

Prevent a Long List of Email Addresses from Appearing in To:

Situation:

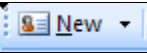

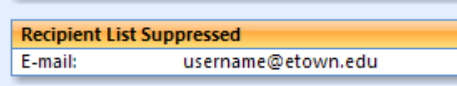
It's annoying for recipients to wade past a long list of email addresses in the To: line, but you don't want to leave it blank and only place recipients' addresses in BCC:

Overview:


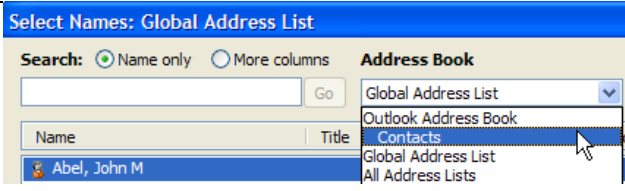
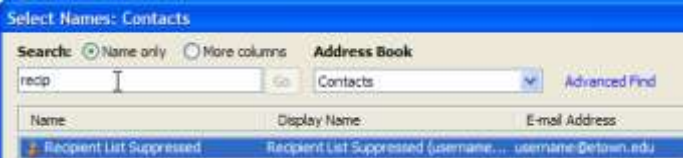
Create a dummy entry in your address book and use that in the To: line. Then put the real recipients' addresses in the BCC: line.

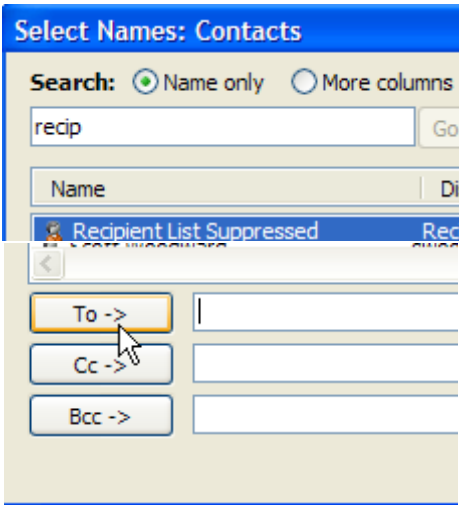
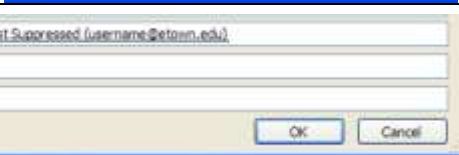
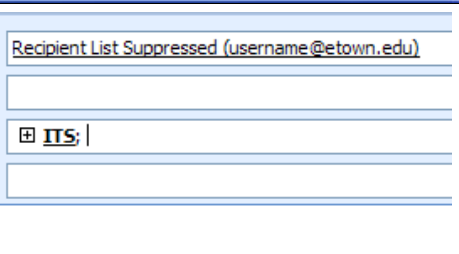
Step by Step Instructions:

Create a Dummy Entry Called Recipient List Suppressed

1.	In Outlook, select Contacts	
2.	Click New	
3.	Fill in the contact information Place your own email address in the email... box	
4.	Click Save & Close	
5.	The contact is created	

Send a Message to a Group of People

6.	Start a new message	
7.	Click To:	
8.	Select Contacts from Outlook Address Book	
9.	Type the first few letters of the dummy contact to find it fast Select Recipient List Suppressed	

10.	Click To->	
11.	Click OK	
12.	<p>Enter recipients' email addresses in the Bcc line. A distribution list should be put in the Bcc line also. When the recipient gets the message, because the multiple addresses are in the Bcc line, they will not show in the message.</p>	
13.	Send the message	