

## E-mailing: BCC and CC

In e-mail terminology, **Cc** stands for "**carbon copy**" and **Bcc** stands for "**Blind carbon copy**". In Spanish would be: CC (copia de carbón) and CCO (copia de carbón oculta)

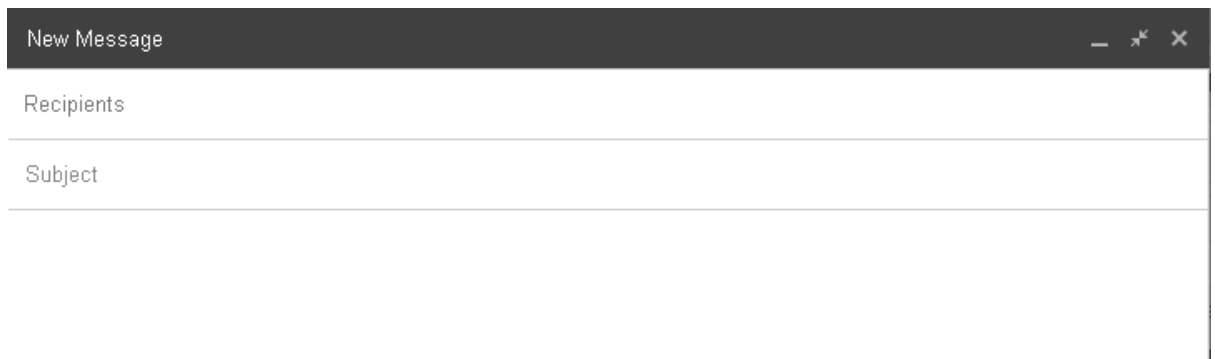
The **difference between Cc and Bcc** is that **carbon copy (CC) recipients are visible to all other recipients** whereas those who are **BCCed are not visible to anyone.**

To specify the recipients, an e-mail message can contain addresses in any of the 3 following fields:

- **To:** enter the email address(es) of the people the email is targeted to
- **CC:** enter the email addresses of the people you want to know about the email (remember that everyone will see their names)
- **BCC:** enter the email addresses of the people you want to know about the email. (remember that no one will see their names)

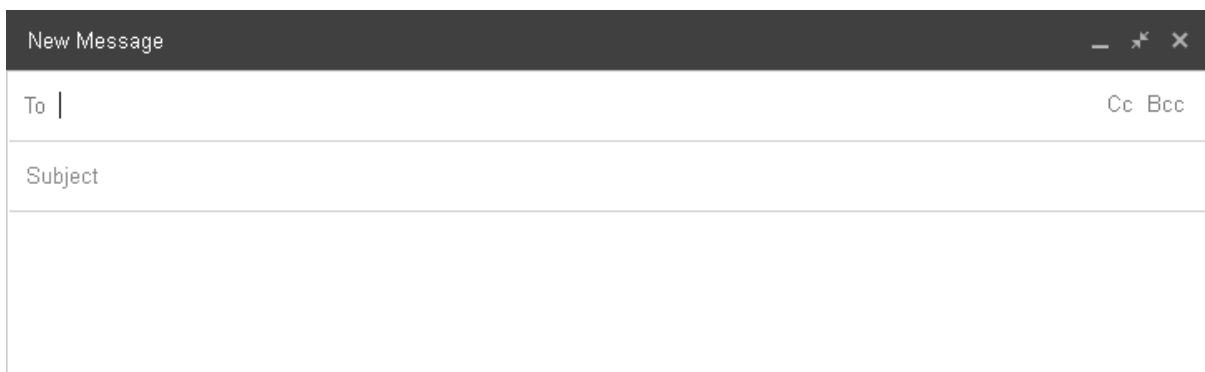
It is common practice to use the **BCC:** field when addressing a very long list of recipients, or a list of recipients that should not (necessarily) know each other, e.g. in mailing lists.

