When to use Reply, Reply All, and BCC…

At times we may need to send an email to a group of people. You may need to decide if it is better to use Reply, Reply All, or Forward.

 If you just want to let people know that an email was sent but you only need to reply back to the person who sent the original email just use **Reply.**

Reply All is specifically for the entire group that must be in the loop and it will go to everyone on the To: line and the Cc: lines.

If you need to pass on an attachment you must use the **Forward** feature.
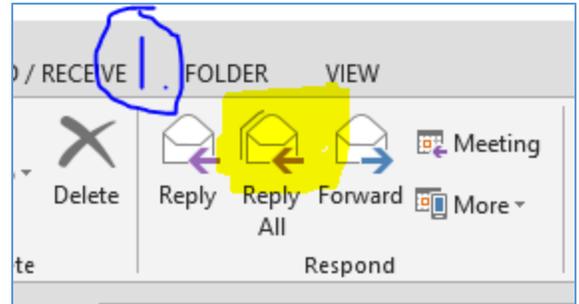
Using the BCC: field to send an email message to a large group of people has a number of benefits, including:

1. *The privacy of email addresses is protected in the original message.* The recipients will receive a copy of your message, but they will not be able to see the addresses of the recipients listed in the BCC: field.

2. *The privacy of email addresses is protected if the message is forwarded.* When an email message is forwarded, the addresses of everyone in the TO: field and the CC: field are also forwarded along with the message. Addresses that have been placed in the BCC: field are not forwarded.

3. *If a recipient uses the "Reply to All" option, the reply will not be sent to those individuals in the BCC: field.*Occasionally an email recipient may respond to a message using the "Reply to All" feature. **If you have placed a large list of recipients in the TO: or CC: field, all of them will receive the reply. This can be an annoyance to other recipients, particularly if the reply is not relevant to them or was intended only for the original sender.** By placing recipients in the BCC: field, you can help protect them against receiving unnecessary replies.

4. *Using the BCC: field acts as an anti-spam precaution.* Many viruses and spam programs are now able to sift through mail files and address books for email addresses. Using the BCC: field is an effective anti-spam precaution because it reduces the likelihood that recipients will receive a spam message or a virus from another recipient's infected computer.
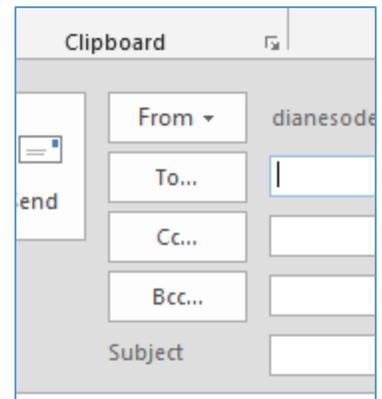
If you do not have the Bcc option available open a blank email >options> select Bcc.