

## Email Etiquette

This week, I got an e-mail from Bob. He suggested that I remind people to use BCC. That's a good idea! Spammers just hate BCC!

Bob is referring specifically to e-mails that spread Internet legends. We've all received them, and they're almost all hoaxes. But people insist on telling everyone they know.

Once the letters make a few stops, they are loaded with e-mail addresses. Spammers can collect those addresses. Next thing, you'll be getting spam to expand certain body parts.

I don't recommend that you pass Internet legends on. After all, your friends are probably busy. They may think your e-mail is less than pressing.

But if you're going to pass them on, employ a couple courtesies. First, use BCC. That stands for blind carbon copy. Every e-mail program offers this option. By using it, only your e-mail address will show.

Let me tell you how it works in Microsoft Outlook. Click New to open a blank e-mail form. Rather than putting an address in the box, click on To:. A window will open. At the bottom, you'll see To, CC, and BCC. Put your address in the To: box. In the BCC: box, enter all of the other addresses.

Anyone who sees this e-mail will see only your address. The others will be hidden. The people on your list will be grateful.

But we're not ready to send the e-mail, yet. Bob pointed out that the other forwarding addresses should be removed. He's right.

These are bunches of addresses in the message part of the e-mail. They show the addresses where the e-mail was sent previously. Place your cursor next to the first bunch. Depress the left button. Drag it down so all the addresses are highlighted. Press delete.

As most people have learned, these Internet letters are nearly all hoaxes. Some lie about politicians. Others warn of viruses that don't exist. You can find out for sure by checking hoax-busting sites. Here are two: [Hoax Busters](#) and [Snopes](#).