

# HOW TO...

## ...bcc emails



When sending an email to more than one person it is important to be aware of protecting data and not sharing email addresses with others.

To protect the email address of all the recipients use the bcc function (blind carbon copy)

Send the email to your own email address and add the email addresses of those who you want to receive the email in the 'bcc' box rather than the 'to' box.

Here are some examples of where to find the bcc box...

Outlook (via the address list):

A screenshot of the Outlook address list interface. It shows three rows of input fields. The first row is labeled 'To ->', the second 'Cc ->', and the third 'Bcc ->'. Each row has a corresponding empty text input field to its right.

Gmail:

A screenshot of the Gmail 'New Message' form. The window title is 'New Message'. Below the title bar, there are three fields: 'To |', 'Cc', and 'Bcc'. The 'Bcc' button is circled in red. Below these fields is a 'Subject' field.

This is a great way of sending out newsletters, group information, invitations to events and other posters without also sending out a list of the email addresses of all the recipients.