# UNDERSTANDING Cc & Bcc IN EMAIL

Cc: (Carbon Copy)

When composing a message you must of course include the email address of the person to whom you are sending the mail. This goes in the "To:" field.

Most email programs also allow you to send a "**carbon copy**" of your email to another person. **The "Cc:" field is used for this purpose**. You include an email address in the same way as you include an address in the "To:" field.

Normally the "Cc:" field is used for **those who** should know about your message but **are not expected to act upon it**. Use it in the same sorts of situations where you would send a carbon copy of a letter or a memo.

When you receive email it contains the addresses of those to whom the mail was sent via the "Cc:" field.
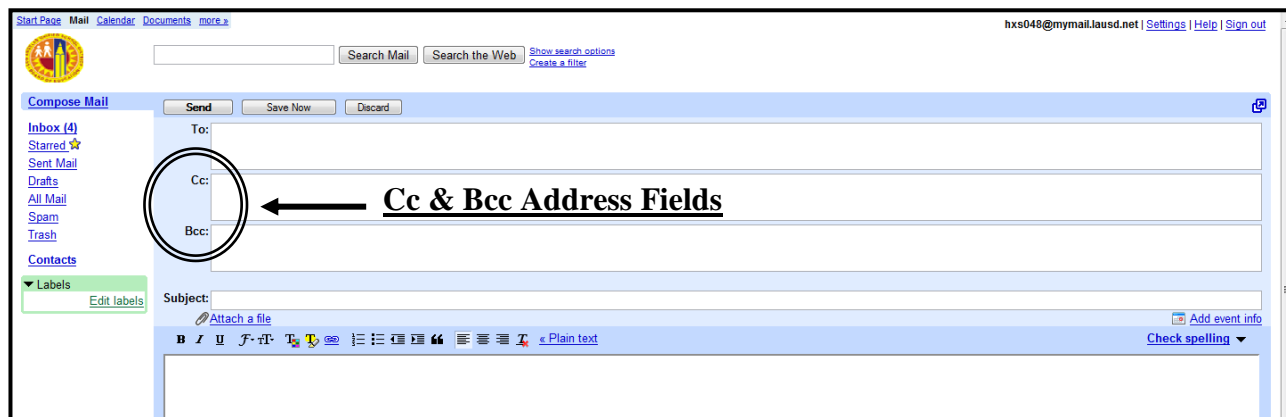
Bcc: (Blind carbon copy)

The "Bcc:" field is used in a similar manner to the "Cc:" field. However the mail you receive does not contain the addresses of those to whom the mail was sent by Bcc. **So the primary recipient of the message will not know who has received a "Blind carbon copy", if anyone.**