

<b>Title of document :</b>	Address an email to recipients in a confidential way
<b>Version :</b>	1.1
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<b>Filename :</b>	Bcc_email.doc
<b>Procedure owned by :</b>	CAMAJ rédaction inc.
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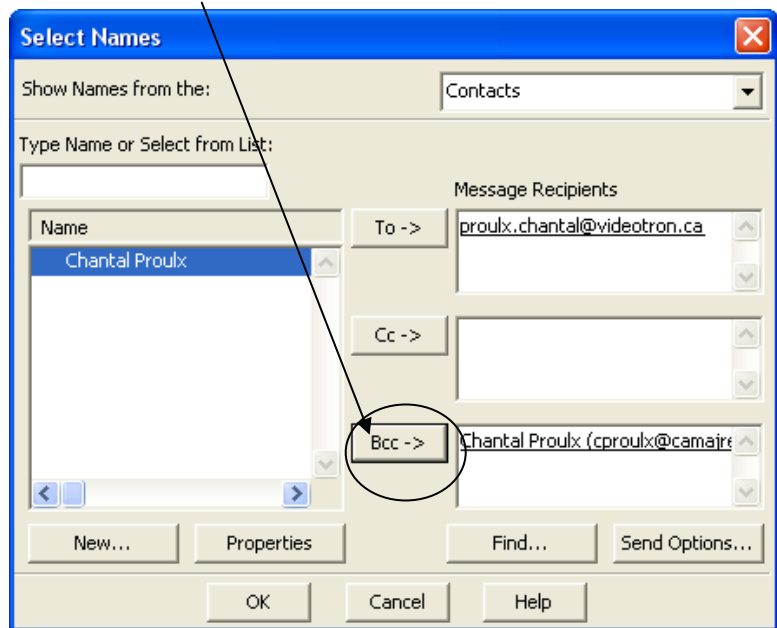
<b>Object :</b> To send a blind carbon copy email to selected addressees, keeping the list of contacts confidential.	<b>Frequency :</b> As needed.
<b>Scope :</b> To send an email in a confidential way.	<b>Starting event:</b>
<b>Warning :</b> Bcc: Blind carbon copy in MS Outlook, English version.	<b>Prerequisite :</b> Open MS Outlook or MS Outlook Express.

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**Procedure:**

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1. Create a new email.
2. Click on the address book.
3. Select the appropriate contact folder.
4. Select an addressee and click on the button **Bcc** to add the contact in the sending list. Repeat the operation for all addressees to be added. Their email address will be shown in the right hand side box.
5. When done, click on **OK**.



6. Enter your email address as the main addressee (To...). You should see also the selection of addressees next to the **Bcc...** button.
7. Type in the text to be sent to each of them and click on **Send**.

From...	
To...	<a href="mailto:proulx.chantal@videotron.ca">proulx.chantal@videotron.ca</a> ;
Cc...	
Bcc...	<a href="mailto:cproulx@camajredaction.com">cproulx@camajredaction.com</a> ;
Subject:	

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You will receive the email sent since you are the main addressee and the other ones will receive the same email showing only your name. In this way, you will not disclose your contact list to everyone.