

# E-mail: Sending Blind Carbon Copies

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Do you ever receive forwarded emails? Do they contain email addresses of a lot of people you don't know? Not only does it make the email look messy, but some of the people whose names and email addresses that appear on the email may not appreciate you forwarding this information. Sending an email using the blind carbon copy feature allows you to create an attractive email and ensures the privacy of its recipients.

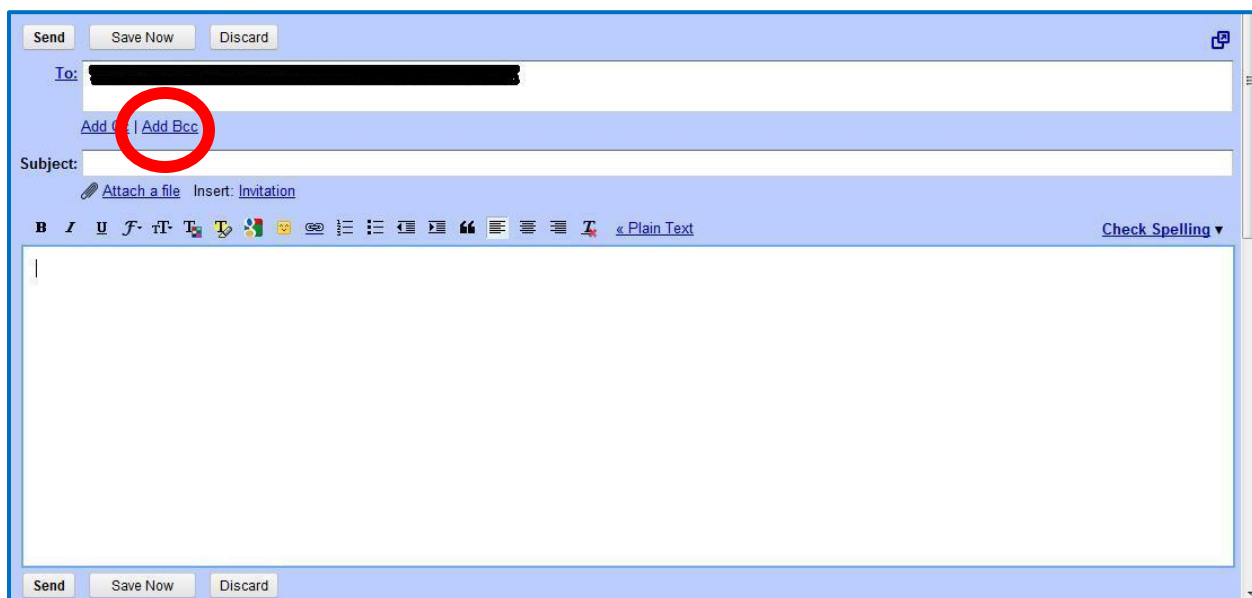
**Note:** The screen prints in this job aid are from Gmail. Your email screens might look different.

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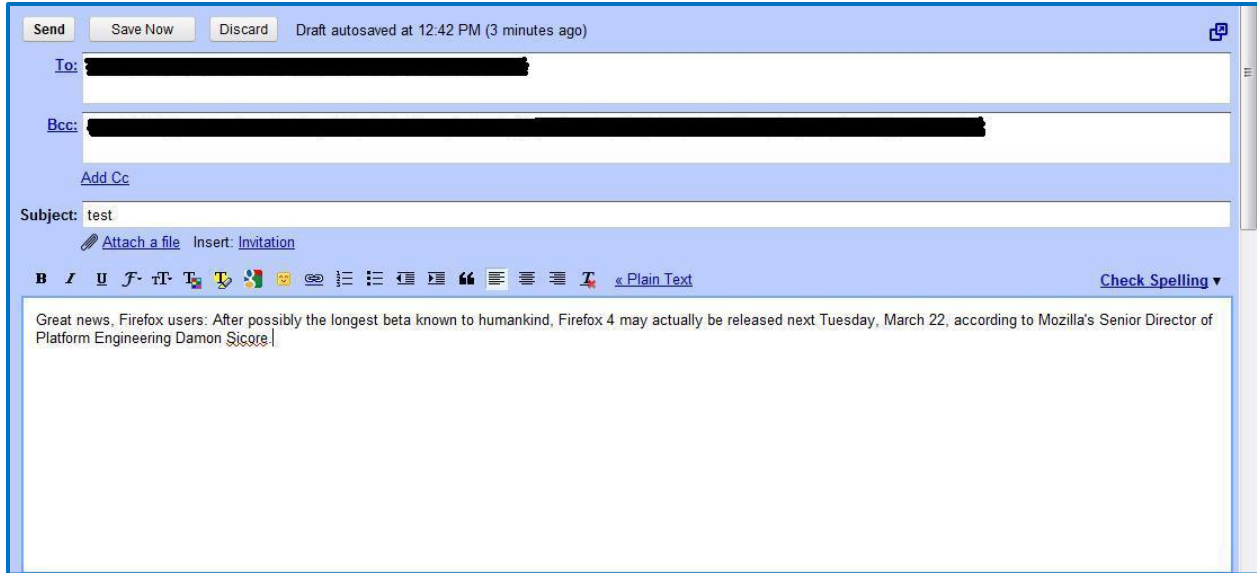
## Sending a Blind Carbon Copy Email


