

How to use BCC in Outlook

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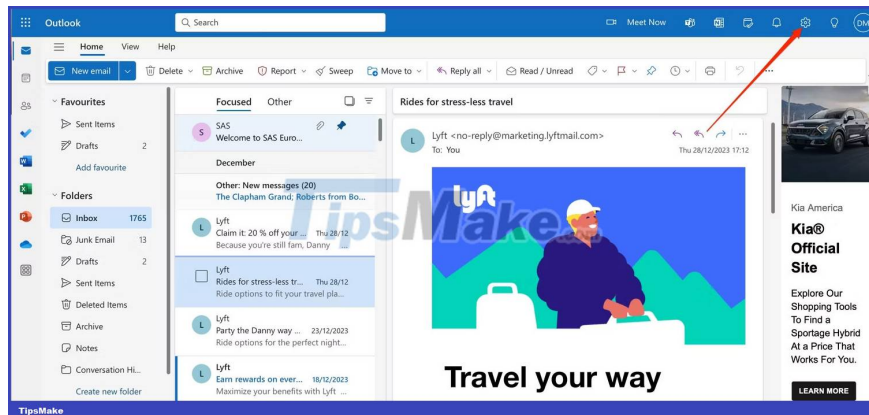
How to use BCC in Outlook on desktop

When learning how to do BCC in Outlook on your computer, you should see how to do it on both the desktop and the web app. In the following subsections, you can find the specific steps required for each of these options.

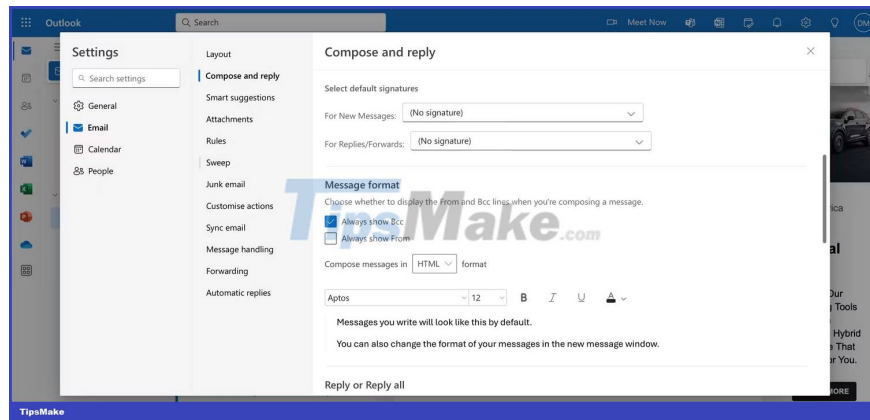
How to use BCC in Outlook on the web app

Before using BCC in Outlook, you should make sure that this feature is always visible. You can change this in your settings:

1. Click the settings icon in the upper right corner (gear icon).



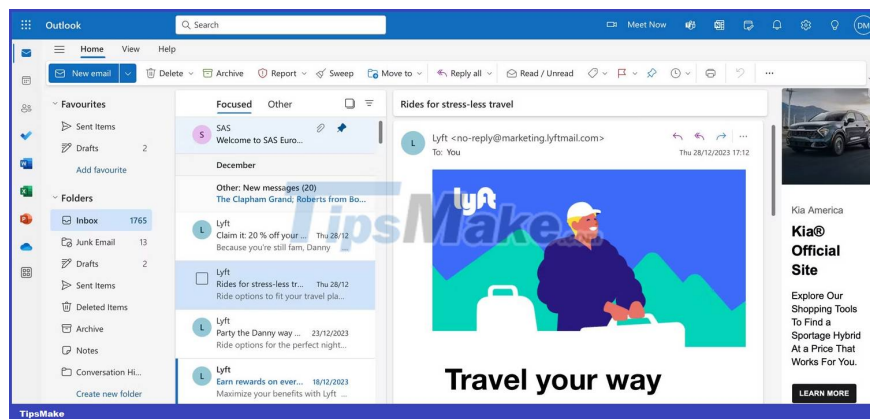
2. Select Email > Compose and reply. In Message format, check the box next to Always show Bcc.



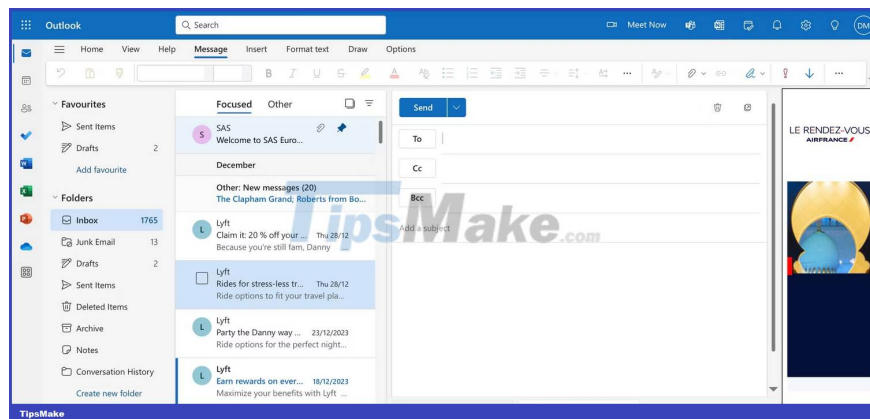
3. Click the X button to close the window and save your changes.

