## 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 <u>not</u> 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

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end	Subject		Name	Title	Business Phone	Location	Department	E-mail Address
	Location		311 McArthur Tenants ActingDirectors					311mcarthurtenants@cm  actingdirectors@cmhaott
	Start time	Thu 4/9/2020	Administrator					Administrator@cmhaotta
	End time	Thu 4/9/2020	Admir Minarolli		613-737-7791			aminaroiii@cmnaottawa. atsarouhas@cmhaottawa
		_	Alexia Polillo					apolillo@uottawa.ca all-staff@cmhaottawa.ca
			Amanda MacDonald		613-552-4492			amacdonald@cmhaottaw adallaire@cmhaottawa.ca
			Andre Inkel Andrea LeBlanc		613-552-3394			ainkel@cmhaottawa.ca aleblanc@cmhaottawa.ca
			Andrew Baird					abaird@cmhaottawa.ca
			Andrew Kendall					akendall@cmhaottawa.ca
			Angelique Ndorimana Annette Bradfield		613-552-4418 613-552-4151			andorimana@cmhaottaw abradfield@cmhaottawa.
			AODA feedback					AODAfeedback@cmhaott
								>
			Required ->					
			Optional ->					
			Resources ->					OK Cancel
								Cancel .:

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".

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Location	(Remove Recipient Na	mes from Here)		-	🚨 Amanda MacDonald		613-552-4492		
				_	Amelie Dallaire				
Start time	Wed 2020-04-15		1:30 PM	-	Andre Inkei		613 552 3304		
End time	Wed 2020-04-15		2:00 PM	-	<		013-332-3334	>	
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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!

	Do you want to update the location to 'Julie Levesque'?
<u> </u>	V
	Yes No
	Was this information helpful?