Adding the BCC Box

By default, a blank untitled message window does not include a BCC box. The BCC box is for specifying people you want to secretly send a copy of an e-mail message without the other recipients knowing.

1. To activate the BCC box to the message you are composing and to every new e-mail message hereafter, start by selecting the Options tab on the ribbon.

2. In the Fields group, click Show BCC. Notice that the e-mail message now shows the BCC box.