

# How To Invoke BCC: in IncrediMail

Presented by 4KCC.COM \* [http://www.4kcc.com/How2/bcc\\_incredimail.html](http://www.4kcc.com/How2/bcc_incredimail.html)

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 IncrediMail 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) If the BCC: field isn't showing, notice the VIEW menu at the top of the new email.
- 3) Click on the VIEW menu and a drop-down menu appears. Click on "CC/BCC Fields."
- 4) The BCC: field now appears in your new email. The BCC: field should appear in subsequent new emails, as well.
- 5) Put the email addresses into the BCC: field. Send your email as usual.

