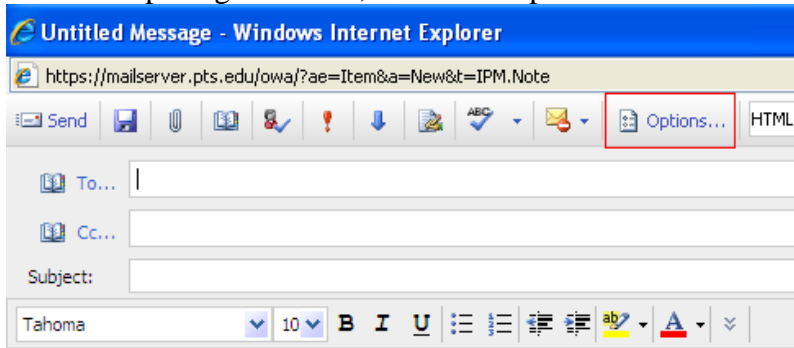
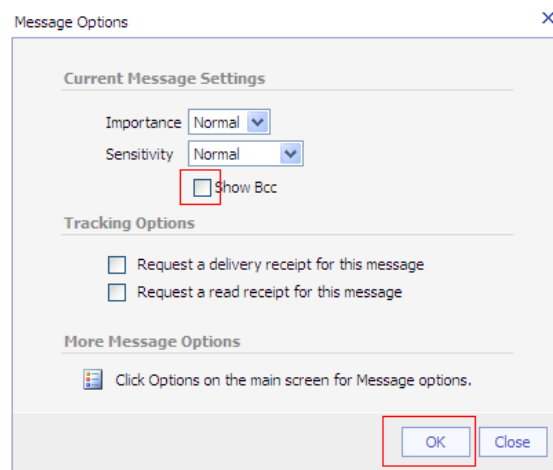


Adding the BCC field when using Outlook Web Access (OWA)

1. When composing an e-mail, click the “Options” button at the top.



2. You will then see this window. Click the checkbox next to “Show Bcc”, then click “OK”



3. You will then see the Bcc field. Please note that you will need to add this field each time you need it.

