



E-mails To, Cc and Bcc

The language of email has its roots in office memorandums.

When you select the contacts you are emailing you can place them in one of three fields:

The **To** and **CC** fields work similarly. Whether you put four email addresses in the To field or put one email address in the To field and three in the CC field, the four people will all receive the same email. They'll also be able to see the email address of every other recipients in the To and CC fields.

When it comes to email etiquette, the **To** field is generally for the main recipients of your email. The CC field is for sending a copy to other interested parties for their information. This isn't a concrete rule, and usage of To and CC varies.

When you CC people on an email, the CC list is visible to all other recipients.

BCC stands for "blind carbon copy." Unlike with CC, no one but the sender can see the list of BCC recipients.

Someone on the BCC list can see everything else, including the CC list and the contents of the email. However, the BCC list is secret—no one can see this list except the sender. If a person is on the BCC list, they'll see only their own email on the BCC list.

Security tip: If you are sending an email to many people use Bcc (so you don't give away everyone's email address to everyone else)

Can't find cc and bcc?

Different email systems have these in slightly different places. Gmail has cc and bcc at far right of the To: text area. Yahoo has the same options just above or below the To: text area.

With so many different email providers – and every changing screen layouts, I have found using the *Images* option on a Google search results page to be a powerful way to answer such questions.

So Who can see What when you use To:, Cc or Bcc??

Here is an example email addressed to nine people:

Send	To...	Ahmed, Barry, Carol
	Cc...	Darren, Elaine, Fred
	Bcc...	Gunter, Harriet, Ian
	Subject	Our latest news

Ahmed, Barry and Carol can all see that the email was sent to **Ahmed, Barry and Carol** for their attention and they can also see that a copy of the email was sent to **Darren, Elaine and Fred**.

Darren, Elaine and Fred can all see that the email was sent to **Ahmed, Barry and Carol** for their attention and they can also see that a copy of the email was sent to **Darren, Elaine and Fred**

Gunter, Harriet and Ian can all see that the email was sent to **Ahmed, Barry and Carol** for their attention and they can also see that a copy of the email was sent to **Darren, Elaine and Fred**

Nobody can see that the email has been sent to **Gunter, Harriet or Ian**