

Using CC and BCC in PoliteMail

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Applies To: ■ PoliteMail Desktop ■ PoliteMail Online ■ PMUA ■ PoliteMail M365

Version: ■ 4.9 ■ 5.0 ■ 5.1+

PoliteMail is designed with automatic list expansion, which means that the application will take your distribution lists, as well as any individually entered email addresses in the To field, and send the message to each individual recipient as if it was sent just to them. Other recipients, or the distribution list name, will not display.

- **The CC field** is typically only used if the sender intentionally wants the recipient(s) see that other specific people were included in the send, as the CC field will display when the recipient views the message.
- **The BCC field** should NOT be used; list expansion not only make it unnecessary, but using both BCC and list expansion can potentially cause delivery issues (in PoliteMail Online, the BCC field is minimized by default to prevent this).