



**Dacorum U3A**

**Computer Support Group**

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**How to Use BCC in an Email**

# Overview



When you [send an email message](#) to a group of colleagues, privacy isn't usually much of an issue. You all work together, so you know each other's email addresses, and you mostly know what's going on around the office, at least in terms of projects and news.

But when you send an email message to almost any other group, privacy may indeed be a concern. The recipients of your message may not appreciate having their email address revealed to a number of people they may not even know. The courteous thing to do is to use the [BCC \(blind carbon copy\)](#) option to send your message.

When the BCC option is enabled, it shows up as an additional field where you can enter recipients' email addresses. Unlike the similar [CC \(Carbon Copy\)](#) field, email addresses entered into the BCC field remain hidden from other recipients of the same email.

# Overview

Adding a BCC address allows you to send the email to that address without the address showing up on the sent email.

Sending an email to undisclosed recipients protects everyone's privacy and makes the email look clean and professional.

To send an email to undisclosed recipients is as easy as putting all the recipient addresses in the **Bcc:** field so that they're hidden from each other. The other part of the process involves sending the email to yourself under the name "Undisclosed Recipients" so that everyone can clearly see that the message was sent to multiple people whose identities are unknown.

## How to Send an Email to Undisclosed Recipients

1. Create a new message in your [email client](#).
2. Type **Undisclosed Recipients** in the To: field, followed by your email address in **<>**. For example, type **Undisclosed Recipients<example@example.com>**.
3.  
In the Bcc: field, type all the email addresses that the message should be sent to, separated by commas. If these recipients are already contacts, it should be fairly easy to start typing their names or addresses so that the program will autofill those entries.

If your email program doesn't show the Bcc: field by default, open the preferences and look for that option somewhere so that you can enable it.

4. Compose the rest of the message normally, adding a subject and writing the body of the message, and then send it off when you're done.

You can add a BCC address on most email providers, including Gmail, Outlook, Yahoo, and iCloud Mail on both desktop and mobile, as well as the default Mail app on both Windows and Mac computers.

**Methods:**

[Using Gmail on Desktop](#)

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## Using Gmail on Desktop

Open Gmail. Go to <https://www.gmail.com/> in your browser. This will open your inbox if you're logged into your Gmail account.

If you aren't logged into Gmail, enter your email address and password when prompted to log in.

Click **COMPOSE**. It's a grey button in the upper-left side of the inbox. A new email window will appear. If you want to forward an email with BCC, you'll instead click the email that you want to forward, click **⋮** in the upper-right corner of the email, and click **Forward** in the drop-down menu.

Enter a recipient's email address. In the "To" text field, type in the email address of a person to whom you want to send the email. This is not the person that you're BCC-ing.

You can add multiple people to the "To" field by pressing **Tab ↵** after entering an address.

Click **BCC**. It's in the far-right corner of the "To" text field, which is at the top of the email's compose window.



## Using Gmail on Desktop- continued

Enter a person's email address. In the "Bcc" field that appears, type in the address of the person to whom you want to send the email without showing their email address. You can add multiple addresses to the "Bcc" field as well.

Write your email. In the main section of the email window, enter your email's information.

Click **Send**. It's a blue button near the bottom of the page. This will send your email to everyone in the "To" and "Bcc" fields, though only the email addresses in the "To" section will be displayed in the sent email.

## Using Gmail on Mobile

Open Gmail. Tap the Gmail app icon, which resembles a red "M" on a white envelope. This will open your inbox if you're logged in. If you aren't logged in, enter your email address and password when prompted, or select an account.

Tap Compose . It's a red-and-white pencil-shaped icon in the bottom-right corner of the screen. A new email window will appear. If you want to forward an email instead, tap the email that you want to forward, Tap ⋮ in the top-right corner of the email (not the screen), and tap Forward in the menu.

Enter a recipient's email address. Tap the "To" text field, then type in the email address of a person to whom you want to send the email. This is not the person that you're BCC-ing.

Tap . It's the v-shaped icon in the far-right corner of the "To" text field. A drop-down menu with two text fields — "Cc" and "Bcc" — will appear

Tap the "Bcc" text field. You'll find this below the "Cc" text field.

Enter a BCC address. Type the email address of the person whom you want to BCC into the "Bcc" text field. Write your email. In the main section of the email window, enter your email's information.

Tap Send . It's the paper plane-shaped icon in the top-right corner of the screen. This will send your email to all email addresses listed, though only the email addresses in the "To" field will be visible.



## Using Outlook on Desktop

Open Outlook. Go to <https://www.outlook.com/> in your browser. This will open your Outlook inbox if you're logged in. If you aren't logged in, click Sign in, then enter your email address and password.

