**Blind Carbon Copy**

What is BCC?
BCC means Blind Carbon Copy and is an email field to which you can add several recipients. The addresses remain hidden from everyone, unlike the addresses placed in the **To:** or **CC:** (Carbon Copy) fields, which are visible to anyone who reads the message. By using BCC no one’s email address will be compromised.

Facts about BCC in Office 365
By default, the BCC field is hidden in Microsoft Outlook and you cannot see it when writing a new message or replying to someone's email. If you want to send a blind copy email, first you need to make the BCC box appear. Below you will find the instructions on how to display the BCC field in all versions of Outlook.

How to send a Bcc copy in Outlook 2013 (PC users)
1. When composing a message, click the **Options** tab > **Show Fields** group > **Show BCC** > Add the recipient name(s) to the Bcc box.

How to send a Bcc copy in Outlook 2016 (Mac users)
1. When composing a message, click to the **Options** tab > **BCC** > Add the recipient name(s) to the Bcc box
How to add BCC in OWA (PC & Mac users)

From OWA > Start a new email > Ellipsis … > Show BCC >
Add the recipient name(s) to the Bcc box

From now on you will always see the blind copy Bcc box when composing an email. If you want to hide a BCC field, simply click the Show BCC button again to toggle it off.