

# MailTo Syntax

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## PLEASE NOTE:

- It is recommended that you use a process other than MailTo handle the e-mail process from your web site.
- If you do use MailTo, please encode the included e-mail address(s) to reduce the spam for that address.

One routine to assist encoding and e-mail address is available at:

<http://www.ianr.unl.edu/email/encode/>

The MailTo command can do more than enter a single e-mail address in the "Send To" field while activating your e-mail program. It can also:

Feature	Syntax
Address message to multiple recipients	, (comma separating e-mail addresses)
Add entry in the "Subject" field	subject=Subject Field Text
Add entry in the "Copy To" or "CC" field	cc=id@internet.node
Add entry in the "Blind Copy To" or "BCC" field	bcc=id@internet.node
Add entry in the "Body" field	body=Your message here Within the body use "%0A" for a new line, use "%0A%0A" for a new line preceded by a blank line (paragraph), see example below.

## Notes:

" " (beginning and ending double quotes) are necessary if any spaces are used  
Mailto parameter should be preceded by "?" for the first or only parameter and "&" for  
second and subsequent parameter.

Some examples, with actual HTML Code included, follow:

### [Simple MailTo](#)

```
<a href="mailto:astark1@unl.edu">
```

### [MailTo with Multiple Recipients](#)

```
<a href="mailto:astark1@unl.edu,ASTARK1@UNL.EDU">
```

### [MailTo with Subject](#)

<a href="mailto:astark1@unl.edu?subject=Comments from MailTo Syntax Page">

### [MailTo with a Copy](#)

<a href="mailto:astark1@unl.edu?cc=ASTARK1@UNL.EDU">

### [MailTo with a Blind Copy](#)

<a href="mailto:astark1@unl.edu?bcc=ASTARK1@UNL.EDU">

### [MailTo with message already started in Body](#)

<a href="mailto:astark1@unl.edu?body=I am having trouble finding information on ">

### [MailTo with multiline message in Body](#)

<a href="mailto:astark1@unl.edu?body=The message's first paragraph.%0A%0aSecond paragraph.%0A%0AThird Paragraph.">

**NOTE:** Use "%0A" for a new line, use "%0A%0A" for a new line preceded by a blank line.

**Features may be used in combination**

### [MailTo with Subject, a Recipient, a Copy and a Blind Copy](#)

<a href="mailto:astark1@unl.edu?subject=MailTo Comments&cc=ASTARK1@UNL.EDU&bcc=id@internet.node">

Remember to use only one ? (question mark), when providing multiple entries beyond e-mail address

Copy from: <http://www.ianr.unl.edu/internet/mailto.html>

MailTo Syntax - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.ianr.unl.edu/internet/mailto.html>

**Simple MailTo**  
<a href="mailto:astark1@unl.edu">

**MailTo with Multiple Recipients**  
<a href="mailto:astark1@unl.edu,ASTARK1@UNL.EDU">

**MailTo with Subject**  
<a href="mailto:astark1@unl.edu?subject=Comments from MailTo Syntax Page">

**MailTo with a Copy**  
<a href="mailto:astark1@unl.edu?cc=ASTARK1@UNL.EDU">

Comments from MailTo Syntax Page - Message (HTML)

Message Insert Options Format Text

Clipboard Paste BasicText Address Book Names Include Options Proofing

Send To... astark1@unl.edu

Account Cc...

Bcc...

Subject: Comments from MailTo Syntax Page

%0AThird Paragraph.">

Internet

MailTo Syntax - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Untitled - Message (HTML)

Message Insert Options Format Text

Paste 12 A A Address Book Check Names Include Follow Up Spelling

Clipboard Basic Text Names Options Proofing

Send To... astark1@unl.edu

Cc...

Account Bcc...

Subject:

The message's first paragraph.

Second paragraph.

Third Paragraph.

**MailTo with multiline message in Body**

<a href="mailto:astark1@unl.edu?body=The message's first paragraph.%0A%0aSecond paragraph.%0A%0AThird Paragraph.">

**NOTE:** Use "%0A" for a new line, use "%0A%0A" for a new line preceded by a blank line.

**Features may be used in combination**

**MailTo with Subject, a Recipient, a Copy and a Blind Copy**

<a href="mailto:astark1@unl.edu?subject=MailTo Comments&cc=ASTARK1@UNL.EDU&bcc=id@internet.node">

Remember to use only one ? (question mark), when providing multiple entries beyond e-mail address

[Resources for Creating Web Pages](#)

Internet