Once your settings have been saved, follow these instructions to use the BCC feature in your mail.

1. Select New email.



2. Add the contacts you want to BCC in the Bcc section, before adding other recipients and the email body/subject.

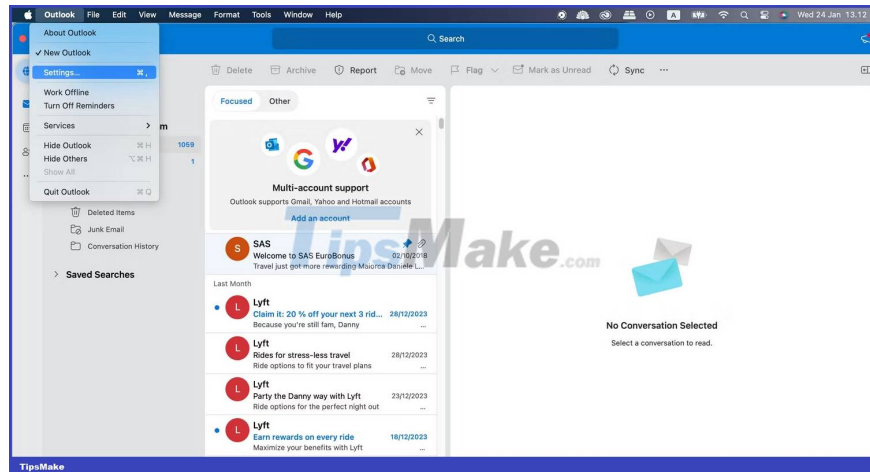


3. When you're ready to share your email with others, press Send.

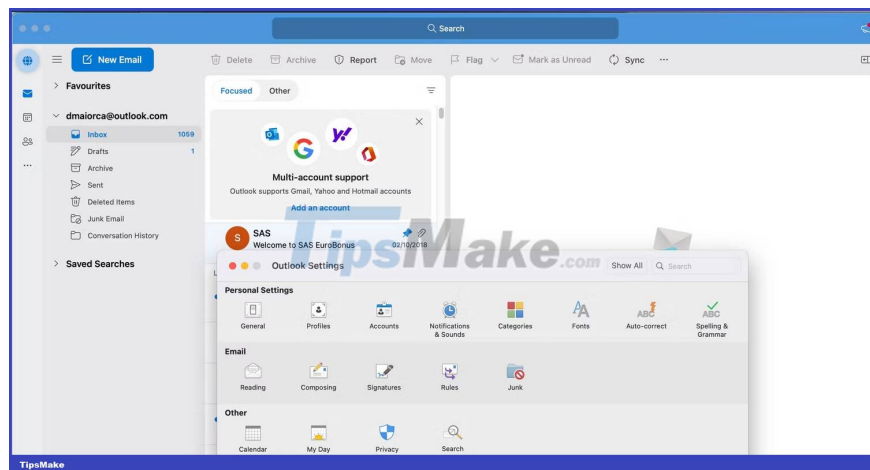
How to use BCC in the Outlook desktop application

To add BCC to Outlook on your desktop, the steps to display BCC are slightly different on Windows and macOS. Let's start with the steps for Mac:

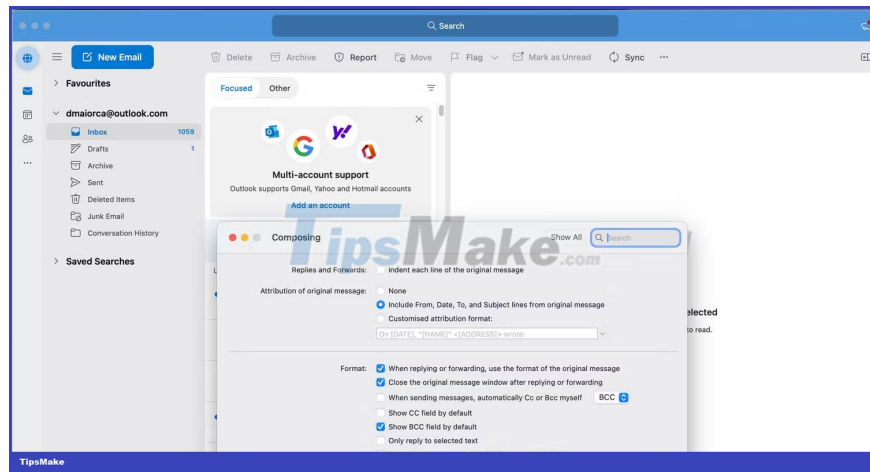
1. Go to Outlook > Settings.



