

Post 21 IT Job Aids - Group Email

Sending Group email

- Sending group email's without disclosing the recipients to each other. Everyone sees email addresses in the "To" and "CC" fields.

=====

From: American Legion Post 21 <socialmgr@alpost21.com>

To: Undisclosed Recipients<adjutant@alpost21.com>

CC: Empty! (but it can be used for email address that you do want to share)

BCC: Blind Carbon Copy!

Group names, or addresses separated by comma's
No one in the list will see any of the other addresses here.

Subject: Should not be blank

ADD ATTACHMENT if Required.

Message

- You might want to compose the letter in a word processor and paste it into the message field. Word Processors are far better at spelling and grammar help.