



Respecting E-mail Privacy

We've all received them — e-mails that have been forwarded multiple times and contain a long list of e-mail addresses. Unfortunately, unscrupulous people including hackers and spammers can then harvest these addresses. To prevent this from occurring when you forward e-mails, follow the steps below to use the Bcc (Blind Carbon Copy) feature. This allows you to send messages to many recipients without displaying their addresses and compromising their privacy.

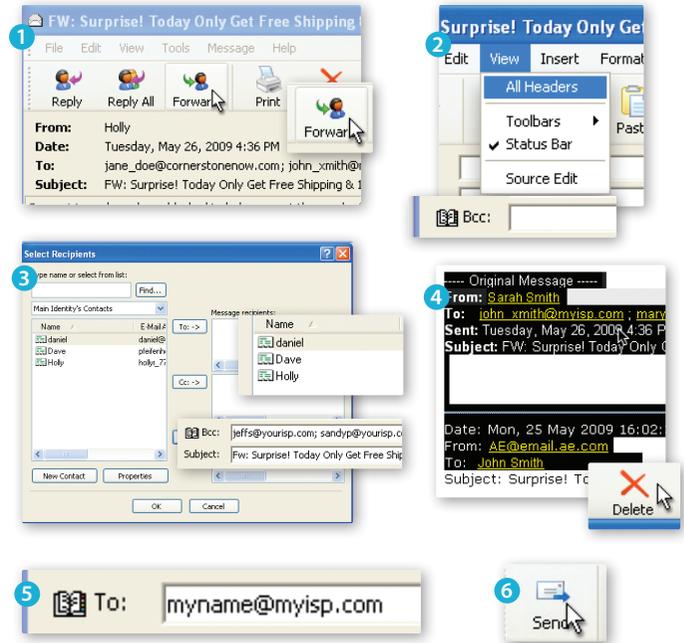
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Forwarding E-mail Messages With Bcc When Using ...

E-mail Program: Outlook Express 6

Computer Operating System: Windows XP

1. With the selected e-mail open, click on the "Forward" button on the toolbar.
2. If the "Bcc:" field is not visible, select "View" from the menu bar and then select "All Headers" from the resulting drop-down menu. The "Bcc:" field will now be visible below the "Cc:" field.
3. Click on the "Bcc:" button and a list of all saved recipient e-mail addresses will appear. You can choose from this list or you can manually enter the e-mail addresses of your chosen recipients.
4. As a courtesy to others, highlight and then delete the "From:" and "To:" addresses within the body of the e-mail so spammers don't harvest these addresses.
5. It is a good idea to enter your personal e-mail address in the "To:" field as often times spam filters will catch messages that do not have an address in the "To:" field.
6. Click the "Send" button on the toolbar.



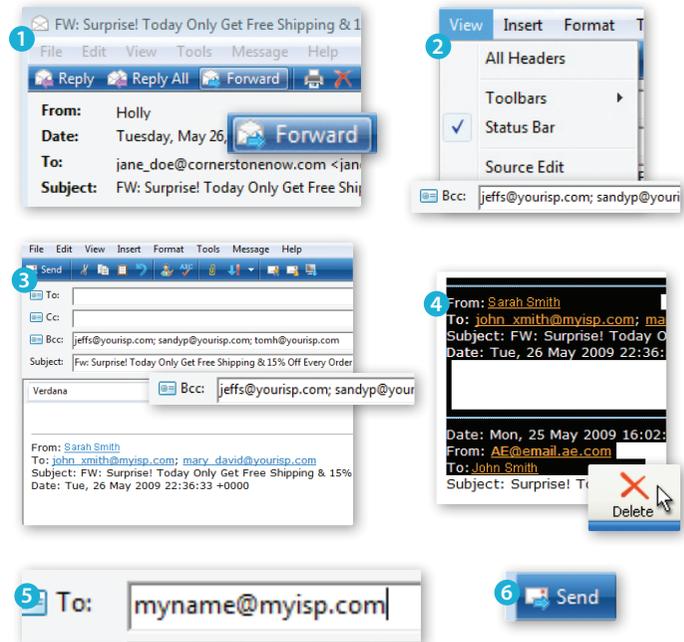
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Forwarding E-mail Messages With Bcc When Using ...

