



Sending a mass email

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- Do not send to more than 99 recipients at a time.
- Bcc all recipients:-

If you're sending a message to several people and want to hide each recipient's email address, you can use the blind carbon copy feature. Simply enter the email addresses that you do not want to display to the recipients in the Bcc field of your composed message by clicking Add Bcc.

If you don't want any of the email addresses to show up to the recipients, common practice is to include your own email address in the To field, and all of the recipients' addresses in Bcc.

This way each recipient cannot see all the other email addresses. In the event that a spammer would get a hold of a single email containing all the email addresses they would gain 99 more people to annoy.