

## **How to add a BCC field to an email**

If you want to Bcc (blind carbon copy) someone in the Outlook desktop program, you will need to “show” the BCC field in your new email window. You can do this by opening a new email and then clicking the small “down-arrow” just to the right of the “Options” icon on the email’s tool bar (near the top). Select “Bcc” and now the Bcc box will be available on all future emails.