

How To Invoke BCC: in AOL

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We can't emphasize enough the importance of using the BCC: (Blind Carbon Copy) feature of an email program when sending an email to a collection of people who do not know each other.

Sometimes, though, people can't find the BCC: field. If you're an AOL user, you won't see a BCC: field when you start a new email. Here's how to send emails in AOL using the BCC: field.

- 1) Start a new email.
- 2) The BCC: field isn't showing; there are two methods of using BCC: in AOL.

Method 1

In the "Copy To" field, type the email addresses of your recipients, enclosing each address inside of parentheses, separating each address with a comma.

You will NOT be able to send the email, however, unless you put an email address in the Send To field. We suggest you send the email to yourself.

Method 2

Click on the "Address Book" icon.

Your AOL Address Book opens. Highlight (click on) the names you want to send BCC: (You can choose multiple names by holding down the CTRL key.), then click on the BCC button at the bottom.

When you've finished selecting the names, close the window by clicking on the X in the upper right-hand corner.

The names (email addresses) you selected will now appear in the "Copy To" field. Each name or email address will be enclosed in parentheses followed by a comma.

You will NOT be able to send the email, however, unless you put an email address in the Send To field. We suggest you send the email to yourself.

