



## Karlyn's K-TIPS!

### USING BCC WHEN YOU E-MAIL

To all of you on the many recent e-mails that have been forwarded: **PLEASE** remember to use "**Blind Carbon Copy**" for group mailings. We all feel the need to communicate with each other more than ever, but using BCC for forwards and group e-mails protects us and our friends from computer viruses and spam. If you use "Forward" or "To" for group e-mails, the names of all recipients are exposed to more and more and more and more strangers, which is how you end up on nuisance cyber-lists. But if you use "BCC," the names are hidden: The e-mail is marked "To Undisclosed Recipients," and everybody's net address remains private. (I'm sending this message to several hundred people, most of whom I don't know, whose names and e-addresses were evident in the recent forwards. But they're hidden from view here because of BCC. And their names will not be passed on and on and on in cyber-space.) Best of all, this good habit only takes a few seconds: Click on the little book icon next to the "To" line in your message; then highlight any name (or all names) in your Address Book and click on BCC and OK. (The method may be slightly different for AOL users.) For some reason, many people don't know about BCC. PLEASE start using it to protect people in your Address Book, and spread the word while you are at it!

**Don't give up what you want most for what you want for a moment!**

*"There is no traffic jam on the extra mile."*

*"The people who say, "It can't be done!" are usually the ones interrupting the people who are doing it!"*

*Nothing is more expensive than a missed opportunity!*

Successfully,  
Karlyn

(909) 419-7050

[thebizpro@trends2000.net](mailto:thebizpro@trends2000.net)

..''''') -:-\_.'''''') -:-\_.'''''') -:-\_.'''''')  
((,,' ..' Live Your Life ..' -:-  
-:- ((,,'\* With Passion ((,,'\*



K-TIPS: © Written by, Karlyn (909) 419-7050 of: [www.freebietraining.net](http://www.freebietraining.net)

