

By Jo Becker, BA

A couple people recently asked me how to send an email message to several people without each recipient's email address being visible to all. For those who don't know, it's a great tool to have in your online computing toolbox!

Some folks are offended by being included in a long list of addresses—either because of the very real concern of their email address being harvested for unsolicited messages / spam, and / or because it stinks to have to scroll (sometimes quite a ways) past all those TO: addresses to get to the body of the message.

So! How do you do it? It's very simple. Typically you'll find a CC: (courtesy or carbon copy—remember that term for Typing 101?) somewhere near the TO: field as you draft an email message. There's also a BCC: (blind courtesy or carbon copy—also from the era of typewriters).

Note if these fields are not obvious, it's likely you or your email program have 'hidden' them as a convenience and you need only review your settings to 'turn on' the options once again.

Blind courtesy copy does just what the words imply. If you type all the addresses you want to send a message to in this field (typically separated by a comma or semicolon), each recipient will receive a copy blindly. That is, they won't see any of the other BCC: addresses. If you've set up distribution lists in your email program, you can address the message to the entire list by placing the name of the distribution list in the BCC: field.

Note that you must have at least one email address in the TO: field in order to send a message and the most common thing to do here is send the message to yourself with all the intended recipients in the BCC: field. And that's all there is to that! Happy sending...

As always, if this seems overwhelming ask for help, but keep trying! Before long you'll get the hang of it. In the meantime, *hang in there!*

Jo Becker
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Jo Becker has eight years of licensed real estate experience. As a former broker, she knows how important, and sometimes scary, technology and self-promotion can be. Jo has provided personalized one-on-one marketing consultation and computer software training to the industry since 2002.

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