



EMAIL SAFETY

KEEPING INFORMATION SAFE



You've probably used email for years, but there's a feature that might not be getting the attention it deserves. Let's talk about Bcc - Blind carbon copy!

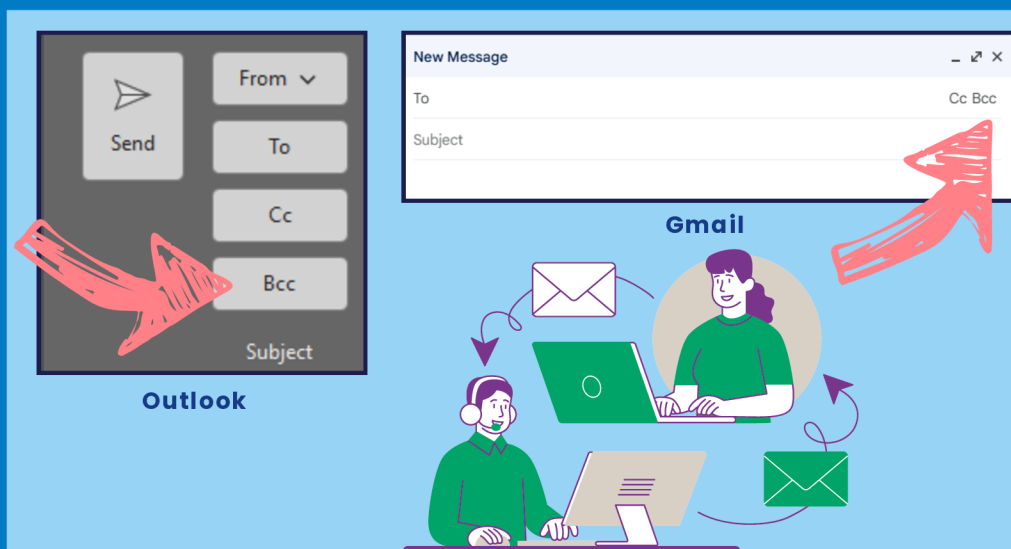
Bcc allows you to send a message to multiple people while keeping their email addresses private. Unlike 'To' or 'Cc', recipients in the Bcc field won't see anyone else on the list.

It's really important to use Bcc when sending to multiple people because:

- It keeps their email addresses private. That means no accidental sharing of personal information.
- It reduces the risk of data breaches which can lead to spam or phishing attacks from malicious parties.
- It is more professional for bulk emails, like newsletters and updates.
- It complies with privacy laws like GDPR, as it is your responsibility to protect personal information.

The Bcc field should come up when you start to compose a new email, but if it doesn't you can find it (on Outlook), by going to Options>Show fields>Show Bcc.

On Gmail, when you start a new message you should see Bcc as an option the right of the new message, click this and you can then access the field.



Once you have it you can add all the emails you wish to send into the Bcc field and send your email. You do not need to add any email address in the To field.

Here are some best practices to make sure you're using Bcc effectively.

- Double check recipients before sending, to make sure you're sending to the right group.
- Consider professional mailing services for large groups - companies like Mailchimp and Dotdigital are a better choice offering organisation and security.

By using Bcc you're protecting privacy, reducing risks, and maintaining a professional email experience. It's a small step which makes a big difference in your email security.