

How To Invoke BCC: in Mozilla Thunderbird

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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 Mozilla Thunderbird user and don't know how to invoke a BCC: field when you start a new email, here's how:

- 1) Start a new email. Notice the small arrow to the left of the word To:
- 2) Click on the arrow to the left of the word To: and an option menu will appear. Notice the BCC: option.
- 3) Click on "Bcc" and the field will turn to a BCC: field.
- 4) Put the email addresses into the BCC: field. Send your email as usual.

