

# **Lancaster Senior Citizen Center**

## **Computer Tip No. 14**

### **Anti Virus Trick for your Address Book**

---

Trick your address book!

To avoid spreading computer viruses by outside sources, create a contact in your email address book with the name : \*\* !0000 with no email address in the details.

This contact will then show up as your first contact. If you have different groupings, do the same for each group.

If a virus attempts to do a "send all" on your address list, your pc will put up an error message saying that: "The Message could not be sent. One or more recipients do not have an e-mail address. Please check your Address Book and make sure all the recipients have a valid e-mail address."

You click on OK and the offending virus message will not be sent to anyone.

Your messages to individual or individual addressees will not be affected. No changes have been made to your original contacts list. The offending (virus) message may then be automatically stored in your "Drafts" or "Outbox" folder. Go in there and delete the offending message. Problem is solved and virus is not spread.