Steps to follow: **Gmail example:**



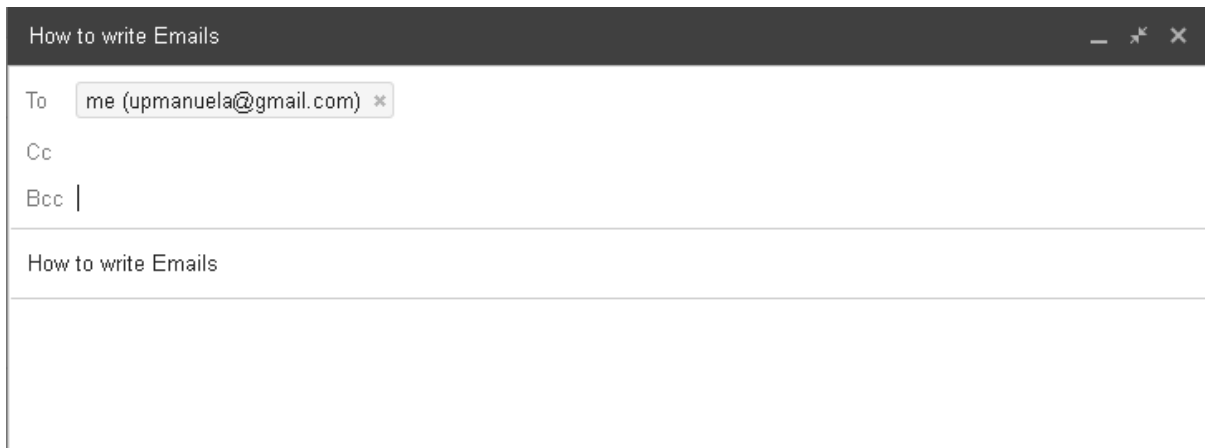
The screenshot shows a 'New Message' window with a dark header bar containing the title 'New Message' and window control icons. Below the header, there are two input fields: 'Recipients' and 'Subject', each with a horizontal line below it. The rest of the window is empty.

1. Click TO and Look for Cc – Bcc: top right. Click



The screenshot shows a 'New Message' window with a dark header bar containing the title 'New Message' and window control icons. Below the header, there is a 'To' field with a vertical cursor and a 'Cc Bcc' label to its right. Below the 'To' field is a 'Subject' field with a horizontal line below it. The rest of the window is empty.

