

Knowing how to send mail to multiple recipients, and keep their email addresses hidden... it's more important than you might think! Protecting the email addresses of those you contact on the web will reduce their chances of receiving viruses, spam and other forms of negative advertisements – at least so far as it depends on you!

*Many times* I have received an email from someone where I was one of several, or even hundreds of recipients and all of the email addresses were in the "To:" line, and therefore visible to everyone. Again, the most obvious problem with this approach: Junk Mail (or "Spam"), so I created this simple tutorial to help you to limit you and your recipients exposure to spam. Have your friends come to our site and read this as well... it may save YOU some trouble down the road if they aren't sending out your e-mail address to the whole world with every e-mail they send out.

The first thing I would like to discuss is the basic format of all email messages. Every message has From:, To:, Cc:, Subject:, and Body: fields. Most of you should already know what these do. (I.e. - Cc: simply sends a "Carbon Copy" or an exact copy of the message will be sent to the recipients listed in the Cc field).

There is also another field, the Bcc: field. This field is the Blind Carbon Copy field. Putting a recipient in this field sends an exact copy of the message, but it does so "blindly". If two names are placed in this field, neither can see the other's address there! It's like... Magic!

So, how do I use this feature of my email program? I am glad you asked! If you use Outlook Express to read your email then all you need to do is open a new message and click the "To:" button. (See image)



On the "Select Recipients" dialog, simply type in the name of the person you are looking for and press "Find", or select the name from the list, and then click the "Bcc:" button to add them to that field. (see image)

Type name or select from list	Find	1	<u> -                                   </u>
Main Identity's Contacts		Message recipients:	_
El Altanon El Anna Anna El Anna Anna El Anna El Anna El Anna El Anna	-776 18.32 4.39 264 2743		Þ
ERA A RADAN ERA MATURAN AND ERAMA TARA MANA ERA MA	vitium Aria Nati Nati Nati		•
New Contact Pro	perties OK	j I Cancel	•

Now, click "OK" and the recipients name will list in the newly displayed Bcc: box!

Bie Edt	age You Insert For	at Look Message Help	
E3.Send	※ 15 18 の 19	\~~ 0t · @@\$	
nom: [ligt	Флитер.com (NV/Re	com eMailing List)	-
<b>10</b> To:			
12 Cei 🗍			
10 Boc: 20	ib.com		
lubject:		Tune the subject for t	his mass was
			(FF) 온 온 폰 [- (
	_,_	]	
Edit	Source	Preview	

You can now send your message as you would normally.

**Power Tip:** Most people who use the Bcc field quite often create a "fake" recipient entitled "{Recipient List Suppressed}". They place this recipient in the "To:" box, and the other recipients in the "Bcc:" box. When the recipient receives the message, it appears to be addressed to {Recipient List Suppressed}, instead of nobody. This looks more professional.

Indox - Outlook Expre	15		
File Edit View Tools	: Message	e Help	
New Open Save As	Ctrl+0	Mail Message News Message Instant Message	
Save Attachments Save as Stationery		Folder Ctrl+Shift	+E
Folder		Contact	
Import Export		:	
Print,	Ctrl+P		
Switch Identity Identities		•	
Properties	Alt+Enter	r	
Work Offline Exit and Log Off Identit Exit	Ÿ		

To do this all that you need to do is create a new contact. To do so, click on File | New | Contact (See image)

Once the "New Contact Dialog" displays, simply fill in the "First Name" as "{Recipient List Suppressed}", and the email address should be set to your email address! This way the message will always go to you as well! (useful for archiving messages).

Recipient List Suppressed) Properties		<u>? x</u>
Name Home Business Personal Other NetMeeting DigitalIDs	Online 🛛	
Enter name and e-mail information about this contact here.		
Enst Recipient List Su Migdle. Last		
Litle: Dioplay: Wheepiert List Suppressed - Nickname:		
E <u>M</u> ail Addresses: {vourema <b>k@</b> yourdomain.com	Add E fi Bet ove Set as Defau	
🔟 Send E-Mail <u>u</u> sing plain text only.		
	K Dan	cel

Click "OK" to this dialog, and then when you are creating your message, simply place your new "{Recipient List Suppressed}" recipient in the "To:" field, and all of your recipients in the "Bcc:" field and send your message!

💼 New M	essage	- <u> </u>
Ble E	idit View Insert Format Iools Message Help	
) E3.Send	3   ※ 19 18 ∽   12 ♥   1 ↓ -   13 19 18	
From:	list@rwrep.com (fWRep.com eNsiling List)	-
🚹 To:	(Recipient List Supressed)	
<b>69</b> Cc:		
Ba Bac:	a@b.com, and all of the rest of your recipients	
Subject:		
1		a.
		*
		-1
Edit	r Source Preview	
		111

I hope this tutorial has proven helpful. If you have any questions or problems feel free to send me a message at <u>Tony@ToneDogInc.com</u>.

Article by: T. Wall