Click + New. It's in the upper-left side of the page. Doing so opens a new email window. If you're using the Outlook beta, you'll click + New message here instead. If you want to forward a message instead, click the email that you want to forward, click , and click Forward. On the beta, click the email and then click → in the upper-right side of the email.

Enter a recipient's email address. In the "To" text field, type in the email address of a person to whom you want to send the email. This is not the person that you're BCC-ing. You can add multiple people to the "To" field by pressing Tab ↵ after entering an address. Click Bcc. It's in the far-right corner of the "To" text field.





## Using Outlook on Desktop - continued

Enter a BCC address. Type the email address of the person whom you want to BCC into the "Bcc" text field.

Write your email. In the main section of the email window, enter your email's information.

Click **Send**. It's a button at the bottom of the email window. This will send your email to all email addresses listed, though only the email addresses in the "To" field will be visible.



## Using Outlook on Mobile

**Open Outlook.** Tap the Outlook app icon, which resembles a white envelope with a blue "O" on it. This will open your Outlook inbox if you're logged into Outlook. If you aren't logged in, enter your email address and password when prompted.

**Tap Compose** . It's a pen-and-pad icon in the top-right corner of the screen. A new email form will appear. If you'd prefer to forward an email instead, tap the email that you want to forward, tap the backward-facing arrow in the bottom-left corner of the screen, and tap Forward in the menu.

**Enter a recipient's email address.** In the "To" text field, type in the email address of a person to whom you want to send the email. This is not the person that you're BCC-ing.

**Tap the "Cc/Bcc" text field.** Doing so will cause it to expand into two distinct "Cc" and "Bcc" fields.

**Tap the "Bcc" text field.** It's above the "Subject" text field.

## **Using Outlook on Mobile - continued**

**Add an email address. Type in the email address of the person to whom you want to send the email via BCC.**

**Write your email. In the main section of the email window, enter your email's information.**

**Tap Send . It's the paper plane-shaped icon in the top-right corner of the screen. Doing so will send the email to all email addresses listed, though only the email addresses in the "To" field will be visible.**

## Using Yahoo on Desktop

**Open Yahoo.** Go to <https://mail.yahoo.com/> in your browser. This will open your Yahoo inbox if you're logged into your Yahoo account. If you aren't logged in, enter your Yahoo email address and password when prompted to log in.

**Click Compose.** It's in the upper-left side of the page. A new email window will open. If you want to forward an email instead, click the email that you want to forward, then click → at the top of the email.

**Enter a recipient's email address.** In the "To" field, type in a person's email address. This is the main person to whom you'll send the email; their email address will not be BCC'd. You can add multiple email addresses by pressing the `Tab ↵` key after each one.

**Click CC/BCC.** It's on the far-right side of the "To" text field.

**Click the "BCC" field.** You'll find this below the "CC" text field.



## **Using Yahoo on Desktop - continued**

**Add an email address. Type in the email address of the person to whom you want to send the email via BCC.**

**Write your email. In the main section of the email window, enter your email's information.**

**Click Send.**

**It's at the bottom of the page. Doing so will send your email to all email addresses listed, though only the email addresses in the "To" field will be visible.**

## Using Yahoo on Mobile

Open Yahoo. Tap the Yahoo app icon, which resembles a white envelope on a purple background. If you aren't logged into Yahoo, enter your email address and password when prompted. You may have to select an account as well.

Tap the "Compose" button. It resembles a white crayon on a purple background in the bottom-right corner of the screen. A new email window will open. If you'd prefer to forward an email, tap the email that you want to forward, then tap the backward-facing arrow at the bottom of the screen and tap Forward.

Enter a recipient's email address. In the "To" field, type in a person's email address. This is the main person to whom you'll send the email; their email address will not be BCC'd.

Tap **To** ▾. It's in the upper-left corner of the screen. A drop-down field will appear.

Tap the "Bcc" field. It's below the "Cc" field, which is below To.



## Using Yahoo on Mobile - continued

**Add an email address. Type in the email address of the person to whom you want to send the email via BCC.**

**Write your email. In the main section of the email window, enter your email's information.**

**Tap Send.**

**It's in the top-right corner of the screen. Doing so will send your email to all email addresses listed, though only the email addresses in the "To" field will be visible.**



## Using iCloud Mail on Desktop

Open iCloud Mail. Go to <https://www.icloud.com/#mail> in your browser. This will open your iCloud Mail inbox if you're logged into iCloud. If you aren't logged into iCloud, enter your Apple ID email address and password, then click →.

Click **Compose** . This pen-and-pad icon is in the upper-right side of the page. A new email window will open.

If you want to forward an email instead, click the email that you want to forward, click the backward-facing arrow at the top of the email, and click **Forward** in the drop-down menu.

