also configure outlook to not download the attachments from the server. Your mail gets in quicker and any attachments that you were expecting an attachment on can be easily downloaded.

Also adding a filter to filter any mail that is addressed to you helps with spam sometimes becase normally spam is sent to multiple addresses at the same time.

Another thing is don't be stupid enough to actually open a file called readme.exe or welcome.pdf.exe as these are staring you in the face telling you that there going to be something nasty. Make sure you have airus checker too, even one infected computer on a network can easily transmit it to anything connected.

_General Havoc