Outlook 2013: Bcc Field

Adding and Removing the Bcc Field to Outgoing Messages

Outlook 2013 allows you to add or remove the blind carbon copy (Bcc) field to all outgoing messages.

Add Bcc Field

1. Select **Options**.

2. Select **Bcc**.

3. The Bcc field will now appear on all outgoing messages.

Remove Bcc Field

1. Select **Options**.

2. Select **Bcc**.

3. The Bcc field will no longer appear on outgoing messages.