Enter a recipient's email address. In the "To" field, type in a person's email address. This is the main person to whom you'll send the email; their email address will not be BCC'd. You can add multiple email addresses by pressing the **Tab**  $\leftarrow$  key after each one.

Click **Cc/Bcc**. It's below the "To" field. Doing so will prompt a "Cc" field and a "Bcc" field to appear.

Click the "Bcc" text field. This option is below the "Cc" text field.





## Using iCloud Mail on Desktop - continued

**Add an email address. Type in the email address of the person to whom you want to send the email via BCC.**

**Write your email. In the main section of the email window, enter your email's information.**

**Click Send.**

**It's in the top-right corner of the email window. Doing so will send your email to all email addresses listed, though only the email addresses in the "To" field will be visible.**



## Using iCloud Mail on Mobile

**Open Mail.** Tap the Mail app icon, which resembles a white letter on a light-blue background. This should open the "Mailboxes" page. You may first have to tap Mailboxes in the top-left corner of the screen to return to the "Mailboxes" page. If Mail opens to an email, you'll tap the "Back" button in the top-left corner twice.

**Tap Compose .** It's in the bottom-right corner of the screen. A new email window will open. If you want to forward an email instead, tap Inbox below your preferred email service, find the email and tap it, tap the backward-facing arrow at the bottom of the screen, and tap Forward in the menu.

**Enter a recipient's email address.** In the "To" field, type in a person's email address. This is the main person to whom you'll send the email; their email address will not be BCC'd.

**Tap Cc/Bcc.** It's below the "To" field.

**Tap the "Bcc" text field.** This will allow you to enter an email address here.



## **Using iCloud Mail on Mobile - continued**

**Add an email address. Type in the email address of the person to whom you want to send the email via BCC.**

**Write your email. In the main section of the email window, enter your email's information.**

**Tap Send. It's in the top-right corner of the screen. This will send your email to all addresses listed, though only the email addresses in the "To" field will be visible.**



## Using Windows 10 Mail

Open Start . Click the Windows logo in the bottom-left corner of the screen.

Type in `mail`. Doing so searches your computer for the Mail app.

Click `Mail`. It's a white envelope-shaped icon at the top of the Start window.


Select an email account. In the upper-left side of the window, click the email account from which you want to send the mail.

Click `+ New mail`. It's in the top-left corner of the Mail window. A new mail template will open.

If you want to forward an email instead, click the email that you want to forward, then click `Forward` at the top of the email.



## Using Windows 10 Mail - continued

Enter a recipient's email address. In the "To" field, type in a person's email address. This is the main person to whom you'll send the email; their email address will not be BCC'd. You can add multiple email addresses by pressing the Tab  key after each one

Click Cc & Bcc. It's on the right side of the "To" text field. This will prompt a "Cc" field and a "Bcc" field to appear below the "To" field.

Click the "Bcc" text field. This will place your cursor in the "Bcc" field.

Add an email address. Type in the email address of the person to whom you want to send the email via BCC.

Write your email. In the main section of the email window, enter your email's information.

Click Send. You'll find this in the top-right corner of the window. Doing so will send your email to all email addresses listed, though only the email addresses in the "To" field will be visible.



## Using Mac Mail

**Open Mail.** It's a stamp-shaped icon on the Dock. Doing so opens your mailbox.

**Click Compose.** This is the pen-and-pad icon in the upper-left corner of the Mail window. A new mail window will open.

**If you want to forward an email instead, click the email that you want to forward, then click → at the top of the email.**

**Enter a recipient's email address.** In the "To" field, type in a person's email address. This is the main person to whom you'll send the email; their email address will not be BCC'd.

