

Email hints and tips / Using the BCC function

What is BCC:

Also referred to as the 'Blind Carbon Copy' this allows the sender of the user to hide recipient email addresses from being visible to the individual recipients meaning an email can be sent to a number of people without personal data being inadvertently released

How to add BCC functionality to emails:

1. If you're composing a new message, click the Options ribbon at the top.

To Bcc in Outlook when you're replying or forwarding a message, click Bcc from the Show Fields section in the Message ribbon menu, and then skip down to Step 3.

2. From the Show Fields section, choose Bcc.
3. In the Bcc... field, enter recipients whose addresses you want to hide from other Bcc recipients.

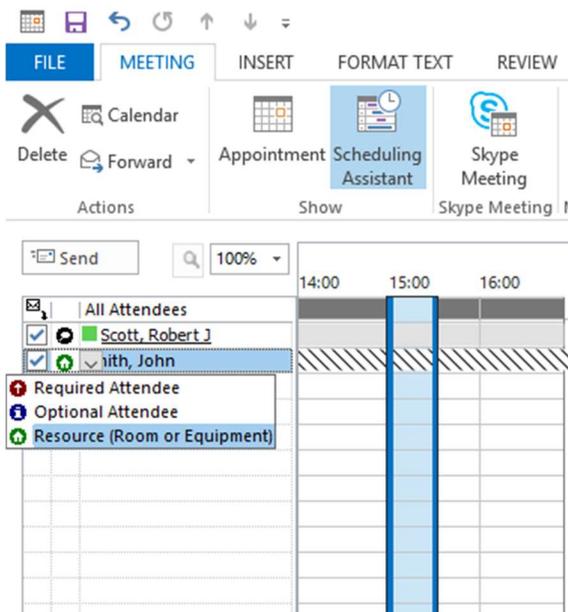
Uses of BCC:

- When sending newsletters
- When sending information to un-disclosable recipients

How to add BCC functionality to meeting invites

Method 1

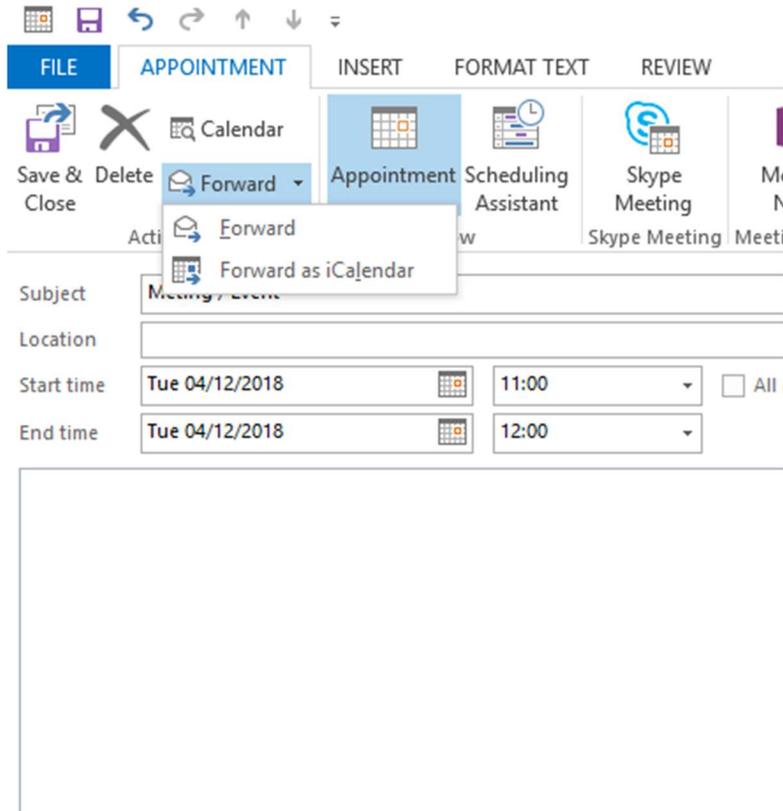
1. Within the appointment planner open the scheduling assistant
2. Enter all attendee details
3. Individually select each attendee as a 'Resource (Room or Equipment)', see below



4. When you return back to the appointment, Outlook will ask if you want to update the 'location' and you need to click no. This means you can still update the location as you normally would. If you click yes, all the email addresses will appear as the location and be visible once more to the recipient. Alternatively, Resources will automatically be listed in the Location field - the sender will need to delete the BCC'd names from the Location field. If the Location field is empty, type in a new location, otherwise Outlook will add the Resources back to the Location field.

Method 2 – ICAL

1. Arrange appointment planner then save without inviting any attendees
2. Review appointment and request to forward the appointment as an iCalendar, see below



3. Send ICAL using the BCC function to all designated recipients. When recipients accept / decline invitation the organiser will receive the response