2. Select Composing in the Email section.



3. Check the box next to Show BCC field by default.



4. Press the X button when you're done.

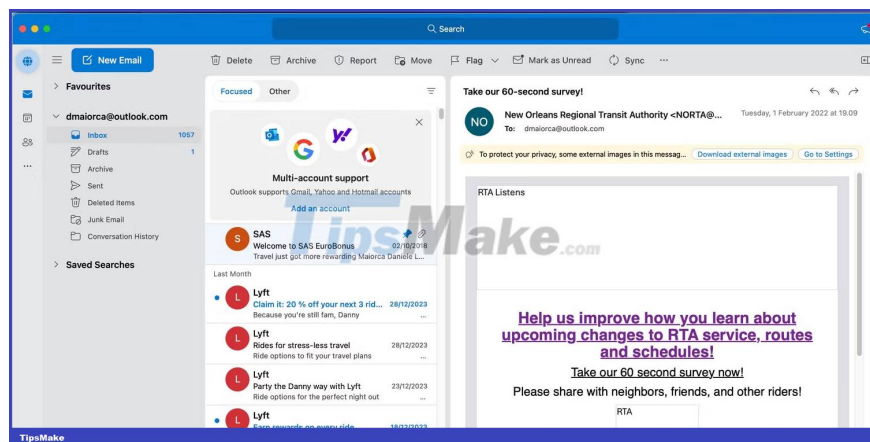
On Windows:

1. Go to Settings > Mail > Compose and reply.
2. Check the box next to Always show Bcc.

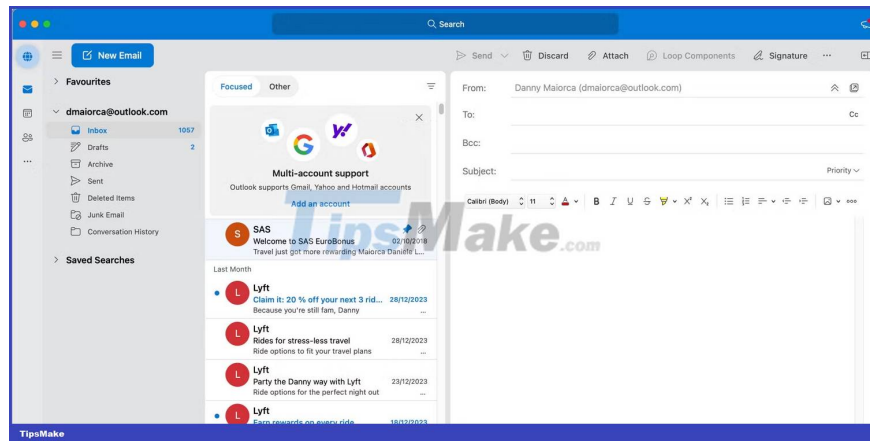
In some versions of Outlook on Windows, you can instead go to Options > Bcc.

The steps to add a BCC email address are the same regardless of whether you use Windows or macOS. Below are the instructions you should follow.

1. Select New Email.



2. In the Bcc tab, enter your email address.

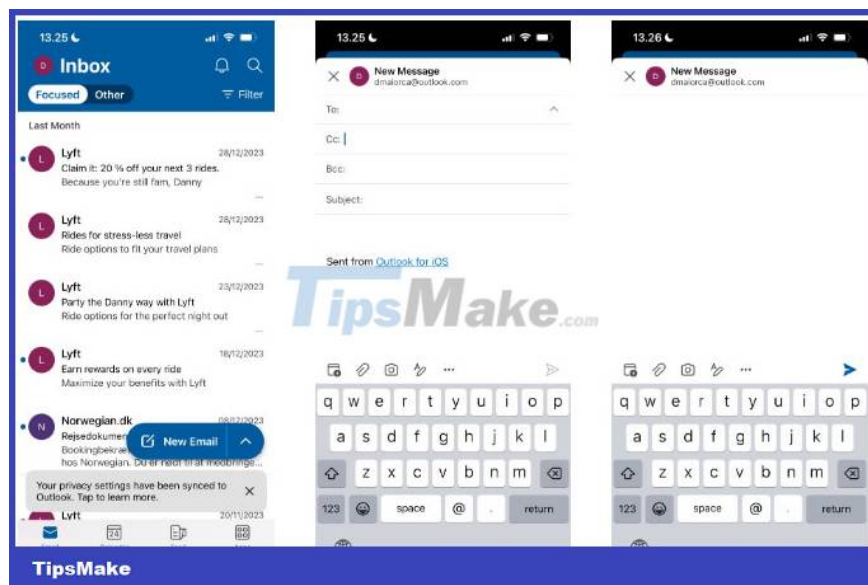


3. Fill in the rest of the email and press Send when you're done.

How to use BCC in Outlook on mobile

You can also easily add BCC in Outlook on your smartphone or tablet. Follow these instructions to do that.

1. Click New Email on the screen.
2. Expand the arrow next to the To: tab.
3. Enter the recipient you want to BCC to in the Bcc: tab before filling in the other sections.
4. Tap the Send button (arrow icon) in the lower right corner when you're ready to send the email.



In addition to manually adding BCC email addresses, you can also automatically CC or BCC in Outlook.

You finished reading the article "**How to use BCC in Outlook**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.