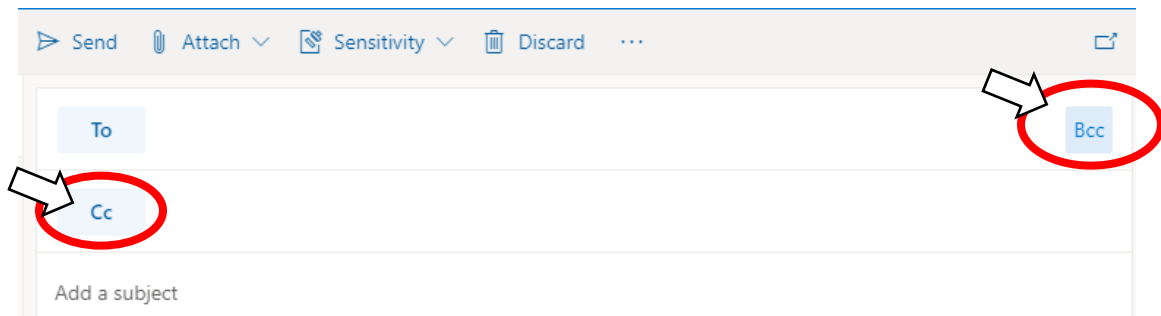


Your Student Email

CC'ing and BCC'ing:

When sending an email, someone may say to CC or BCC someone. But what do they even mean?

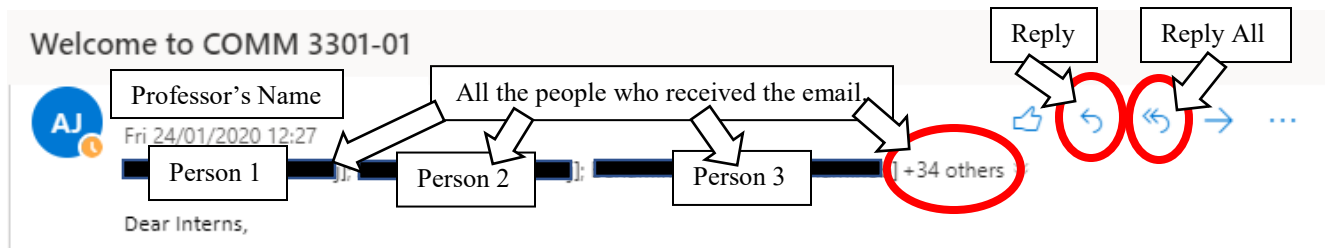


- CC stands for Carbon Copy. It is a term used when carbon paper was used to make a duplicate of a message instead of photocopying or email.
- A CC should be used when keeping someone in the loop about a conversation you are having with someone else.
- When someone says to copy them on an email, they're telling you to CC them.
- BCC stands for Blind Carbon Copy. This means that someone is being CC'ed on an email, but the primary recipient will not know this person is being copied on the email.
- Think of the To line as the primary recipient of your email. The email is for them. The person you've CC'ed or BCC'ed is the secondary recipient. You don't really want them in the conversation, but you want them to be aware of the conversation and to see the messages you've been having with the primary recipient.

Your Student Email

Mass Emails and Replying:

Professors sometimes send out a mass email. This means that many people are receiving the exact same email at the same time.



- To recognize a mass email, you can look at the To line to see how many people have received the same email as you. You can see in the example that in addition to Person 1, Person 2, and Person 3 receiving the email, 34 more people received the same email.
- If you are replying to a mass email, make sure to hit Reply and NOT Reply All. **Reply** is the icon that looks like a return arrow (↩) and **Reply All** is the icon that looks a return arrow on top on another return arrow (↩↩).
- Reply will allow you to reply only to the person who sent the email.
- Reply All will reply not only to the professor, but ALL the people who received the initial email. Everyone who was sent the initial email will be able to see your response. If you hit Reply All to the example email, over 30 students would see your reply.
- When replying to a professor, make sure you are replying to the message they sent with the same topic. If they emailed the whole class about cancelling the class that day, don't reply to it asking to discuss your grades. Any reply should be related to the initial email. Instead, start a new email to the professor asking about discussing your grades.