How To Invoke BCC: in Microsoft Outlook

We can't emphasize enough the importance of using the BCC: (Blind Carbon Copy) feature of an email program when sending an email to a collection of people who do not know each other.

Sometimes, though, people can't find the BCC: field. If you're a Microsoft Outlook user and don't see a BCC: field when you start a new email, here's how to force the appearance of the BCC: field.

Outlook 2010 and Outlook 2007:

1) Start a new email.

2) If the BCC: field isn't showing, click on the OPTIONS tab on the Outlook Ribbon.

3) Find the BCC icon under SHOW FIELDS.

4) Click on the BCC icon. It will now appear highlighted and the BCC: field will appear in your new email. The BCC: field should appear in subsequent new emails, as well.

5) Put the email addresses into the BCC: field. Send your email as usual.