

Sending an Email to Multiple Recipients

If you are sending an email to multiple recipients that know each other's Email address, put their Email addresses in the "To" field, if you are not sure, put them in the "BCC" field.

Use the BCC Field when addressing a long list of recipients, or a list of recipients that do not know each other. You may put your Email address in the "To" Field.

Why? You hide their email addresses from the other recipients.

Most recipients do not want their email address known to all.

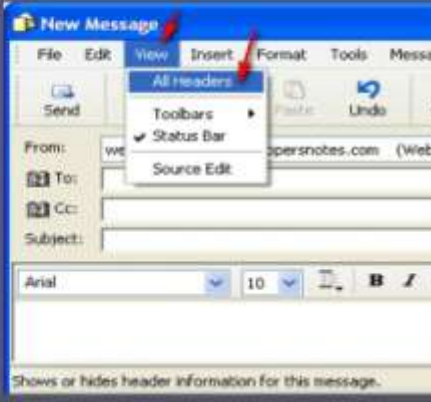
-Look for a "BCC" Field and use it like a "To" field.

-In many Email Clients the BCC Field is not readily visible but there is help.

Here are examples of some Email Clients and how you can get "BCC"

Outlook Express and Windows Mail


- ▶ Click on the "Create Mail" button to have the New Message window displayed.
- ▶ Click on the "View" menu and select "All Headers".
- ▶ Use the BCC Field as the To Field.



The screenshot shows the 'New Message' window in Outlook Express. The 'View' menu is open, and 'All Headers' is selected. A red arrow points to the 'View' menu, and another red arrow points to 'All Headers'. The 'To' field is empty, and the 'Cc' field is also empty. The 'Subject' field is empty. The 'From' field contains 'webmasters@persnotes.com (Webmaster)'. The 'Send' button is visible. The 'Status Bar' is checked. The 'Source Edit' option is visible. The font is Arial, size 10. The status bar at the bottom says 'Shows or hides header information for this message.'

Hotmail

- ▶ Start a new Email
- ▶ Click on "Show Cc & Bcc" right above the To line, to the right; or below the Subject: line, depending on which version of Windows Live Hotmail you use.
- ▶ Use the BCC Field as to To Field.



The screenshot shows a button labeled 'Show Cc & Bcc' with a mouse cursor over it. The button is located above the 'To' field in the email composition window.

Windows Live Mail



- ▶ Start a new Email
- ▶ Click on "Show CC & BCC"
- ▶ Use the BCC as the To Field.

Yahoo Mail



- ▶ Start new Email by clicking the New button.
- ▶ Click "Show Bcc" at the To Field's right end.

Gmail



- ▶ Click Compose mail.
- ▶ Under To: click "Add Bcc"

