

SAFELY SEND E-MAIL TO MULTIPLE RECIPIENTS

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Article 2

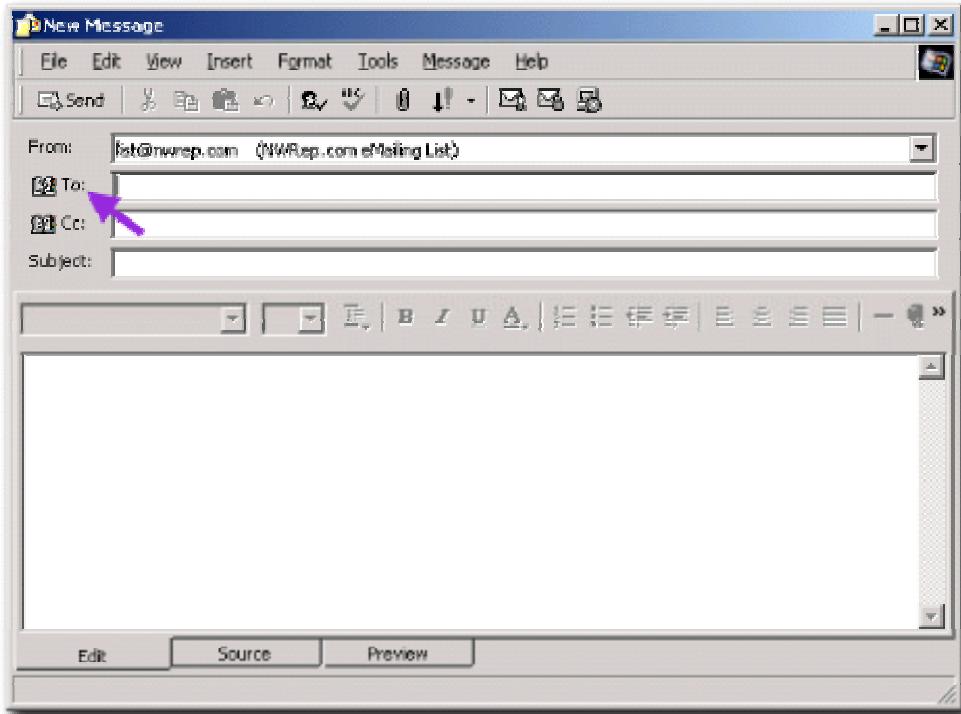
Knowing how to send mail to multiple recipients, and keep their email addresses hidden... it's more important than you might think! Protecting the email addresses of those you contact on the web will reduce their chances of receiving viruses, spam and other forms of negative advertisements – at least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

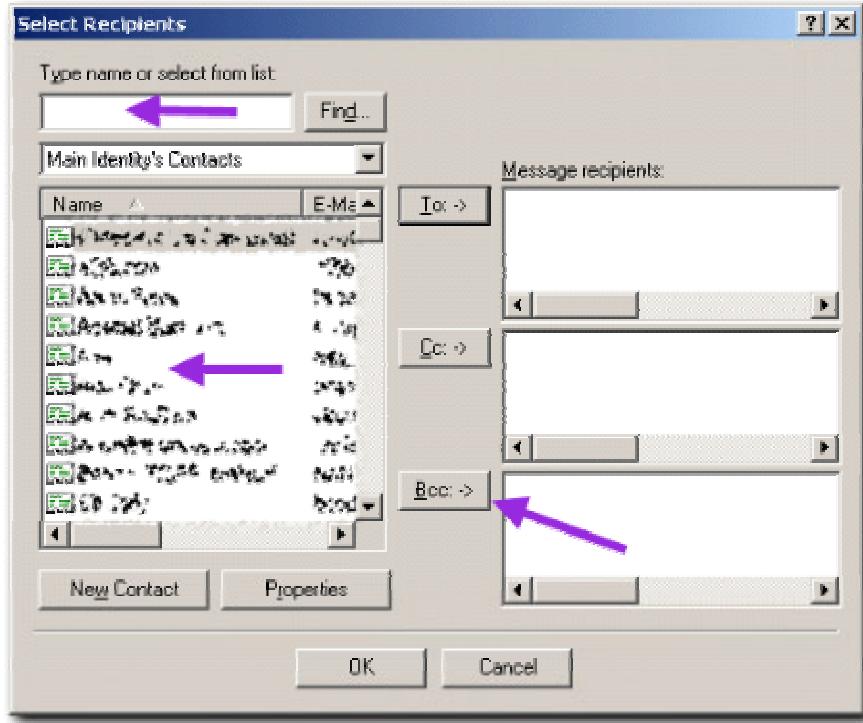


Article is intended for informational purposes only.

