

Cry for Help

Computer Tips & Tricks for the novice to the advanced.

eMail, Backups & BCC

Hopefully by now you're well practised at using eMails so it's time to think about a bit of good housekeeping.

Firstly, have you ever sent an eMail to a large group of your contacts, but didn't want to give everybody's eMail address to everyone else? This can be done very securely and easily. Firstly, instead of putting all your contacts in the 'To' section, put your own address. We do this because every eMail has to have a 'To' person. Then, place the large group of contacts – your intended recipients of the message – into the 'BCC' section of the eMail. If this section isn't obvious in your editor, simply click on the 'To' button to reveal this section. What this means is that you are sending a Blind Copy of the message to each contact, and in this way each recipient doesn't get to see the other recipients nor their eMail addresses.

Secondly, backups. Hopefully you have implemented the eMail storage folders, as suggested in a previous article, to archive the mail worth saving. But are you backing it up? The eMail storage folders are usually not saved inside the 'My Documents' folder so they need to be addressed separately when copying files off the computer. So don't forget to include these folders when doing back ups. A computer crash can happen at any time, so be prepared. Good Luck.



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