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Professional Email with Attachments CC and BCC

Experiment 10 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To prepare and send an approved practice email with the correct attachment and recipients.

Principle

Email fields have distinct purposes: To identifies the main recipients, CC makes copied recipients visible and BCC hides that recipient list from other recipients. These fields do not themselves make a message suitable for confidential clinical data.

Requirements

- Instructor-approved practice address and a dummy academic attachment.
- Email client and recipient/attachment checklist.

Procedure

1. Draft

Use a specific subject, greeting, concise purpose, requested action and signature.

2. Choose fields

Place the responsible practice recipient in To. Use CC only when visibility is appropriate; use BCC when the exercise requires recipient-list privacy.

3. Attach

Attach the intended dummy file and name it in the body. Open the attachment to check content, readability and size.

4. Review

Verify exact addresses, no real patient data, tone and the intended sharing purpose.

5. Send within exercise

Send only to the instructor-approved recipient after the class authorisation. Do not practise on unrelated personal contacts.

6. Verify

Check the sent record, correct attachment and any delivery/response information. Record the outcome; a sent item alone is not proof the recipient read it.

Fundamentals of Computer Operations

Observations and Record

Check	Entry
To / CC / BCC purpose	_____
Subject / attachment filename	_____
Addresses and content reviewed	_____
Approved send / outcome	_____

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- Subject: "Semester 2 inventory exercise - Student01." Body: "Dear Instructor, please find the fictional inventory workbook attached for review. I have checked the totals and file opening. Regards, Student01."

Result

Save the completed practice work with a clear name, reopen it to verify the result and record the checks performed. Submit only through the instructor-approved destination.

Precautions

- Use dummy academic data and a dedicated practice folder; do not edit production pharmacy records or use real patient information.
- Check the actual application/version and local settings. Menu names and formula separators can vary between programs.
- Keep an editable copy and verify the saved/exported file rather than relying only on the on-screen appearance.

Viva Questions and Answers

1. Does CC hide recipient addresses?

No.

2. Does BCC encrypt sensitive information?

No. It concerns recipient visibility.

3. Why open the attachment before sending?

A similarly named file may contain the wrong work or fail to open.

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