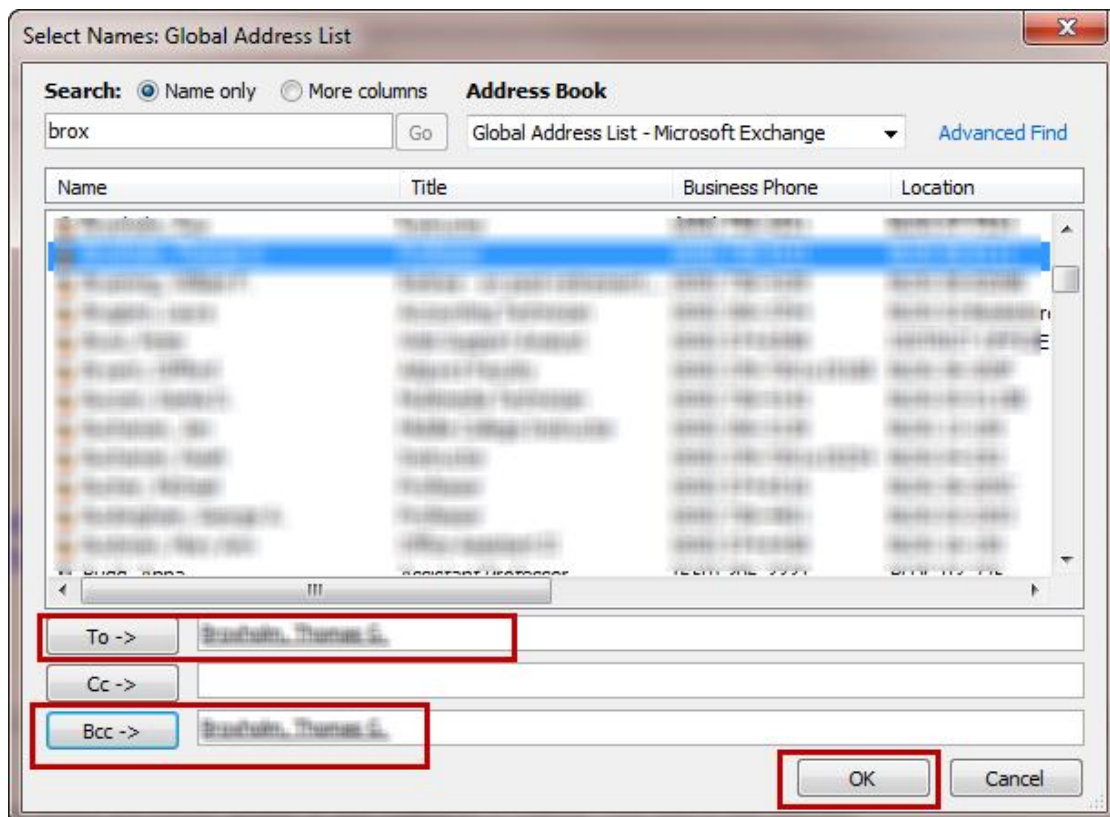


# OUTLOOK 2010

## Instructional Steps

### Using the Blind Copy Feature (Bcc)

- When sending the same message to multiple recipients consider using the blind copy feature. If you recipients do not know the other recipients it's considered the e-mail address to everyone on your send list.
  - The blind copy feature will hide the e-mail address to all your other recipients and the only one that will show will be recipients whose e-mail address is not in the blind copy field.
  - To properly do this you should send the e-mail to yourself and place everyone else's address the blind copy field.
1. Open a new e-mail message and click on the word "To" that is to the left of the "Send To" field. This will open your address book or contact list. Click on the recipient's name and then click the BCC button below to add their e-mail address to the blind copy field. You can also add your name to the "To" field at this time. Then click "OK".



2. The send to an blind copy field in your e-mail message will now be populated with the addresses you just selected.

