



## Coffee Break

Question on Software or Operating system.

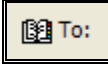
### Keeping Your Mass Mailing Contacts a Secret is Easy as BCC

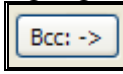
Have you ever received mail forwarded to you with hundreds of e-mail addresses in the header? Every address on that email may be getting unintentionally passed all over the net. When you forward it to everyone in your address book you risk making every address on that email vulnerable to unscrupulous advertisers.

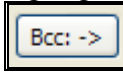
So, do your friends a favour and avoid exposing their addresses to all of cyberspace by sending mass mailings as Blind Carbon Copies (BCC). E-mail privacy is just a few clicks away. Here's what you do...


When you create or forward an e-mail in Outlook Express you usually click on "To: ->" and make selections from your address book.

If you look down, you'll see other options: "Cc: ->" and "Bcc->". Simply highlight the addresses you want to send to and click "Bcc: ->".

1) Click on the  icon.

2) Highlight the address you want to send and click on  icon.

3)  icon.

4)  button.

When you finish your selections, click OK (4) and you will return to the New Message window where you can enter the [Subject] then click [Send] you can type your e-mail in the "To: -> " field for a backup copy.