The names and email addresses are blacked out on the email screen prints.



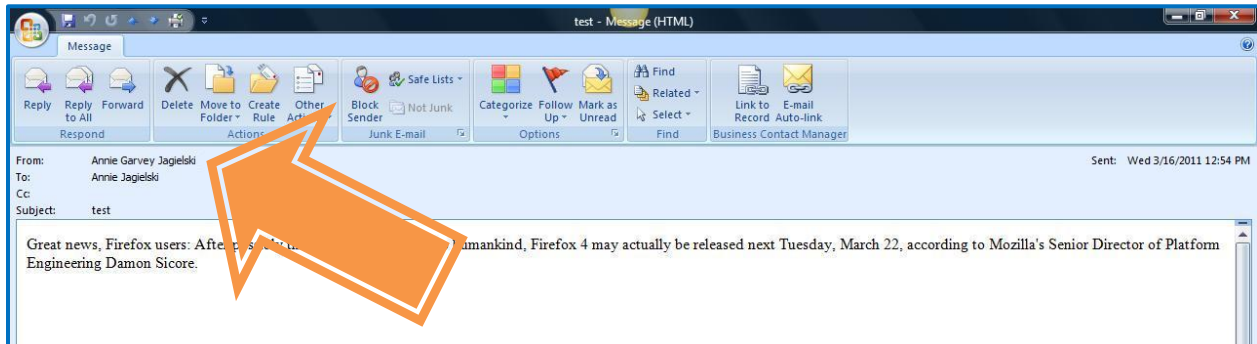
1. Type your email address in the box next to **To:**
2. LEFT click **Add Bcc**

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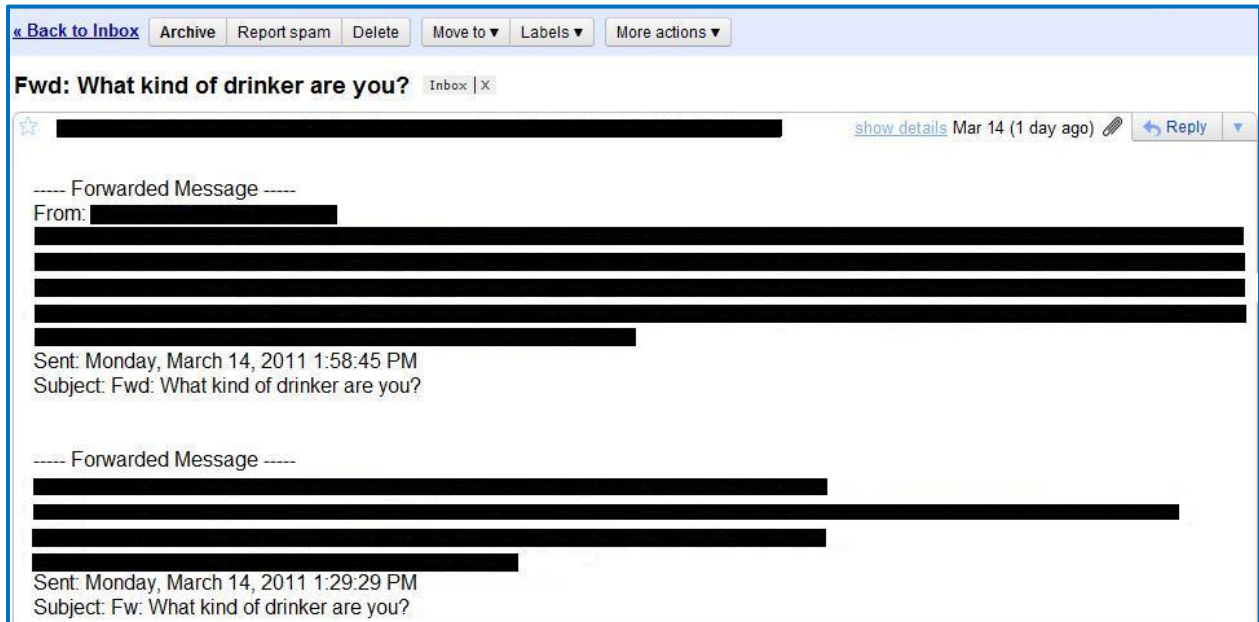
3. Type email addresses in the box next to **Bcc**.
4. Type a subject for your email, and type the rest of the email.
5. When your email is complete, click 

The screen below is the email received in Microsoft® Outlook. **Note:** Only the address of the sender and the recipient appear.

