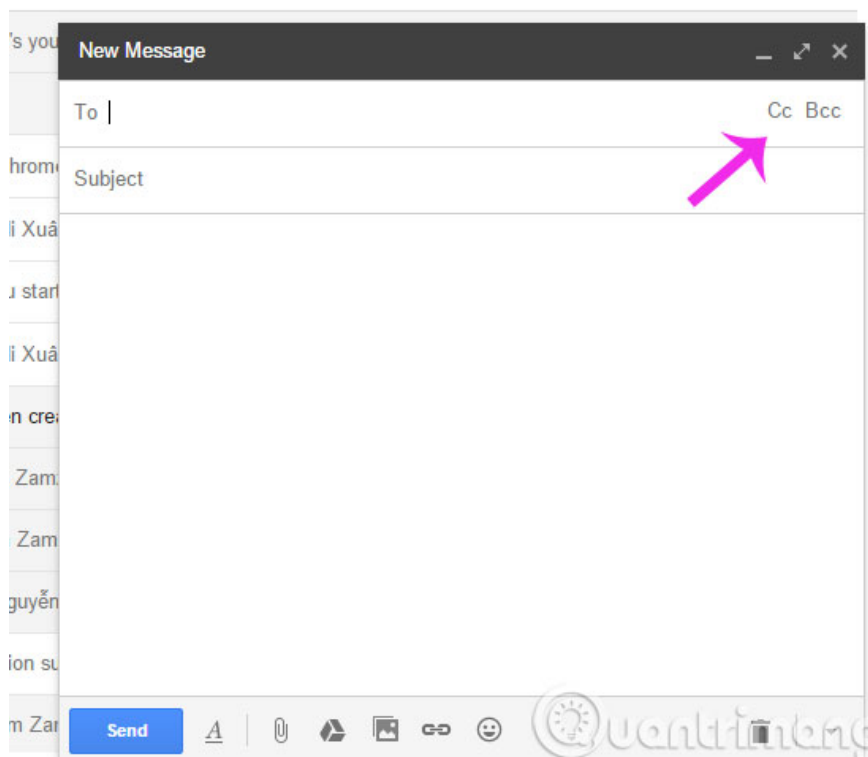


What is Cc, Bcc email? How to distinguish?

When sending an email (using Gmail for example), if you pay close attention, we will see that there are 2 sections that are always displayed in the To (send to) section of Cc and Bcc. However, not everyone knows what they are, how they function and the differences between them. Therefore, in the article below, TipsMake.com will partly help you answer those questions.

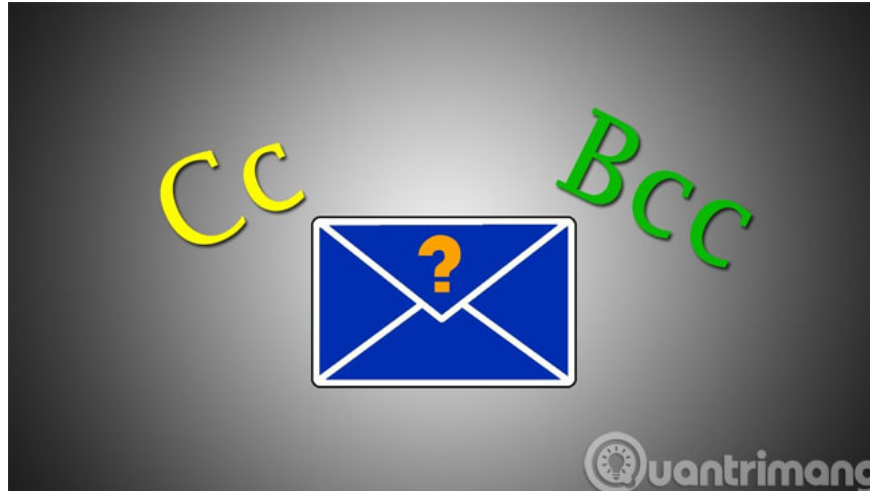
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1. Concepts:



Cc (*Carbon copy*) is to create copies, you can use the keyboard shortcut **Ctrl + Shift + C** to quickly use this feature. And **Bcc** (*Blind carbon copy*) is to create temporary copies, you can use the keyboard shortcut **Ctrl + Shift + B** to quickly use this feature.

2. The similarities and differences between Cc and Bcc:



Same : They are all used when sending emails to multiple people at the same time.

Different :

1. When using **CC** , all mail recipients will see the email list of those who also received the message. Therefore, you can use the CC feature to send messages to multiple members in the same class, the same group . because this you can display publicly and do not need to keep information confidential. , identity.
2. The **BCC** feature is different, although you send content to many people at the same time but no one sees anyone. Therefore, you should use BCC in case you need to protect the identity of others.

In short, you use **Cc** to send emails to many people and publicize their identities and **Bcc** also sends emails to many people but information about those people will be kept private.

Note : When you send email to many people, the default mode will be Cc

1. 7 errors to avoid when using email at work
2. How to quickly open the compose window in Gmail
3. These helpful tips when using email
4. Benefits from BCC function when sending email

Hope the article is useful to you!

You finished reading the article "**What is Cc, Bcc email? How to distinguish?**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.