

How to help prevent spam messages flowing across the Internet.

You cannot prevent other people passing on your e-mail address but you are in control of how you distribute e-mails to various people.

When you send a message to a single person you put their address in the “To” box and create your message and off it goes.

There are several ways of send a single message to lots of people.

1. You can send a single message lots of times to different e-mail addresses
Creating the same individual message to lots of people is time-consuming.
2. You can use Mail Merge to create a single message and have it distributed as lots of messages to your group of recipients
Using Mail Merge is great if you are prepared to set up your list of recipients in your address book and then go through the Mail Merge processes to create the message but it is a rather complex method for sending one-off e-mails to lots of people.
3. You can create a single message and put all of the recipients e-mail addresses in the “To” box
4. You can create a single message and send it to one particular person and use the “cc” box to add the list of other e-mail addresses
Using either of the above options will allow all of the recipients to be able to see everyone else’s e-mail address and if they forward the message to other people, they too will be able to see all of the e-mail addresses. This is how your address can be passed around to dozens or even hundreds of different people.
5. You can create a single message, put your own e-mail address in the “To” box and put all of the recipients’ addresses in the “bcc” box
“bcc” stand for “Blind Carbon Copy”. If you send a message this way all of the recipients will receive the single message but none of them will know who else has received the message. Even if any or all of them forward your message on only their and your e-mail addresses will be seen. No-one will see any of the other addresses.

You need to be careful when you use this method because a lot of Spam messages are sent in this way and some junk mail filters will flag messages that use the “bcc” box and so the legitimate message may not get through. If you use Outlook you can solve this problem by adding your intended recipient to you “Safe Senders List”. Other e-mail systems may use other methods.

“bcc” should appear under the “cc” box in and e-mail message. If you do not see it there and you are using Microsoft Outlook just click on the “Options” tab and then “allow bcc”. You may need to refer to the help file if you are using other types of e-mail systems.

If you receive a message which has been sent to lots of other people and you want to forward it on to someone else you will see the “From”, “Sent” “To” and “Subject” boxes within the message. Make sure that you delete all of the “To” section before you press the “Send” button. This way you will be doing your bit to stop other peoples e-mail addresses from being sent around the world.