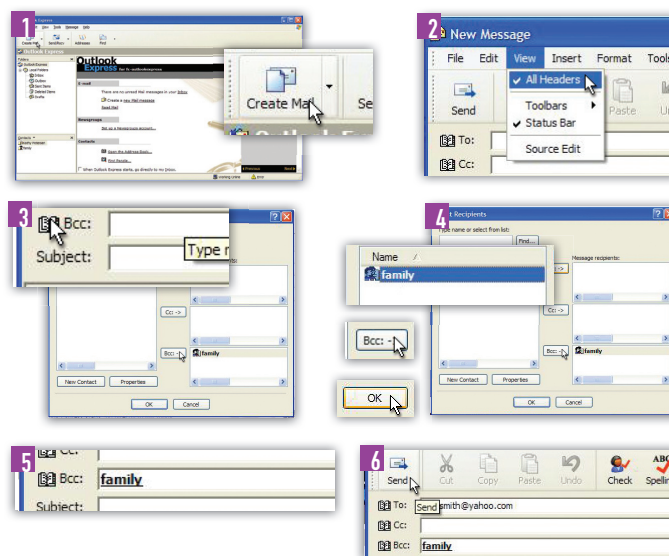


Sending Blind Carbon Copy (BCC:) Messages

Using Outlook Express 6 and Windows XP Home Edition SP2

- STEP 1.** Open Outlook Express and click on the "Create Mail" button.
- STEP 2.** If the "Bcc:" (Blind Carbon Copy) header is not visible in the resulting New Message window, go to the "View" within the New Message window and select "All Headers." The "Bcc:" header now appears.
- STEP 3.** Click your cursor arrow on the "Bcc:" button, the Select Recipients window will show people or groups listed in your address book.
- STEP 4.** Select one of the contacts or one of the groups by clicking on its name. Hold the "Ctrl" key down to select multiple recipients. Click on the "Bcc:->" button to move them to the "Bcc:" field. Then click "OK" to go back to your message.
- STEP 5.** You will notice that the names of the groups or recipients are now in the "Bcc:" field.
- STEP 6.** Compose the rest of your message, then click the "Send" button on the toolbar. Since you used the "Bcc:" header, no one receiving your message will be able to see anyone else's e-mail address.



Sending Blind Carbon Copy (BCC:) Messages

Using Mail.app 2 and Mac OS X 10.4.9

- STEP 1.** Click your cursor arrow on the "New" button to create a new e-mail message.
- STEP 2.** To see the "Bcc:" field, go to the "View" menu at the top of your screen and drop down to "Bcc Address Field." The "Bcc:" field will now appear.
- STEP 3.** Click on the "Address" button; and the "Addresses" window will appear.
- STEP 4.** Click on and drag contact entries onto the message's "Bcc:" field to add them to the "Bcc:" field, and then close the Address book window.
- STEP 5.** Compose the rest of your e-mail message, give it a subject, and then hit "send."

