

BLIND CARBON COPY (Bcc)

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You should consider sending all your emails using Blind Carbon Copy (Bcc) because you put yourself and all the others listed at risk of being attacked by a “zombie” or other malware. Rather than send mail to 5 or more people — all of whom see each other’s address — try using Bcc (Blind Carbon Copy).

1. In Outlook Express, left-click on “New Mail.”

2. Address the email to yourself (**Figure 1**). An option is to create a New Contact, in your Address Book, called “My Friend” using your email address. (Those seeing the email see “My Friend”; *not* your name or email address.) (Figure 1, Step ❶)



Figure 1

3. Click on the CC: button on the next line (Figure 1, Step ❷).

4. The cursor appears in the “Type name of select from list.”

❶ Note that your name appears in the To column.

❷ Click on the first person’s name to whom you want to send the message.

❸ Left-click on the “Bcc” button.

That person’s name is added to the Bcc listing.



Figure 2

5. Determine who else you want to send it to:

• IF you are going to send to this same group repetitively, create a New Group in your Address Book. I recommend calling the group “_My Friends” or some such name. Note that there is an “underscore” before the name of the group so that the group will appear at the top of your Address Book.

• IF the names are one-after-the-other (“contiguous”) between the first person you selected and the last person, *after* clicking on the first person, hold the *Shift* key, on the keyboard, and click on the last person you want to send it to. All names between the two are selected.

• IF the names are NOT one-after-the-other, *after* clicking on the first person, hold the *Ctrl* key, on the keyboard, and click on any number of other names.

6. Click on the “Bcc:” button. (All selected names appear on the right of that button now.)

7. Click “OK” button.

8. Type a Subject and the message.

9. Type the text.

10. Click on the Send button. Those who get the email will see something like **Figure 3**.

From:	DARRY D EGGLESTON
Date:	Wednesday, August 15, 2007 4:49 AM
To:	DARRY D EGGLESTON
Subject:	Multi-Recipient Email Using Bcc

Figure 3