MESSAGE FORM

(INSTRUCTION: FILL-UP BOXES INSIDE DOUBLE LINES ONLY)

FOR COMCEN/SIG USE

PRECEDENCE ACTION/PRECEDENCE INFO
"PRIORITY"

FM: CG, PA	GROUP: **04 May 2016**
TO: All Unit Commanders **Attn: G6/Signal Officer/IS Officer**	SECURITY CLASSIFICATION: CONFIDENTIAL
INTERNAL: All G-Staff, Personal, Special & **Tech Staff, C, AOC/SAGS/XA**	ORIGINATOR: **6/CMB 0405-56-2016**

INFO: CSAFP
Attn: J6

1.   References:

   a.   Command Guidance, and;
   b.   VAPT and PANET Monitoring Result.

2.   As per above references, forwarded is the Cybersecurity Bulletin Number 057 with topic regarding **WHAT IS BLIND CARBON COPY?**

3.   ITR, all concerned G6/Signal Officers/Information System Officer/NCOs are reminded to include this information as part of TI & E on all of its subordinate units as part of enhancing the Cybersecurity Awareness of the Philippine Army.

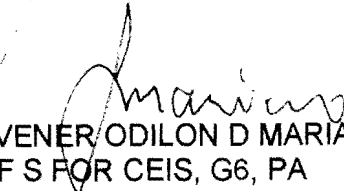4.   For information and widest dissemination.

DRAFTER'S NAME AND TITLE	PHONE NR:
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RELEASER'S NAME AND TITLE	
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HEADQUARTERS
PHILIPPINE ARMY
OFFICE OF THE ASSISTANT CHIEF OF STAFF FOR
COMMUNICATIONS, ELECTRONICS AND INFORMATION SYSTEMS, G6
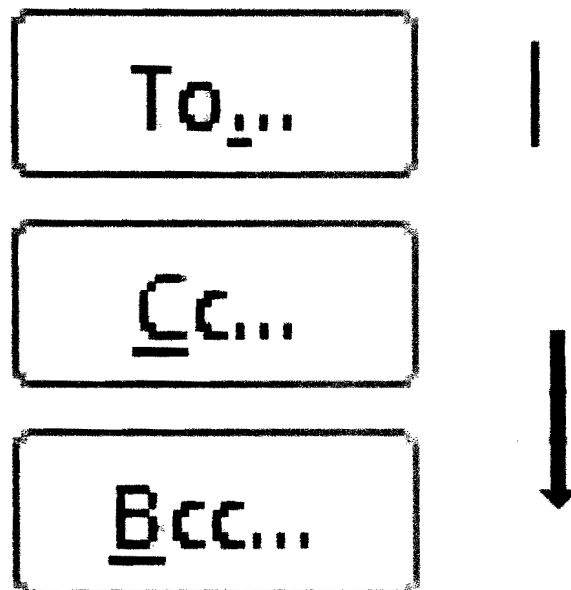Fort Andres Bonifacio, Metro Manila

6/CMB   04 May 2016

CYBERSECURITY BULLETIN

Cybersecurity Bulletin: #57

WHAT IS BLIND CARBON COPY?

What is Blind Carbon Copy (BCC)?

BCC, which stands for blind carbon copy, allows you to hide recipients in email messages. Addresses in the **To:** field and the **CC:** (carbon copy) field appear in messages, but users cannot see addresses of anyone you included in the **BCC:** field.

Why would you want to use BCC?

There are a few main reasons for using BCC:

• **Privacy** - Sometimes it's beneficial, even necessary, for you to let recipients know who else is receiving your email message. However, there may be instances

when you want to send the same message to multiple recipients without letting them know who else is receiving the message. If you are sending email on behalf of a business or organization, it may be especially important to keep lists of clients, members, or associates confidential. You may also want to avoid listing an internal email address on a message being sent to external recipients.

Another point to remember is that if any of the recipients use the "reply to all" feature to reply to your messages, all of the recipients listed in the **To:** and **CC:** fields will receive the reply. If there is potential for a response that is not appropriate for all recipients, consider using BCC.

- **Tracking** - Maybe you want to access or archive the email message you are sending at another email account. Or maybe you want to make someone, such as a supervisor or team member, aware of the email without actually involving them in the exchange. BCC allows you to accomplish these goals without advertising that you are doing it.

- **Respect for your recipients** - People often forward email messages without removing the addresses of previous recipients. As a result, messages that are repeatedly sent to many recipients may contain long lists of email addresses. Spammers and email-borne viruses may collect and target those addresses.

To reduce the 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 messages, take time to remove all existing email addresses within the message. The additional benefit is that the people you're sending the message to will appreciate not having to scroll through large sections of irrelevant information to get to the actual message.

How do you BCC an email message?

Most email clients have the option to BCC listed a few lines below the **To:** field. However, sometimes it is a separate option that is not listed by default. If you cannot locate it, check the help menu or the software's documentation.

If you want to BCC all recipients and your email client will not send a message without something in the **To:** field, consider using your own email address in that field. In addition to hiding the identity of other recipients, this option will enable you to confirm that the message was sent successfully.

References:

This was cross posted from:
https://www.us-cert.gov/ncas/tips/ST04-008.

DO YOU WANT TO KNOW MORE? TALK TO US.

    POCs:

    a.   **LTC JOEY T FONTIVEROS (INF) PA** – Chief, Cyberspace Management Branch, OG6, PA at Landline Telephone Nr: 02-845-9555 Local 6630 and Mobile Telephone Nr: 0917-628-1057. Email: fontiverosjt@army.mil.ph.

    b.   **Sgt Mark Dave M Tacadena (SC) PA** – Branch NCO, Cyberspace Management Branch, OG6, PA at Landline Telephone Nr: 02-845-9555 Local 6630 and Mobile Telephone Nr: 0998-534-2877.