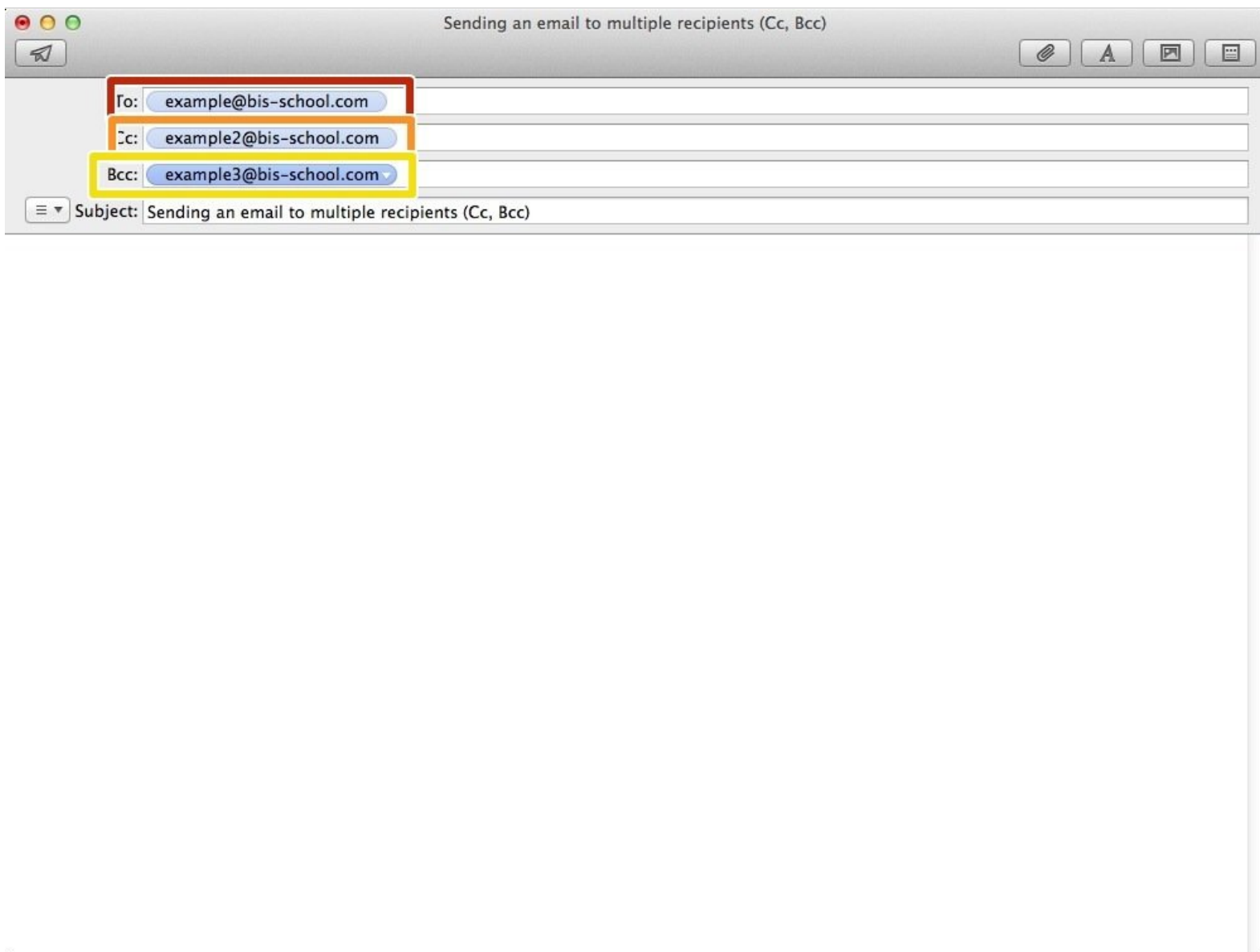


BIS Help Guides

Sending an email to multiple recipients (Cc, Bcc)

Learn how to send an email using the Cc and Bcc options

Written By: Aaron



Sending an email to multiple recipients (Cc, Bcc)

