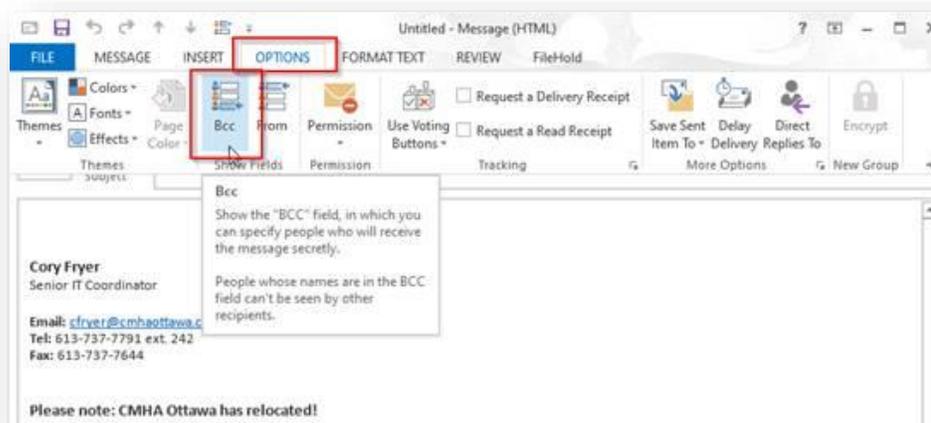


Blind Carbon Copy (Bcc) Feature in Outlook

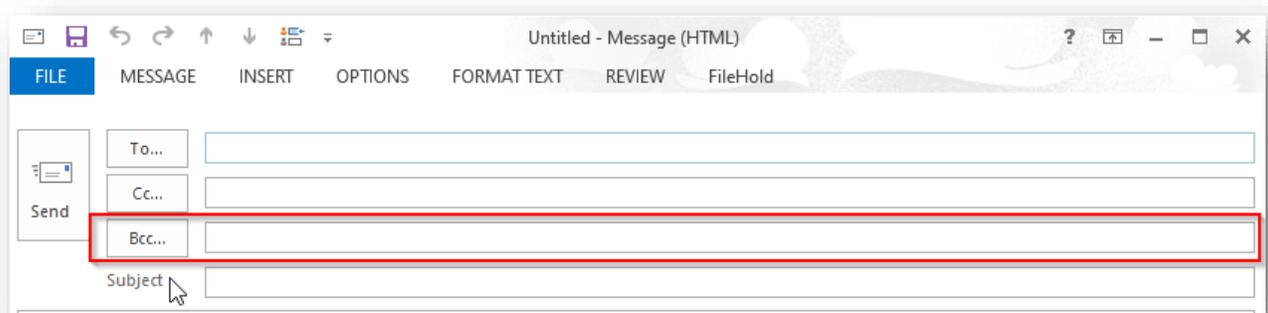
Want to keep your list of email or meeting recipients under wraps? Follow these easy steps for using the Bcc feature to help you keep email addresses private.

