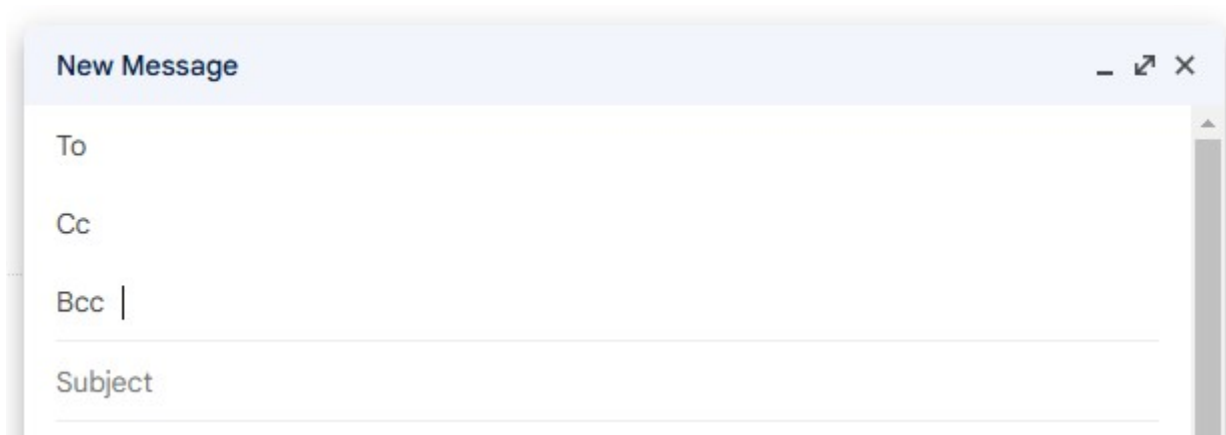


This is an beta website by [Inclusive Bytes CIC](#), The aim is to create one location for digital resources in Oldham.



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To, CC and BCC



The image shows a screenshot of an email client's 'New Message' window. The window has a title bar with the text 'New Message' and standard window controls (minimize, maximize, close). Below the title bar, there are four input fields: 'To', 'Cc', 'Bcc', and 'Subject'. The 'To' field is currently empty. The 'Cc' field is also empty. The 'Bcc' field is empty and has a vertical cursor. The 'Subject' field is empty. The background of the form is light yellow.

To

The “To” field is for the person or persons you want to act on the content of the email.

CC

The “CC” or Carbon copy field is for people who you want to know about the content but do not need to act.

BCC

The “BCC” or Blind Carbon copy field is for people you want to know about an email, but whom you do not want the people in the “To” or “CC” fields to know about.

Bulk Email

When sending a newsletter or mailshot, it is good practice to place your own email address in the “To” field and the recipients’ email addresses in the “BCC” field. This prevents recipients from seeing the email addresses of others, which can help avoid potential GDPR breaches.

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