

HOW TO FORWARD E-MAIL

(1) When you forward an e-mail, DELETE all of the other addresses that appear in the body of the message (at the top). That's right, DELETE them. Highlight them and delete them, backspace them, cut them, whatever it is you know how to do.

It only takes a second. You MUST click the "Forward" button first and then you will have full editing capabilities against the body and headers of the message. If you don't click on 'Forward' first, you won't be able to edit the message at all.

(2) Whenever you send an e-mail to more than one person, do NOT use the To: or Cc: fields for adding e-mail addresses. Always use the Bcc: (Blind Carbon Copy) field for listing the e-mail addresses.

When you send to Bcc: your message will automatically say "Undisclosed Recipients" in the To: field of the people who receive it. That is how you protect their privacy.

(3) Remove any "FW" in the subject line . You can rename the subject if you wish or even fix spelling.

To: Leave blank or send it to yourself.

Cc: Leave blank

Bcc: List multiple e-mail addresses (Blind Carbon Copy)