacts and your "Safe Senders" lists in your respective e-mail systems.

If you have any problems or questions associated with the e-mail subscription process, please contact Jeff Gerdeman at jgerdeman@sfhsnet.org or (630) 668-5800, x1119.

#2: Facts about E-mail, Spam, and Viruses

Spam (unsolicited e-mail) is a serious problem. Our 75 faculty and staff received over 4.5 million e-mail messages in the last four years (over 5,400 per day!) Of those, only 11% were allowed through to their inboxes; the other 89% were rejected due to viruses, foul or spam specific language, known spam sender addresses, etc.

What causes email to be classified as spam?

1. E-mail without a subject – always include a subject in any e-mails that you send.
2. E-mail with subjects or body text that include common spam keywords and phrases including drug references, foul language, jokes, stock references, etc.
3. E-mail with multiple forwarding - it will show FW: FW: or RE: RE. (Note: if trying to forward a message you received that was forwarded from someone else, remove the FW or RE from in front of the e-mail subject on the subject line before sending.)

Sometimes legitimate e-mail gets blocked due to a variety of reasons (address, content, format, etc.). This cannot be helped; we can, however, add the sender's e-mail address to our internal "do not block list" to allow future messages to get through. If you receive an e-mail message indicating that a message you sent to a St. Francis faculty or staff e-mail address was blocked by our spam filters, please forward the blocked message to sfhssupport@gmail.com so that we can troubleshoot the problem. You can also send the original e-mail message to the same sfhssupport@gmail.com account and we will forward the message on to the appropriate faculty or staff member.