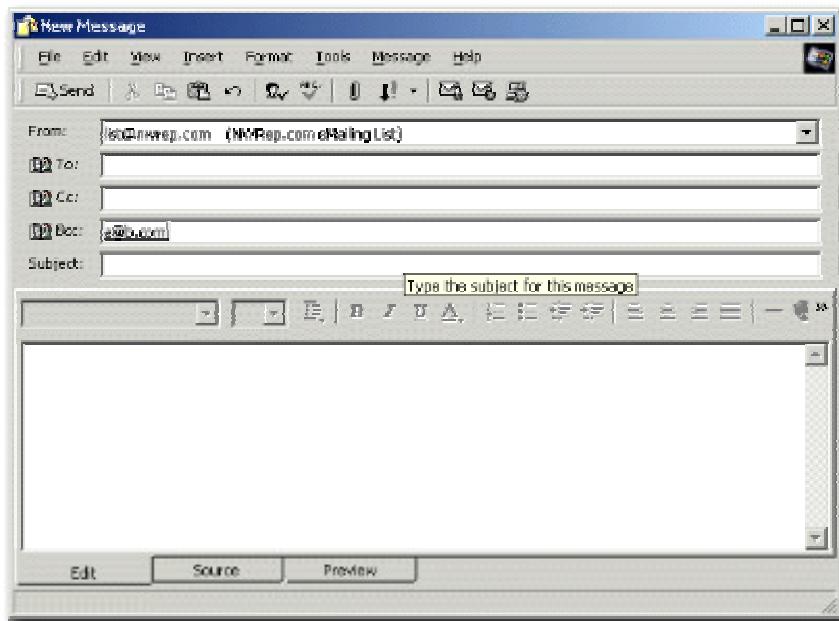
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Call 800.805.5324 anytime for a consultation relating to your workstation(s)/network.

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)



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



You can now send your message as you would normally.

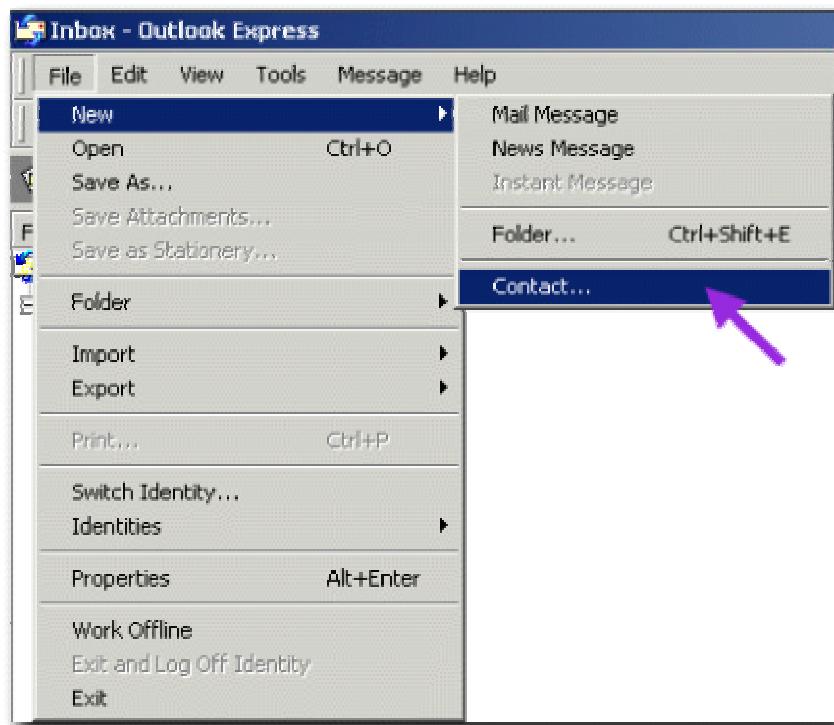
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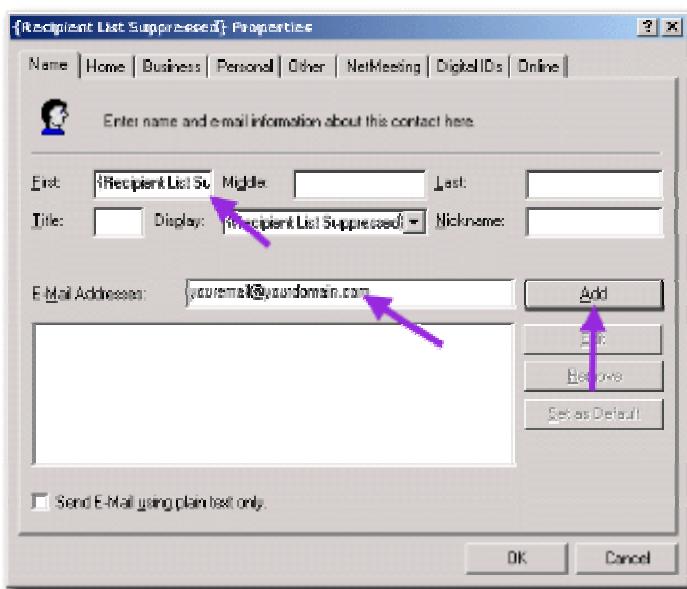
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Power Tip: Most people who use the Bcc field quite often create a "fake" recipient entitled "{Recipient List Suppressed}". They place this recipient in the "To:" box, and the other recipients in the "Bcc:" box. When the recipient receives the message,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