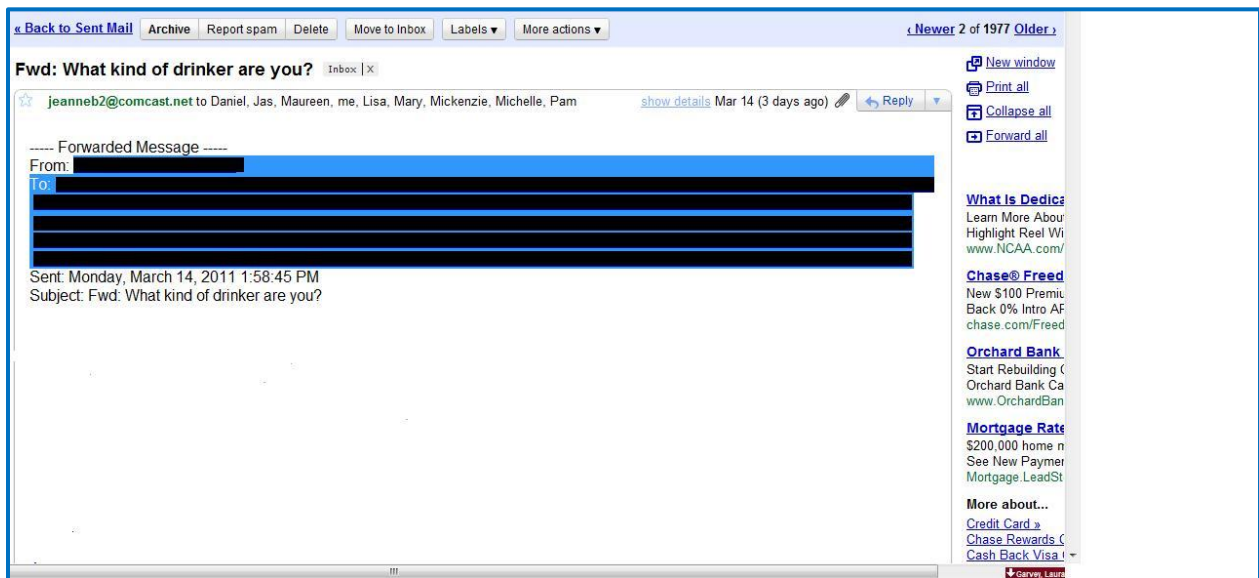


## Forwarding an Email Using Blind Carbon Copy

Below is a forwarded email. The names and email addresses are blacked out on the email screen prints.

