



[Knowledgebase](#) > [SalesPad](#) > [Troubleshooting](#) > [Send Email Form Ability to Free Type in BCC Field](#)

Send Email Form Ability to Free Type in BCC Field

Megan De Freitas - 2024-11-22 - [Troubleshooting](#)

Overview

When sending an email from a sales document or purchase order in SalesPad, you now have the ability to free type in the Blind CC (BCC) field. Previously, you could only select email addresses from a dropdown.

Usage

While in a Sales Document or Purchase Order, or in Sales Batch Processing under Sales, click Print. This brings up a print screen. Click the **Email** button.

ReportName	Printer	Copies
<input checked="" type="checkbox"/> Bill of Lading		
<input type="checkbox"/> DC Picking Ticket		
<input type="checkbox"/> Excel Sales Document		
<input type="checkbox"/> Order Confirmation		
<input type="checkbox"/> Order-Item Options		
<input type="checkbox"/> Packing Slip		
<input type="checkbox"/> Picking Ticket		

This brings up the “Send Email” form. Here you will see various Email Options, including “CC” and “Blind CC” (BCC). You can begin typing freely in the BCC field.

Send Email

Email Options:

Report:Bill of Lading

Subject:D6114.1 - Bill of Lading

Send To:bob@afe.com

CC:

BCC:Greg@yahoo

From:

Display Name:

Reply To:

☐ Send Report As HTML

Templates

Name

Recent Shipment

Past Due

RGA

Order Confirmation

Quote

Expand Body

Body:

Aaron Fitz Electrical
222 Warehouse Drive
Redmond, WA 98052-6399

Dear Tim Bradley,

Thank you for your recent order.

Attached is a confirmation of your order for yo
It is truly our pleasure to provide you with the b

Please let me know if you have any questions.

Signature

Send

Close