To: example@bis-school.com

Cc: example2@bis-school.com

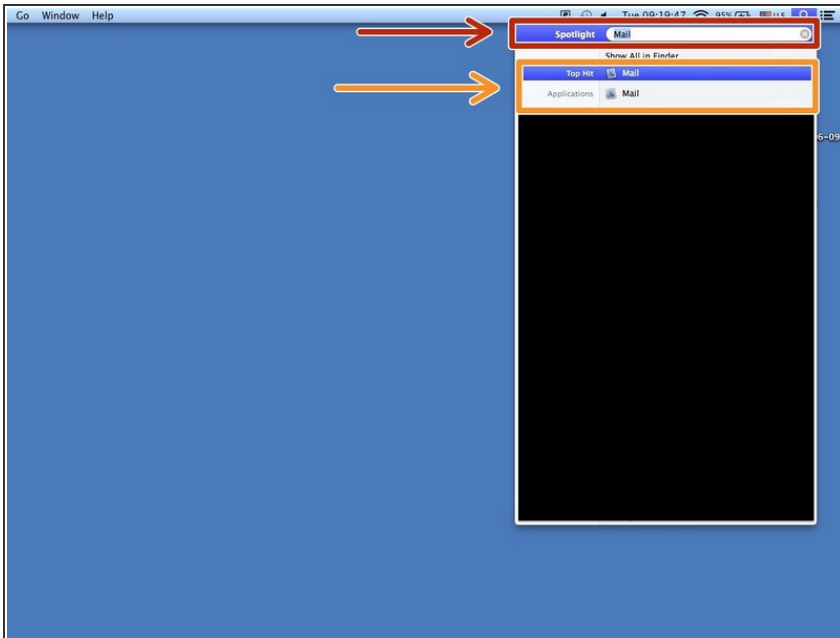
Bcc: example3@bis-school.com

Subject: Sending an email to multiple recipients (Cc, Bcc)

INTRODUCTION

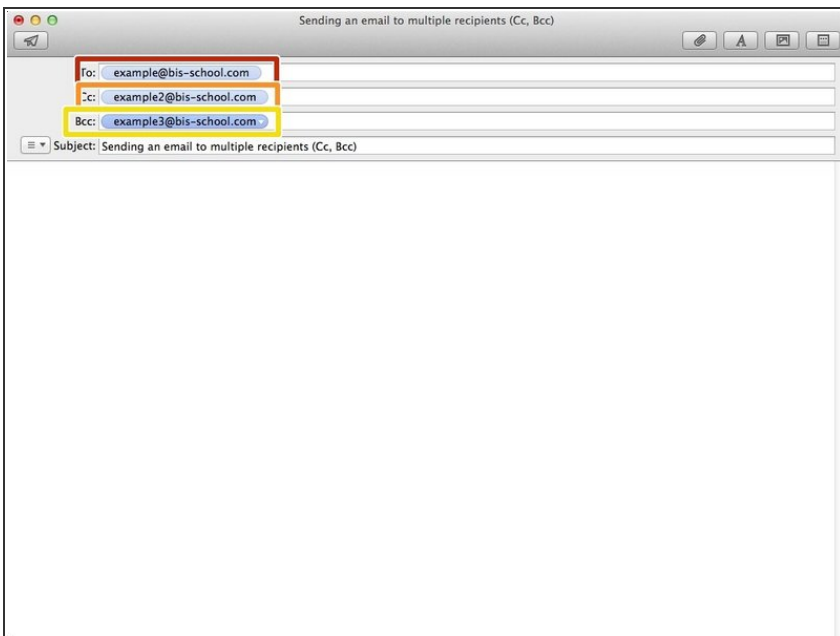
Learn how to send an email using the Cc and Bcc options

Step 1 — Finding The Mail Application Using Your Search Bar



- Type in the search bar "Mail" to find the application
- Click on the "Mail" application to open it

Step 2 — Sending an email to multiple recipients (Cc, Bcc)



- The main recipient of the email
- Cc stands for Carbon Copy. The email in this field will receive a copy of the email and everyone else who receives the email will be aware this email got a copy
- Bcc stands for Blind Carbon Copy. This is similar to the Cc field except the recipients in the To and Cc field will not be aware that a copy was sent to the Bcc email