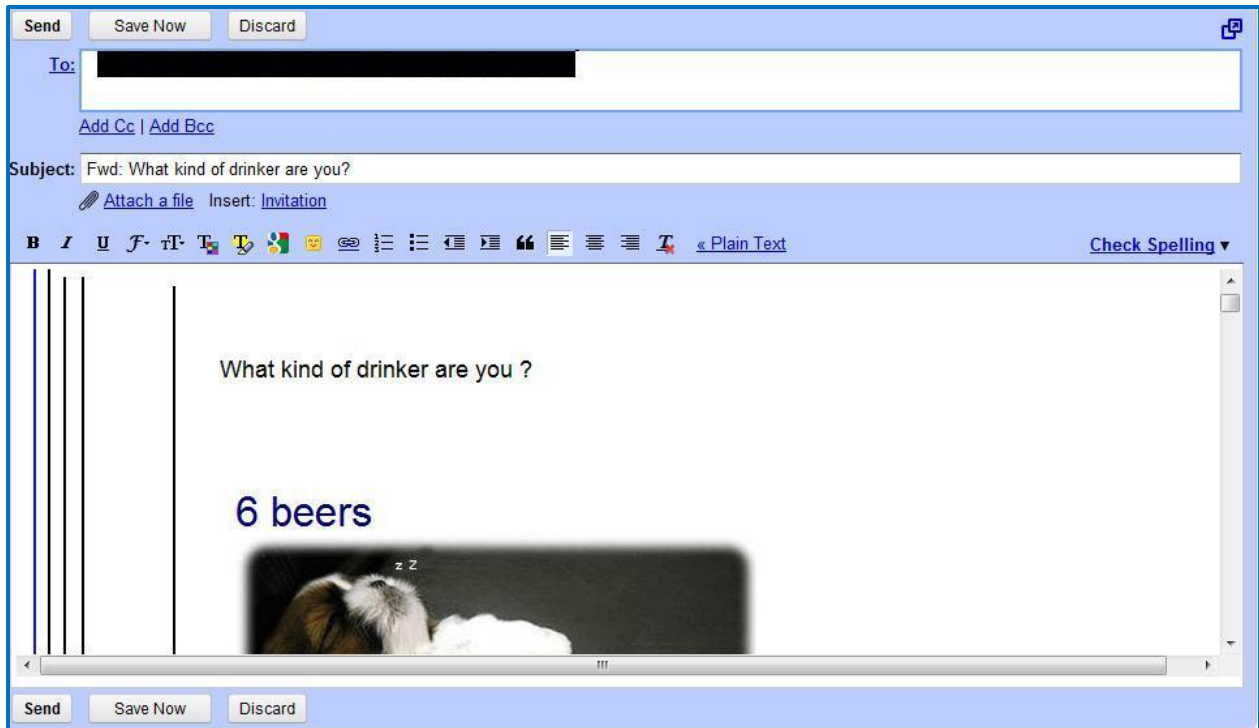


1. Click Forward. **Note:** In Gmail **Forward** is at the bottom of the email message.

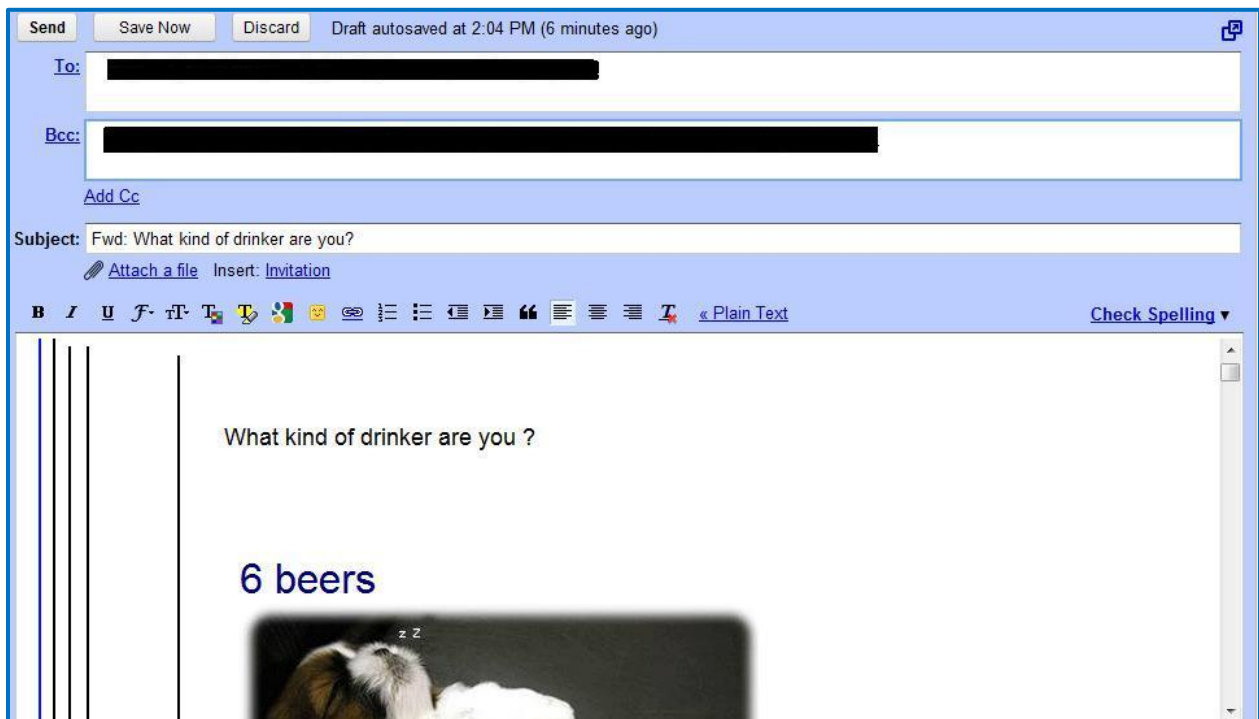


2. Highlight the forwarding information by holding down the left mouse button and dragging.
3. Press the delete or back space keys on the keyboard to erase the forwarding information.

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


4. Type your email address in the box next to **To:**
5. LEFT click **Add Bcc**



6. Type email addresses in the box next to **Bcc.**
7. Type a subject for your email, and type the rest of the email.

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8. When your email is complete, click 

The screen below is the email received in Microsoft® Outlook. **Note:** Only the address of the sender and the recipient appear.

