

# Email Reply Options: what do they actually mean?

## Reply

Means you are sending a response directly to the original sender of the email that you received.



## Reply All

Means you are sending a response back to everyone who the original email was sent to, including the sender and the entire CC list.

Note: This does NOT include the BCC list.



## CC AND BCC

CC stands for “Carbon Copy” and means that you are sending an email to additional recipients aside from the main person(s) the email is meant to go to. BCC stands for “Blind Carbon Copy” and is the same as CC, except this list is hidden from the rest of the email’s recipients.

## Forward

Means that you are sending a copy of the email and its attachments to other recipients who were not CC’d or BCC’d