

How To Invoke BCC: in Gmail

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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 a Gmail user and don't see a BCC: field when you start a new email, here's how to force the appearance of the BCC: field.

- 1) Start a new email.
- 2) Only the TO: field will be showing. Notice the "Add BCC" link directly under the TO: field.
- 3) Click on the "Add BCC" link.
- 4) The BCC: field now appears in your new email. Unfortunately, you will need to invoke the BCC: field in subsequent new emails as Gmail doesn't remember your setting.
- 5) Put the email addresses into the BCC: field. Send your email as usual.

