



**The Catholic Women's League of Canada
London Diocesan Council**



To: All Parish Presidents, Corresponding Secretaries
CC: London Diocesan Council, OPC Corresponding Secretary
From: Elisabeth Duggan
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Directive # 2

Educate

As corresponding secretary you may be asked to send out correspondence to your council members via email. It is important that when sending the email you address the recipients in the “BCC” field. The benefit of this is that users cannot see addresses of anyone you include in the BCC (blind carbon copy) field.

Engage

Why is this important?

- 1) **Privacy** – so you are not sharing the email address with others, therefore protecting the privacy of the recipients.
- 2) You may not want everyone to be aware of others receiving the same message.
- 3) Emails are often forwarded without removing the address of previous recipients. As a result, messages that are repeatedly sent to many recipients may contain a long list of email addresses. Spammers and email-born viruses may collect and target those addresses.

Empower

To reduce risk, encourage people who forward messages to you to use BCC so that your email address is less likely to appear in other people's inboxes and be susceptible to being harvested. To avoid becoming part of the problem, in addition to using BCC if you forward a message, take time to remove all existing email addresses within the message. The additional benefit is that people you are sending the message to will appreciate not having to scroll through large sections of irrelevant information to get to the actual message.

To use BCC enter the list of email addresses in the BCC field usually located below the “To:” field. You may leave the “To:” field blank or insert your email address making it easy to track the message. The goal is to use BCC: when sending bulk messages to protect the privacy of your recipients and to safeguard their address.

May Our Lady Good Counsel Bless you in all your work,

Elisabeth Duggan

