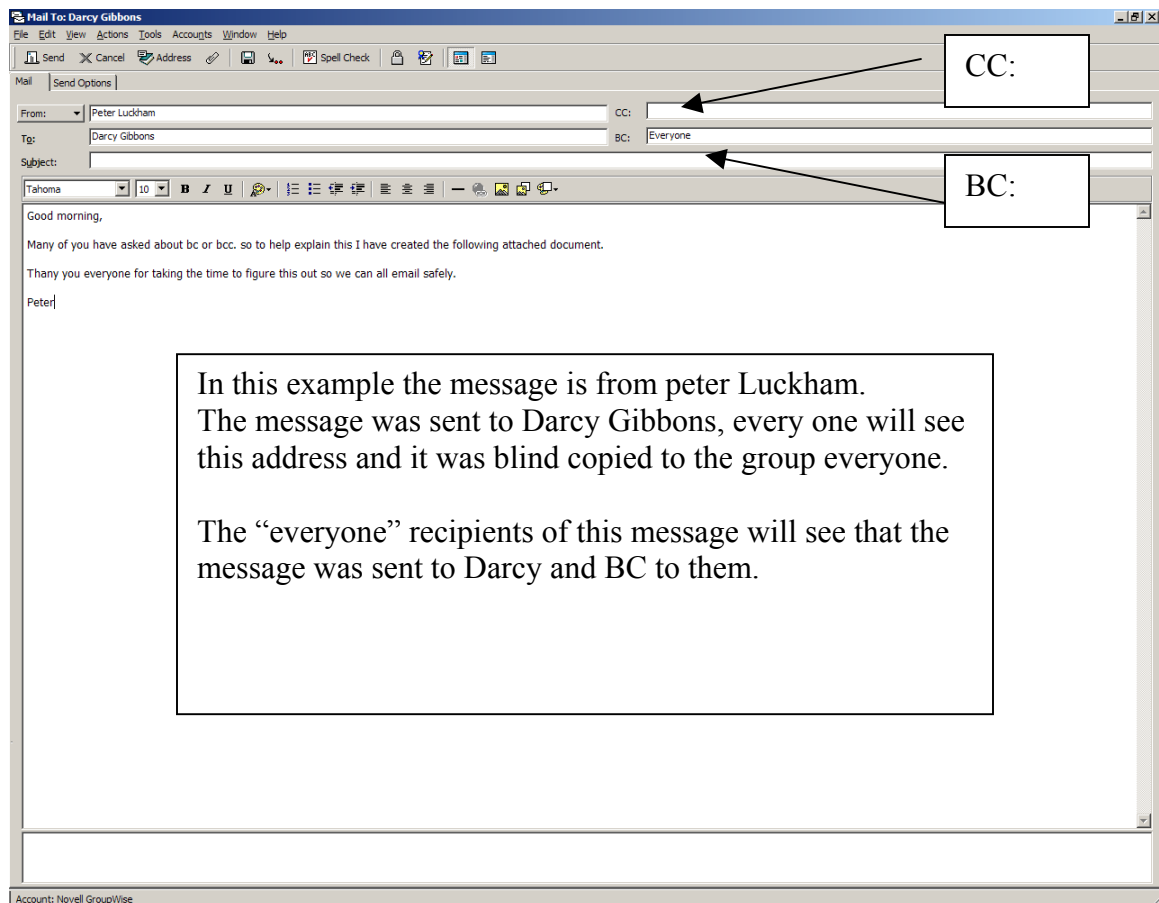


Blind Carbon copied de-mystified.

This is a screen shot of your email composition screen.

You are all familiar with the From: and To: parts of the screen on the left.

- On the right side you will see CC: this is “Carbon Copy”, meaning a copy of the message will be sent to the email address you place in this box. Everyone who receives this email message will be able to see the persons address that you place in this box.
- On the right side just below the CC: is BC: this is “Blind Copy””, meaning a copy of the message will be sent to the email address you place in this box, but no one who receives this email message will be able to see the person or persons address that you place in this box.



FYI if you are using outlook express, netscape or a webmail client BC: is often referred to as Bcc: Blind Carbon Copy and performs in the same way. Groupwise chooses to use the short form BC:

Hope this helps,
Peter