Using Bcc in Emails

1. Create a new email message
2. Click Options on the menu bar
3. Select BCC



4. The Bcc field will now be available for your recipient options



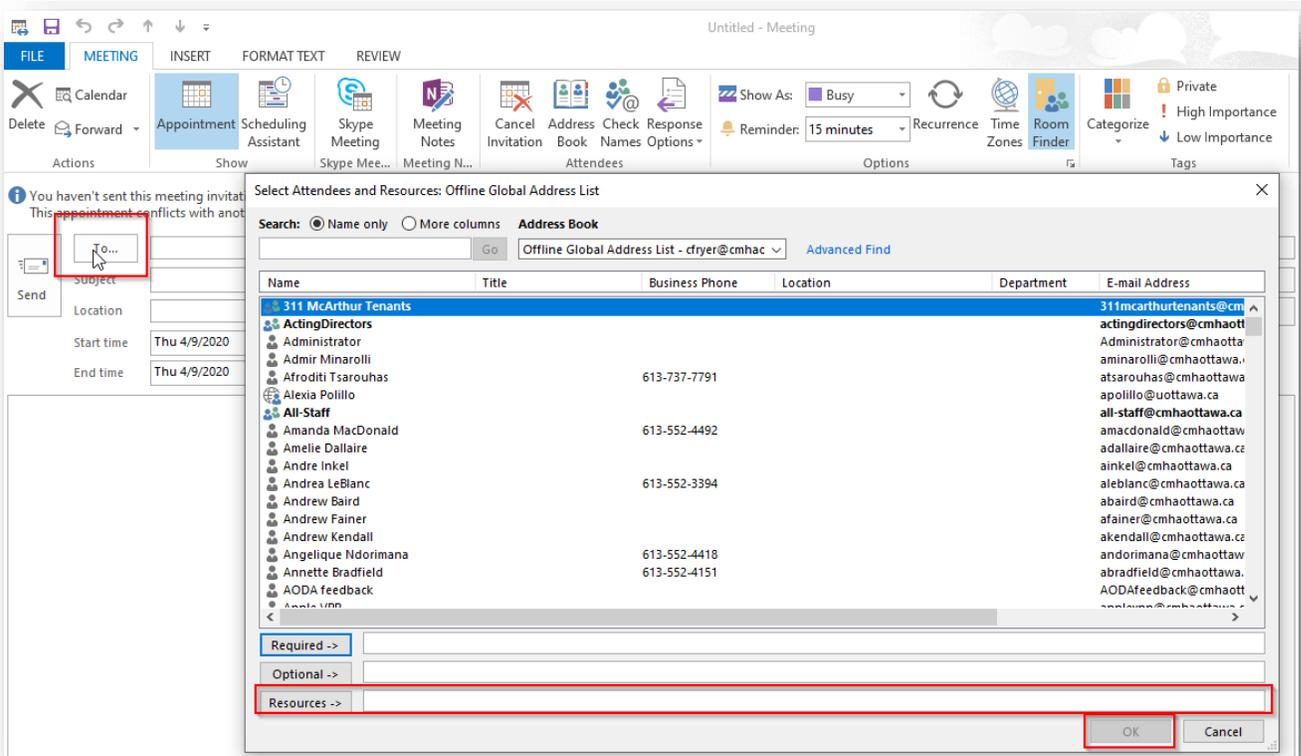
TIP: Any email addresses in the Bcc field will receive a copy of the email but will **not** see who else the email was sent to. In addition, if they choose Reply or Reply All, no one in the Bcc field will receive the reply.

Using Bcc in Meetings

1. Create a new Meeting Invitation

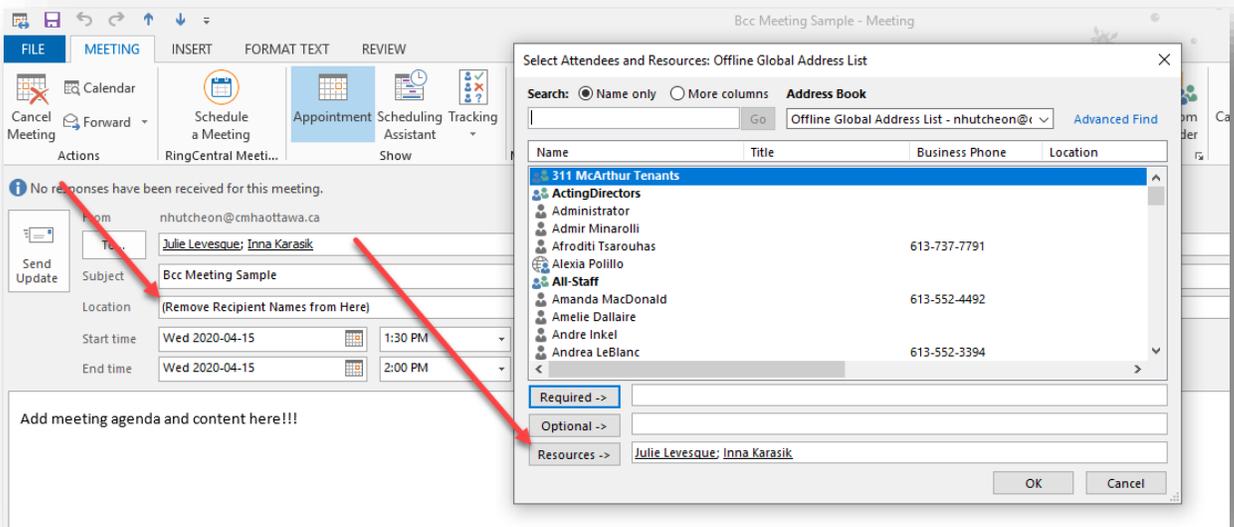
TIP: If you select Meeting instead of Appointment, “Add Invitees” is already assumed.

2. Click the To button
3. The Global Address List will open in a new window
4. To enable Bcc, search for your recipients in the search field and then click on Resources to add them to the meeting
5. Once you have added all your recipients, click OK



6. The email addresses will show up for you in the Location field – **DELETE** them from this field.

TIP: Even though they are deleted from Location, they will still receive the invite. In addition, it may appear that they are in the TO field, but they will still be hidden from everyone else as they have been categorized as a “Resource”.



7. Once you are ready, click Send!

TIP: If you are booking a meeting through Ring Central Meetings, follow the previous steps, but when asked if you would like to update Location, click No. Your recipients will remain hidden and your Ring Central link will stay in the Location field!

