



Stay in touch easily with group emails

Most people can send an email to one person, but sending messages to multiple friends or colleagues at once is not so well known. This article explains how to do this.

Sending emails to many people at once is a really useful way of staying in touch with a group of people, and it saves sending lots of individual messages. It is great for things like:

- Sending all your friends and family an update about your recent holiday
- Mailing out invitations to a party
- Updating a team about news or project progress

It is really easy to do!

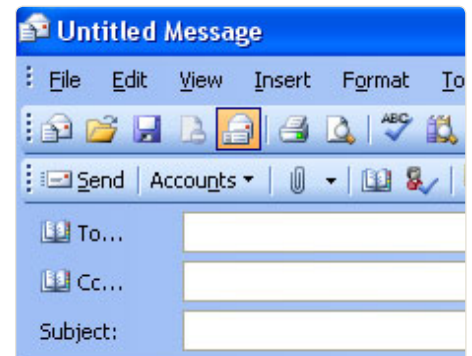
If you use Microsoft Outlook, open it up and create a new email. You will probably see a screen similar to the one below. There are **To...**, **Cc...** and **Subject:** boxes.

To send an email to more than one person you just have to put in more than one address and separate each one with a semicolon (;) and a single space.

For example to send a message to both paul@gizmo.com.au and michael@gizmo.com.au all I would do is put the following into my **To...** or **Cc...** box: paul@gizmo.com.au; michael@gizmo.com.au

This will send your email to both Michael and Paul. You can send emails to as many email addresses as you like this way. Be careful though! If you are using this method to send an update to clients or business associates, everyone who you send the message to will be able to see the addresses of everyone else. Unless people know everyone on the list, they may not want their email addresses broadcast to a group of people.

To make sure that your recipients can only see their own email address, you need to use the **Bcc** area. **Bcc** stands for **Blind Carbon Copy**. To bring this up, **click the To.. icon** and you will see the **Bcc** option located at the bottom of the box.



Above: Click the 'To..' button to bring up extra options

This article applies to:



Windows Vista