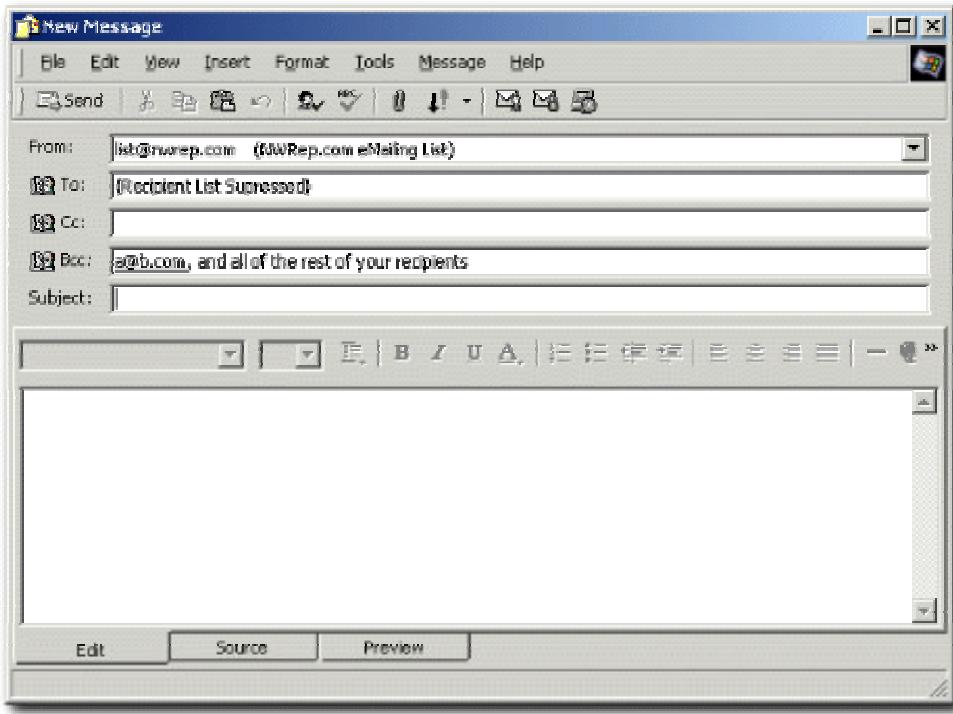
To do this all that you need to do is create a new contact. To do so, click on File | New | Contact (See image)



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).



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!



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

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