ADDING A BCC OPTION FOR MICROSOFT OUTLOOK
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT | ETIS
To Cc Or Not To Cc?

When sending an email to more than one recipient, it is always a good idea to consider the privacy of those recipients. Any recipients listed in the To box or the Cc box—which stands for Carbon copy—can be viewed by all recipients listed in either box. There are certainly times when this is preferable—group planning situations might be a good example.

However, the Bcc box—Blind carbon copy—works well to preserve privacy when sending to a group of people who may not want to make their email addresses available to the other recipients. Simply use your own email address in the To box and place all other email addresses in the Bcc box.

A Bcc recipient will not be able to view other Bcc recipients. Using Bcc will also prevent other Bcc recipients from receiving emails sent through the Reply All function.

How To Add The Bcc Option To Email

1. In Outlook, if necessary, click Mail (located in the lower-left Navigation Pane).
2. Click the New button (to create a new email) as shown in Figure 1.
3. In the new Untitled Message window, click the Options tab as shown in Figure 2.

Notice the To and Cc boxes are displayed and the Bcc box does not display when the Show Bcc button is toggled off.
4. On the **Options** tab ribbon, in the **Fields** group, click the **Show Bcc** button to toggle the button on. The **Bcc** box will now display in the email message window as shown in **Figure 3**.

**MORE KNOWLEDGE:** The **Show Bcc** button is a toggle button. Click the button once to toggle the button on. Notice the button will display with a golden color (as a visual clue the button is toggled on). When toggled on, the **Bcc** box will display when composing any future emails. Click the **Show Bcc** button again to toggle the button off—resulting in no golden button color and no displayed **Bcc** box.

5. To preserve the privacy of any email recipients, place your email address in the **To** box, and any recipient addresses in the **Bcc** box as shown in **Figure 4**.

6. Add a **Subject** and continue to compose the email message as usual. Click the **Send** button when finished.

**THE TASK HAS BEEN COMPLETED!**