

BCC ADDRESSEE CREATED

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Click on the blue, underlined text to go to its linked reference.

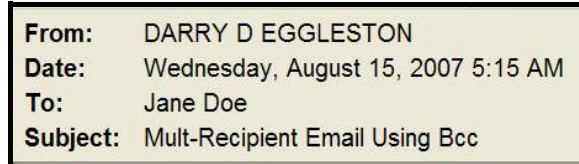


This lesson addresses a better way to address emails when using Bcc (Blind Carbon Copy).

Blind Carbon Copy (Bcc) is the field in an e-mail header that names additional recipients for the message. It is similar to carbon copy (Cc), but the names do not appear in the recipient's message.

Not all e-mail systems support the Bcc feature; however, it is supported by Outlook, Outlook Express, Juno, NetZero, AOL and Wal-Mart Connect.

I have noticed that some of my friends, when sending an email using Bcc (Blind Carbon Copy), address it to an actual friend (**Figure 1**).



This lesson offers a better way.

Figure 1

1. In Outlook Express, open the Address Book by clicking on the Address Book icon (**Figure 2**).



Figure 2

2. Left-click on New ➔ New Contact (**Figure 3**) or use the *Ctrl+N* key combination (where you hold down the "Ctrl" key, touch the "N" key and release both quickly).

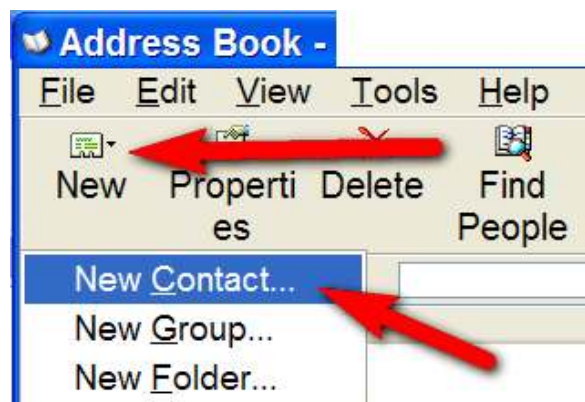


Figure 3

3. In the pop-up (**Figure 4**):
- ❶ Type "My Friend" (without the quotes) in the Last pane.
 - ❷ Type *your* email address in the "E-mail Addresses" pane.
 - ❸ Touch the *Enter* key, on the keyboard, or click on the "OK" button.

Figure 4

4. The new Contact is in the Address Book (**Figure 5**).



Figure 5

5. Now when you send a Bcc email:
- ❶ Select "My Friend" as the recipient.
 - ❷ Select all the other recipients are Bcc line. See my lesson at <http://darryd.com/OE/BCC.pdf>.
- All the recipients see "My Friend" as the addressee, but no hint of all the others who may have received it (**Figure 6**).

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

Figure 6