**You can add multiple email addresses by pressing the `Tab ↵` key after each one.**



## Using Mac Mail - continued

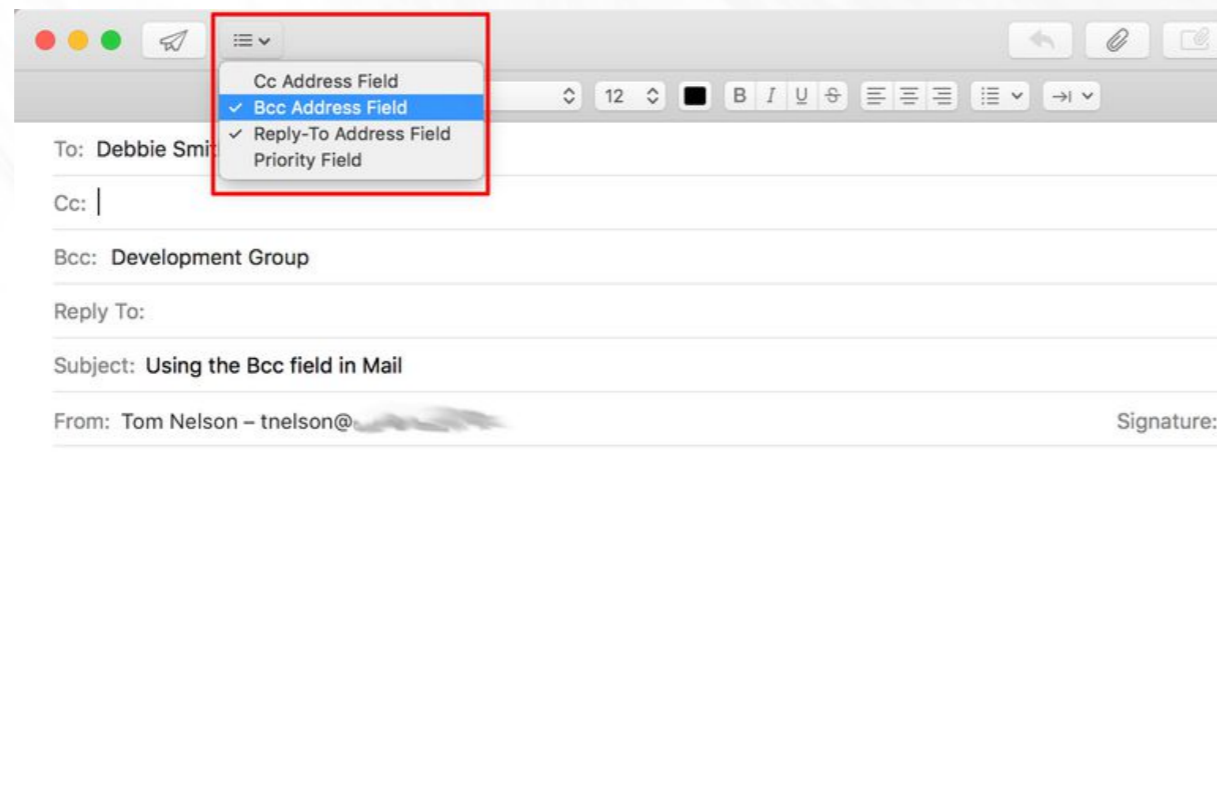
Click . It's in the upper-left side of the Mail window. A drop-down menu will appear.

Click **Bcc Address Field**. You'll find this in the drop-down menu. A "Bcc" text field will appear near the top of the window.

Add an email address. Type in the email address of the person to whom you want to send the email via BCC

Click **Send**.

It's a paper plane-shaped outline in the upper-left corner of the window. Doing so will send your email to all email addresses listed, though only the email addresses in the "To" field will be visible.





## Using Thunderbird Mail

Regular messages are sent using the To box in Mozilla Thunderbird, but you can also utilize the Cc and **Bcc** fields to send carbon copies and blind carbon copies. You can use any three to send emails to multiple addresses at once.

Use Cc to send a copy to the recipient, but it will not be the "primary" recipient, meaning that any other group recipients will not reply to that Cc address if they reply normally (they'd have to choose **Reply All**).

You can use Bcc to hide other Bcc recipients from each other, which is a good idea when protecting the privacy of lots of recipients, like if you're sending an email to a huge list of people.



## **How to Use Cc, Bcc, and To in Mozilla Thunderbird**

**You can add Bcc, Cc, or regular To recipients in two different ways, and the one you choose should depend on how many addresses you're emailing.**

**To email just one or a few recipients using the Cc, Bcc, or To field is easy.**

**In the message window, you should see To: off to the left side under the "From:" section with your email address. Input an email address into that box to send a regular message with the To option.**

**To add Cc email addresses, just click the box that says "To:" on the left, and then choose Cc: from the list.**

**The same concept applies to using Bcc in Thunderbird; just click the To: or Cc: box to change it to Bcc.**

**Note: If you enter multiple addresses separated by a comma, Thunderbird will automatically split them into their own "To," "Cc," or "Bcc" sections in their own boxes below each other.**

# **How to Use Cc, Bcc, and To in Mozilla Thunderbird**

## **Email Lots of Recipients**

**To email several email addresses at once can be done through the Address Book in Thunderbird.**

- 1. Open your list of contacts from the Address Book button at the top of the Thunderbird program window.**
- 2. Highlight all of the contacts that you want to email.**

**You can choose multiples by holding down the Ctrl button as you select them. Or, hold down Shift after you choose one contact, and then click again further down the list to automatically select all the recipients in between.**

- 3. Once the desired recipients have been highlighted, click the Write button at the top of the Address Book window.**

**You can also right-click the contacts to choose Write, use the Ctrl+M keyboard shortcut, or navigate to the File > New > Message menu item.**

- 4. Thunderbird will automatically insert each address into their own "To:" line. At this point, you can click the word "To:" off to the left of each recipient to choose whether to change the send type to Cc or Bcc.**