

Quick How-To:

How to Use CC and BCC in Email

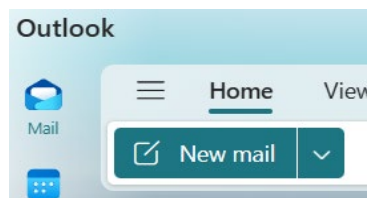
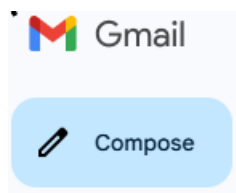
Who is this for?

This guide is for learners who use email and want to understand what CC and BCC mean — and how to use them respectfully.

Step-by-Step Instructions

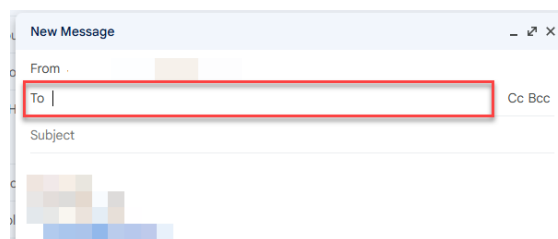
Step 1: Start a New Email

- Click **Compose** or **New Email** to begin a message.



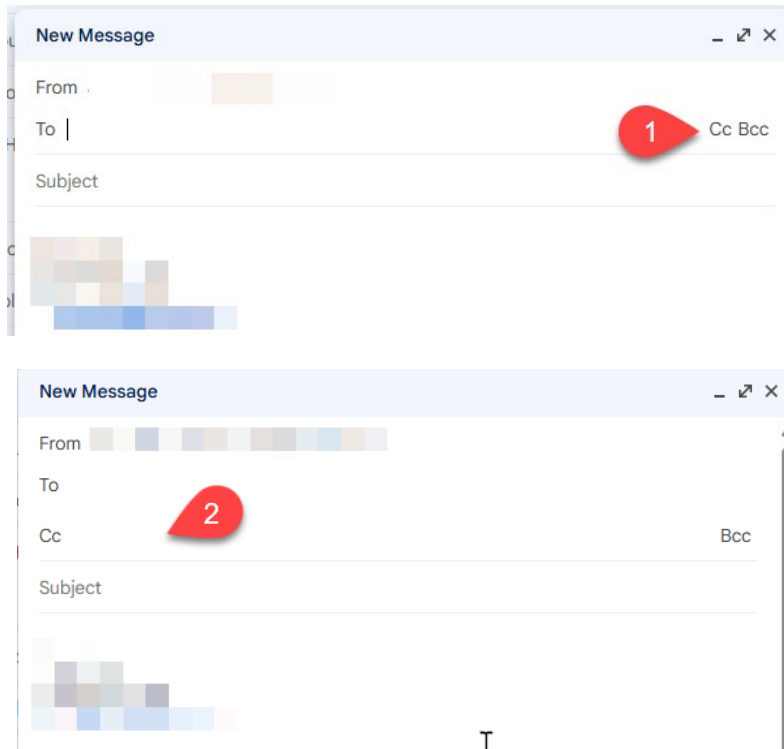
Step 2: Add the Main Recipient

- Type the email address of the person you're writing to in the **To** field.



Step 3: Use CC (Carbon Copy)

Add someone in the **CC** field if they need to see the email too — like a coworker or friend.

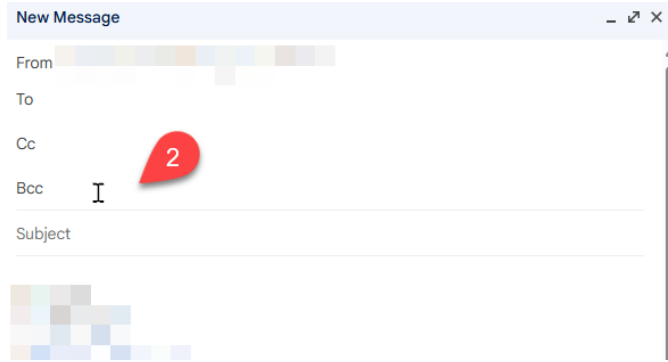


- Everyone can see who was CC'd.

Step 4: Use BCC (Blind Carbon Copy)

Use **BCC** to include someone quietly. Other people won't see their name.





This is useful for large groups or keeping email addresses private.

Step 5: Write and Send

Type your message, then click **Send** when ready.

You Did It!

You now understand how to use To, CC, and BCC — and when to use them.