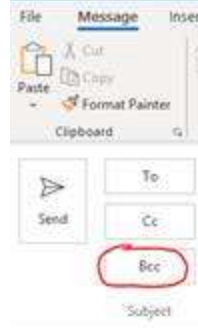| Why and how to "Blind CC" (Bcc)	Brought to you by **Lisa Schwaiger** - DOPM HelpDesk Triage and Computer Tech in MT-403

QUESTION:

How do I email to a group of people without everyone being able to see who else I'm emailing to?
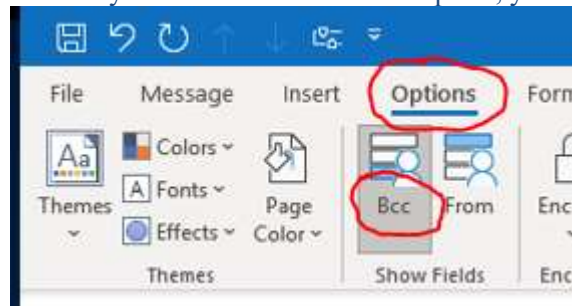
I'd want to do this for…
- privacy purposes, or
- to avoid having people "reply all" (which can be annoying to an entire group of people who won't want to see everyone's replies), or
- just to save space (make it less cluttered), when someone receives the email.

ANSWER:

You will want to use the "Bcc" field. That stands for "Blind Carbon Copy."

Note: If you don't see "Bcc" as an option, you can make it appear this way:

Was this helpful?   Do you have suggestions for a future Tip of the Week?   Do you have any other comments?
Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: http://www.uab.edu/medicine/dopm/help/totw