## How to Add the From/BCC Field to a New Message using Outlook Client or Outlook Web App

Note: In email terminology, Cc stands for "carbon copy" and Bcc stands for "Blind carbon copy". The difference between Cc and Bcc is that carbon copy (cc) recipients are visible to all other recipients whereas those who are Bcc'd are not visible to anyone. We recommend that you Bcc recipients when sending emails to everyone on campus.

## Outlook Desktop Client

1. Open Outlook on your computer and click **New Email**.



2. When the new window opens to compose a new email, click the **Options tab** and select **BCC and From**.



3. If you are sending an email to a campus listserv, put the email (FacStaff@lsua.edu) in the BCC field.

₿	<b>5</b> ∂	Ŷ	ψ =			Event on Tuesday	/ - M	lessage (HTML)	1			
File	Message	Inser	rt Options	Format Tex	t Review 🖓	Tell me what you	wan	t to do				
Themes	Colors * A Fonts * Effects * Themes	Page Color ▼	Bcc From Show Fields	Permission • Permission	Use Voting Requestions *	est a Delivery Recei est a Read Receipt ing	ipt 5	Save Sent Delay Item To * Delivery R More Options	Direct eplies To			
Face	₩ FacStaff × contains about 459 recipients.											
ت Send	From V Keyra@lsua.edu To Send Cc											
	Stiblert Event on Trianday											
All, Do not forget about the campus even on Tuesday! Takeyra "Keyra" Wagner Educational Technology Specialist Informational and Educational Technology Services keyra@lsua.edu   (318) 427-4446 LSU of ALEXANDRIA												

## Outlook Web

1. To access Outlook on the Web, login to your <u>MyLSUA account</u> and click **Email** at the top.



2. Once you've logged in to your email successfully, click + New message.



3. Click the three vertical dots to access more menu items. Click **Show From**.

Þ Send 🔋 Attach ∨ 🕲 Encrypt 📋 Discard	··· d
То	Save draft Bcc
Cc	Show From Set importance >
Add a subject	Show message options Switch to plain text Check for accessibility issues
Takeyra "Keyra" Wagner Educational Technology Specialist Informational and Educational Technology Service keyra@lsua.edu   (318) 427-4446	
🖋 AA A° <b>B</b> I <u>U</u> 🖉 <u>A</u> 📰	= +≡ →≡ " <u>=</u> <u>=</u> <u>=</u> <u></u> <del>©</del> <del>©</del> <del>x</del> x <sup>*</sup> x <sup>*</sup> ••• <u></u> ••• <u></u> = <u></u> = <u></u> = <u></u> = <u></u> = <u></u>
Send Discard 🍿 🗸 💽 🤤	5 ····

## 4. Click **Bcc** in the far right of the To field to display the BCC field.

▷ Send 🔋 Attach ∨ 🕲 Encrypt 📋 Discard		C
То	Save draft	Bcc
	Insert signature	
Cc	Show From	
	Set importance >	-
Add a subject	Show message options	
	Switch to plain text	
	Check for accessibility issues	
Educational Technology Specialist Informational and Educational Technology Services <u>keyra@lsua.edu</u>   (318) 427-4446		
🖋 🗛 A° <b>B</b> I <u>U</u> 🖉 <u>A</u> 🚍	≡ = " ≡ =	≣ @ %, X <sup>*</sup> X <sub>2</sub> ∞∞ № № № ∞ 5 % ⊞
Send Discard 🔋 🗠 😒 😑	Ŋ ···	