

Sending safer e-mails using the Bcc:

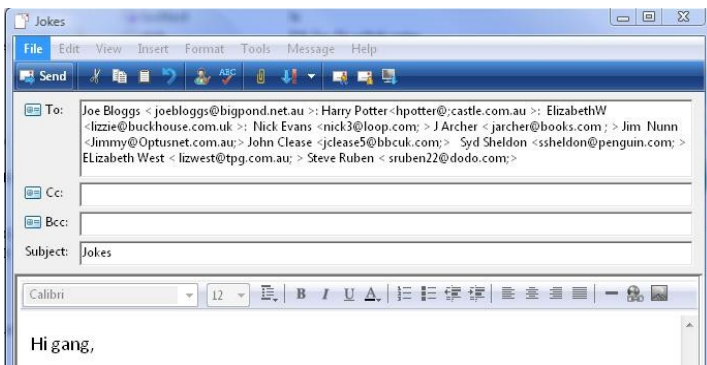
If you send e-mails to multiple recipients, it is important to use the **Blind Carbon Copy (Bcc:)** facility of Outlook Express. (or any other e-mail program)

Using **Bcc:** protects the privacy of your recipients and helps reduce spam.

When you send an email to several people using the normal **"To:"** or **"Cc:"** fields, all their email addresses are displayed in the message. In effect you are advising personal e-mail addresses to all recipients.

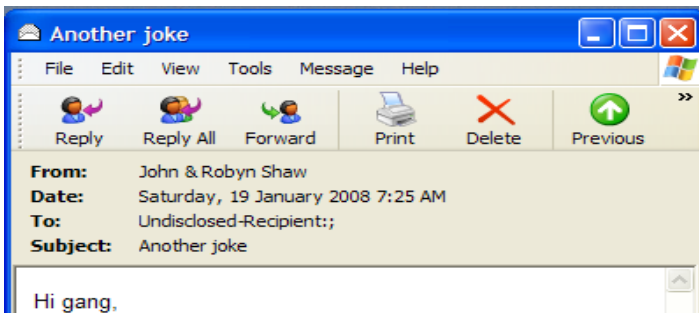
If the email is forwarded, the email addresses of all previous recipients will be forwarded to another group of persons unknown to you. This can be repeated many times when 'jokes' are circulated. Eventually these address may be used by spammers who will bulk spam everyone.

Here's an example on how not to do it.



When you use the **Bcc:** option to send e-mails to more than one person, the address of your recipients will not be displayed.

The **To:** field will show **'Undisclosed-Recipient'**, and the

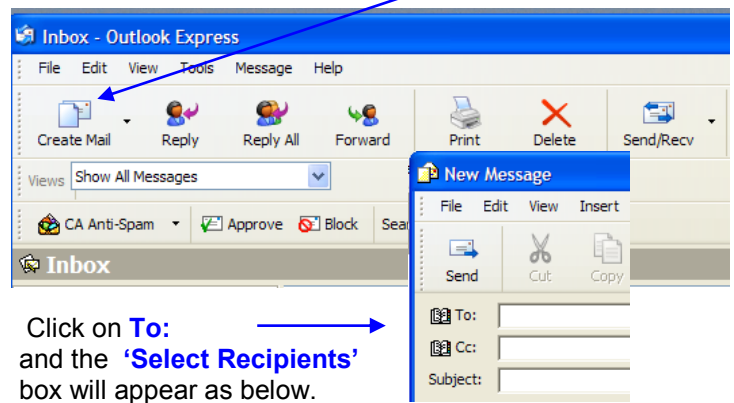


privacy of the recipients will be protected.

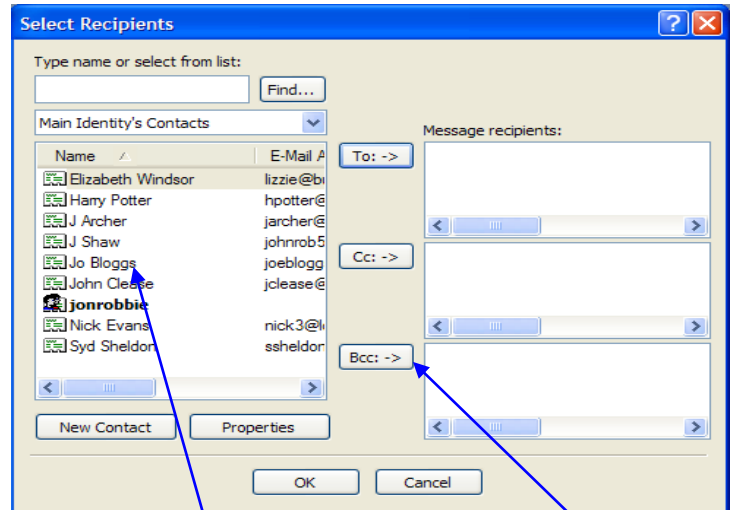
The following notes in will show you how to use the **Bcc:** option using **XP** and **Outlook Express**. **Vista** and **Windows Mail** procedure is almost the same

However, the **Bcc;** option can only be used if all the recipients names are in your **Address Book**

In Outlook Express, click on **'Create Mail'**



Click on **To:** and the **'Select Recipients'** box will appear as below.

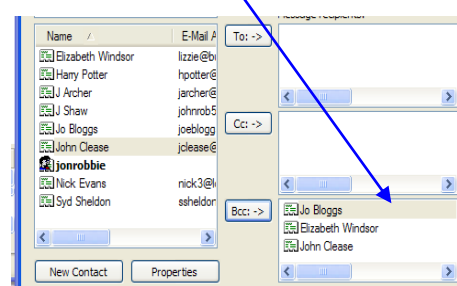


Then click on your first 'recipient' i.e., **Joe Bloggs**

Click the button

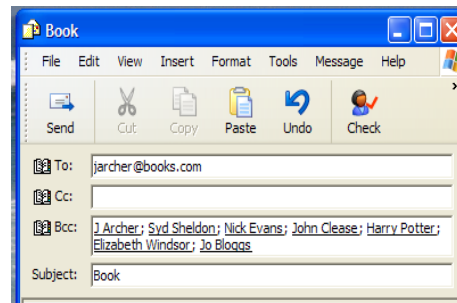
Repeat this process until you have all the required names in the **Bcc.** Box

Then click on the **'OK'** button and your e-mail will be ready to send with selected names in the **Bcc:** field.



Click **Send**

If you include your own e-mail address in **Bcc:** you will get a copy in your **In Box** to see how it looks.



To find the recipients to whom you sent the BCC email carry out the following procedure:
Open the "Sent items" Box.

Right Click the email you sent using BCC.

Click Properties. Click the Details tab. There you will find a list of the recipients of your email. Happy emailing—John