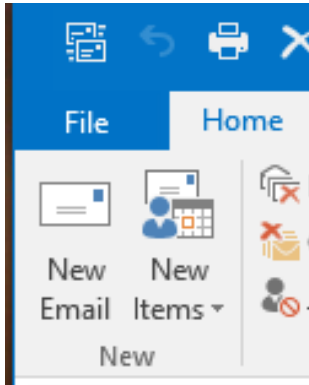
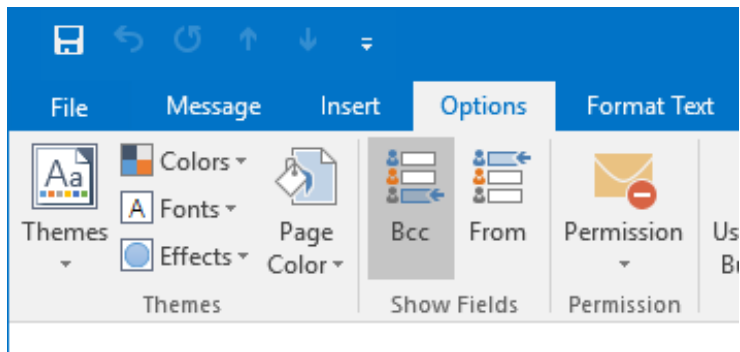


# Adding the BCC to Email

1. Open up a new email.



2. Click on the Options tab in the Ribbon.



3. Click the Bcc button to toggle it off or on.