

FORWARDING EMAILS USING BCC

How to forward emails—and using BCC. This is from an administrator of a large corporate system. It is an excellent message that ABSOLUTELY applies to ALL of us who send emails. PLEASE read and then file, even print it and nail it above your machine!!!!

Do you really know how to forward emails? 50% of us do; 50% do NOT. Do you wonder why you get viruses or junk mail? Do you hate it? Every time you forward an email there is information left over from the people who got the message before you, namely their email addresses and names. As the messages get forwarded along, the list of addresses builds, and builds, and builds, and all it takes is for some poor sap to get a virus, and his or her computer can send that virus to every email address that has come across his computer. Or someone can take all of those addresses and sell them or send junk mail to them in the hopes that you will go to the site and he will make five cents for each hit. That's right, all of that inconvenience over a nickel! How do you stop it? Well, there are two easy steps:

(1) When you forward an email, DELETE all of the other addresses that appear in the body of the message. That's right, DELETE them. Highlight them and delete them, backspace them, cut them, whatever it is you know how to do. It only takes a second. You MUST click the "Forward" button first and then you will have full editing capabilities against the body and headers of the message. If you don't click on "Forward" first, you won't be able to edit the message at all.

(2) Whenever you send an email to more than one person, DO NOT use the To: or Cc: for adding email addresses. Always use the BCC: (blind carbon copy) for listing the email addresses. This is the way that people you send to only see their own email address. If you don't see your BCC: option click on where it says To: and your address list will appear. Highlight the address and choose BCC: and that's it, it's that easy. When you send to BCC: your message will automatically say "Undisclosed Recipients" in the "TO:" field of the people who receive it.

Do you ever get an email that is a petition? It states a position and asks you to add your name and address and to forward it to 10 or 15 people or your entire address book. The email can be forwarded on and on and can collect thousands of names and email addresses. A FACT: The completed petition is actually worth a couple of dollars to a professional spammer because of the wealth of valid names and email addresses contained therein. If you want to support the petition, send it as your own personal letter to the intended recipient. Your position may carry more weight as a personal letter than a laundry list name and email address on a petition. So please, in the future, let's stop the junk mail and the viruses.

Hope you find the above info useful and helpful and let's stamp out spam!!!