

Mtida

Help Pages

Dear Mtida Customer,

Here's another tip we'd like to share in the continuing effort to educate our customers in the use of their computers.

I'm sure all of you have gotten a forwarded message that's been passed along to dozens of people and lo and behold, there are a hundred email addresses on the sheet along with yours.

They do come in handy at times because you can get your entire family's email addresses from these long lists. Or you can send out your Christmas letter to a new and expanded audience. Or it can fall into the hands of those people who love to send you information on how to get a date, enlarge your body parts, or get a low interest mortgage.

Now, when you want to send this funny joke or interesting picture to your entire address book, follow these simple instructions:

Select the message and then click "Forward"

In front of the To: , there is a little address book...click on this and a box will appear that shows all of your contacts on the left, and three boxes on the right that say To: , CC: and BCC:

Select the names you want from your contacts and then click bcc: and you'll see all of the selected names move over to the bcc box (bcc means blind carbon copy). Click OK.

You'll be returned to your original forwarded email that you were creating. You do not have to put anyone in the To: field, unless you want to put your own email address there so you get a copy as well. You can do this same thing when creating a new email message.

When you forward these messages, first click and drag your mouse over all the addresses to highlight them and then click delete or backspace. Only send the message, not the names.

We hope you find this helpful and enlightening.

Cheers!
Mtida Staff



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