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top 10 tips to avoid spam

1 Do not respond to suspicious spammed emails. A response only confirms the accuracy of your email address, and may result in even more messages filling up your in-box.

2 If you are suspicious, do not click on the link asking to be taken off the sender's list, as the senders often use that as a ploy to confirm the recipient's address, resulting in even more spammed email.

3 Never submit your credit card details or other personal information to non-secure Web sites (there should be a padlock icon that appears in yellow, or in a yellow box, on the bottom bar of the order form Web browser).

4 Use spam filtering or spam blocking software.

5 Do not send your email address through chat rooms, instant message services or Internet bulletin boards and newsgroups.

6 Consider not using your primary email address for online registration or on e-commerce sites. Have another free email address to use more publicly.

7 Consider disabling your email's preview pane and reading emails in plain text.

8 Keep software and security patches up to date.

9 Consider a managed spam service or hosted service, to save you valuable time.

10 If you are concerned about the impact spam emails may be having on your business, call **acs** today on **01604 704000** to discuss how our solutions could help you clear your inbox, save storage space and improve productivity.