### 3. Complete the TO field (*apartado*) and Subject



How to write Emails

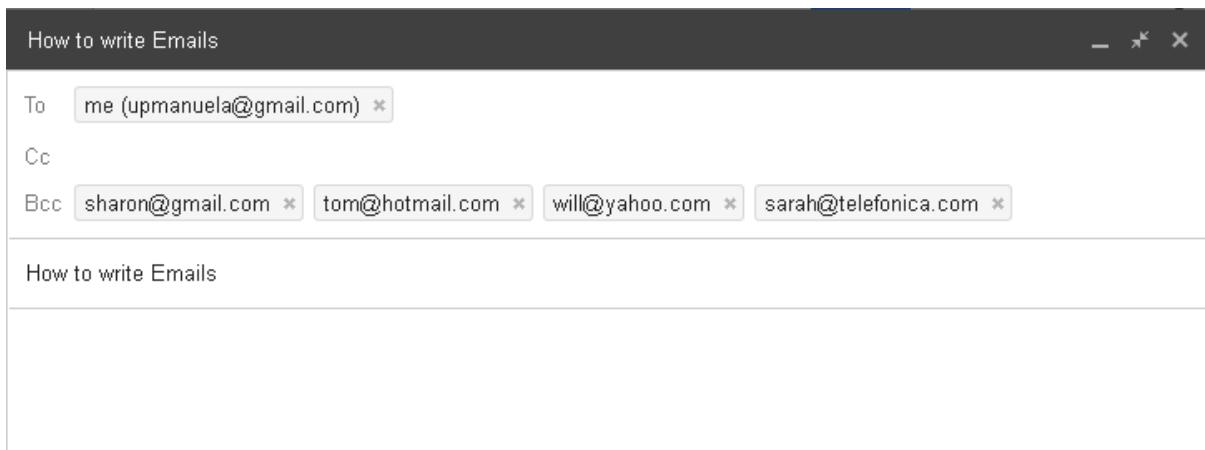
To me (upmanuela@gmail.com) \*

Cc

Bcc |

How to write Emails

### 4. Complete the field BCC or CC



How to write Emails

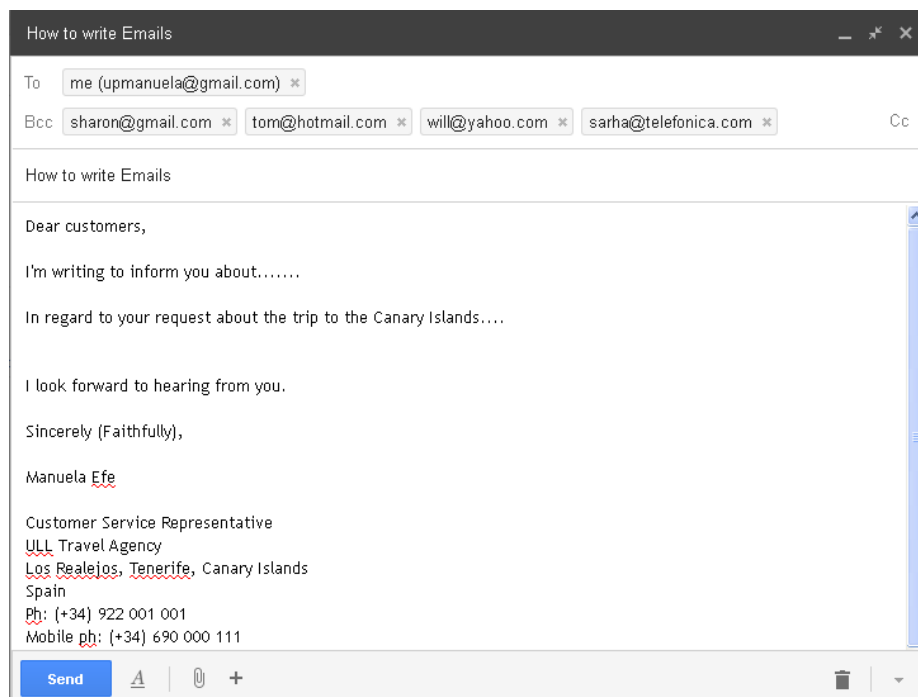
To me (upmanuela@gmail.com) \*

Cc

Bcc sharon@gmail.com \* tom@hotmail.com \* will@yahoo.com \* sarah@telefonica.com \*

How to write Emails

### 5. Write your Text. Send or Save



How to write Emails

To me (upmanuela@gmail.com) \*

Bcc sharon@gmail.com \* tom@hotmail.com \* will@yahoo.com \* sarha@telefonica.com \*

Cc

How to write Emails

Dear customers,

I'm writing to inform you about.....

In regard to your request about the trip to the Canary Islands....

I look forward to hearing from you.

Sincerely (Faithfully),

Manuela Efe

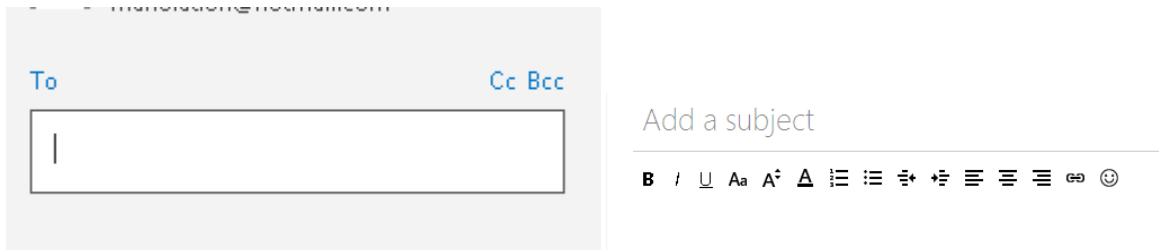
Customer Service Representative  
ULL Travel Agency  
Los Realejos, Tenerife, Canary Islands  
Spain  
Ph: (+34) 922 001 001  
Mobile ph: (+34) 690 000 111

Send

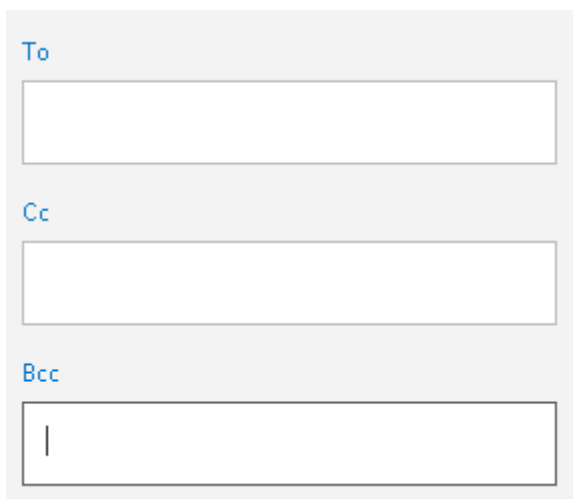
## HOTMAIL - OUTLOOK example:



### 1. Click on Cc - Bcc



### 2. Complete the fields with the email addresses



### Attach a file, picture, etc...