E-mail Program: Windows Mail

Computer Operating System: Windows Vista

1. With the selected e-mail open, click on the "Forward" button on the toolbar.
2. If the "Bcc:" field is not visible, select "View" from the menu bar and then select "All Headers" from the resulting drop-down menu. The "Bcc:" field will now be visible below the "Cc:" field.
3. Click on the "Bcc:" button and a list of all saved recipient e-mail addresses will appear. You can choose from this list or you can manually enter the e-mail addresses of your chosen recipients.
4. As a courtesy to others, highlight and then delete the "From:" and "To:" addresses within the body of the e-mail so spammers don't harvest these addresses.
5. It is a good idea to enter your personal e-mail address in the "To:" field as often times spam filters will catch messages that do not have an address in the "To:" field.
6. Click the "Send" button on the toolbar.



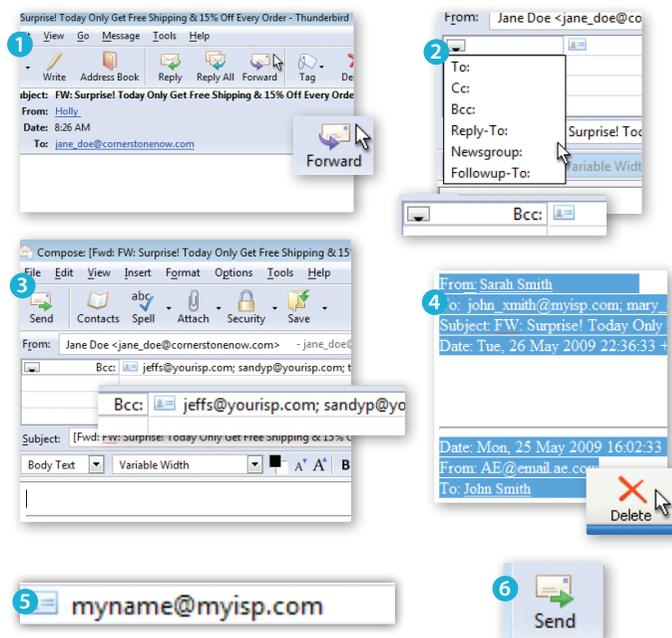
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Forwarding E-mail Messages With Bcc When Using ...

E-mail Program: Mozilla Thunderbird 3.0

Computer Operating System: Windows XP, Windows Vista, and Mac OS X 10.5

1. With the selected e-mail open, click on the "Forward" button on the toolbar.
2. If the "Bcc:" field is not visible, select the down arrow to the left of the word "To:" in the "To:" field. The "Bcc:" field will now be visible.
3. Enter the e-mail addresses of your chosen recipients.
4. As a courtesy to others, highlight and then delete the "From:" and "To:" addresses within the body of the e-mail so spammers don't harvest these addresses.
5. It is a good idea to enter your personal e-mail address in the "To:" field as often times spam filters will catch messages that do not have an address in the "To:" field. To do this, click on the empty box below the "Bcc:" field and the "To:" field will appear. Then enter your e-mail address.
6. Click the "Send" button on the toolbar.



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Forwarding E-mail Messages With Bcc When Using ...

E-mail Program: Apple's Mail 3.1 and Address Book 4.1

Computer Operating System: Macintosh OS X 10.5

1. With the selected e-mail open, click on the "Forward" button on the toolbar.
2. If the "Bcc:" field is not visible, select "View" from the menu bar and then select "Bcc Address Field" from the resulting drop-down menu. The "Bcc:" field will now be visible below the "Cc:" field.
3. Add the addresses of the recipients that you would like to receive the forwarded e-mail to the "Bcc:" field.
4. As a courtesy to others, highlight and then delete the "From:" and "To:" addresses within the body of the e-mail so spammers don't harvest these addresses.
5. It is a good idea to enter your personal e-mail address in the "To:" field as often times spam filters will catch messages that do not have an address in the "To:" field. To do this, click on the empty "To:" field and then enter your e-mail address.
6. Click the "Send" button on the message's toolbar.

