

Welcome to episode nine, Concealing the List of Recipients of an Email Message.

Often a staff member will send an email message to me and a long list of co-workers and I'm forced to scroll past screens full of email addresses before getting to the actual message. Besides the annoyance of having to scroll down until I get to the important stuff, I'm a little leery of all these other people seeing my email address.

It is very easy to avoid creating a long visible list of names and addresses when sending email to a large number of people.

When sending email, typically, your mail address is placed in the FROM box in an email message and the recipient's email address is typed into the box marked TO. An additional email address can be placed in the CC box. CC stands for Carbon Copy and is nomenclature held over from the days when a piece of carbon paper was placed behind a sheet of paper in a typewriter. This would create a crude copy of the letter that could be sent off to a second person.

In addition to the TO, FROM and CC boxes in most email programs, there is also a BCC (BLIND CARBON COPY) box. Email addresses placed into the BCC box receive a copy of the message like everyone else but the rest of the recipients never see that person's name or address.

So, a simple but effective way to send email to a long list of recipients is to place your own address into both the TO box and the FROM box and place the addresses of all the people on your list into the BCC box. The addresses will have to be separated by either a comma or semicolon, depending on which email program you are using.

When this email hits somebody's INBOX, they can open your note and immediately view your message, never seeing any of the other email addresses on your list.

I'm Walter Gajewski. This has been another California State University, Long Beach Tech Tips. Thanks for listening.