Going faster: Combinations

In the next two sections you'll learn to use a single speech command to open and address a message to regular and CC'd recipients, and to address an email and leave the cursor in any field.

> IMPORTANT: Don't try these "Going faster" sections until you're familiar with the previous portions of this lesson, especially the starting-a-message command from 8.1 and the addressing-a-message commands from 8.4.

Lesson 8.5 Starting a new message to regular and CC'd recipients

In this section you'll learn to use a single speech command to start a message, address it to regular recipients, and CC more recipients.

Table 8.5: Starting a new message to regular and CC'd recipients

Say	To
<email program name> <Nicknames> CC <Nicknames>	switch to or open an email program and prepare a message to and CC a total of 1-4 recipients from the Nickname list, leaving the cursor in the "Subject" field
<email program name> <Nicknames> BCC <Nicknames>	switch to or open an email program and prepare a message to and BCC a total of 1-4 recipients from the Nickname list, leaving the cursor in the "Subject" field

To send a new message to recipients and CC'd recipients
- say the name of the email program followed by the names of the main recipients followed by "CC" (pronounced See See) or "BCC", followed by the names of the CC'd or BCC'd recipients (you can say up to four recipients in one phrase)

> Examples: **"Outlook Eric BCC Dennis Karen"**
> **"Outlook Eric Eileen CC Dennis Kevin"**

> Potential Gotcha: The BCC field must be set to appear in Outlook and Outlook Express for the BCC commands to work properly.

Self-guided Tour 8.5: Starting a new message to regular and and CC'd recipients

IMPORTANT: If you use Outlook Express as your email program, follow this demo as written. If you use Outlook, Eudora or Thunderbird, substitute the name of the email program you use for "Express" throughout the demo.	
Express Eric CC Dennis	Opens Outlook Express and addresses a message to Eric CC'd to Dennis
Window Close · No	Closes the message without saving it
Express Lisa Mark Max CC Kevin	Opens Express and addresses a message to Lisa, Mark and Max and CC'd to Kevin
Window Close · No	Closes Express without saving the message
Express Eric Eileen BCC Dennis Kevin	Opens Express and addresses a message to Eric and Eileen and BCC'd to Dennis and Kevin
Window Close · No · Window Close	Closes the message without saving it, then closes Outlook Express