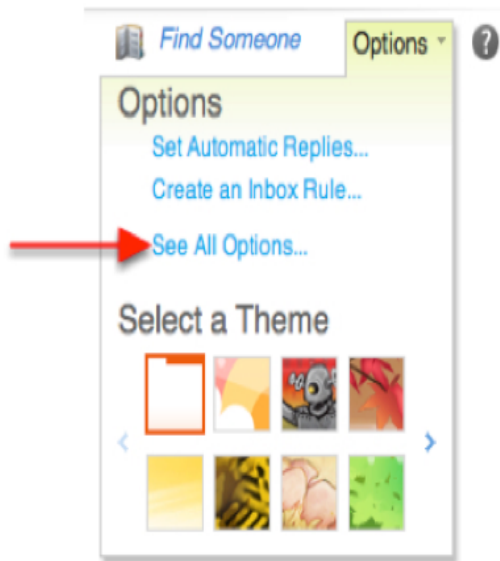


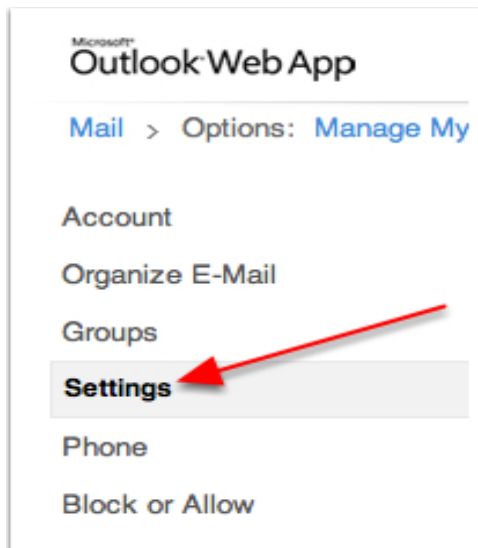
For security and privacy reasons, it is best to **use the Blind Carbon Copy (BCC) feature** when **sending an email** message to a large number of people. When you place **email** addresses in the **BCC:** field of a message, those addresses are invisible to the recipients of the **email**.

To enable Blind Carbon Copy on all messages in OWA:

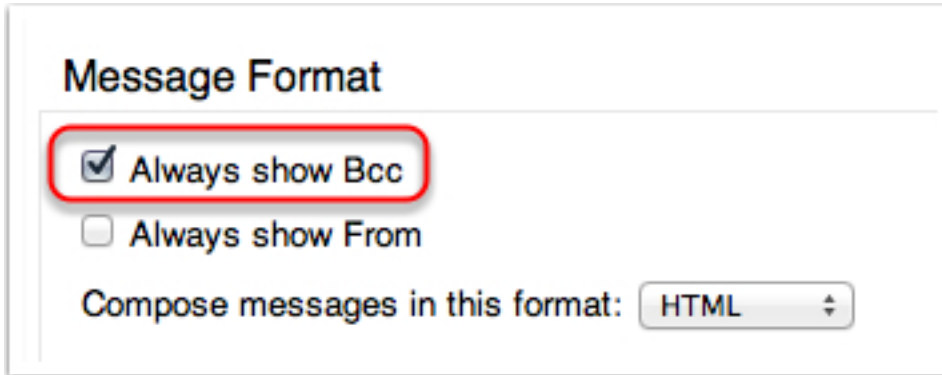
1. Log into the **Outlook Web App (email.fhda.edu)**.
2. Go to the upper-right corner, beneath your name, click **Options** and select **See All Options**.



3. In the left pane, select **Settings**.

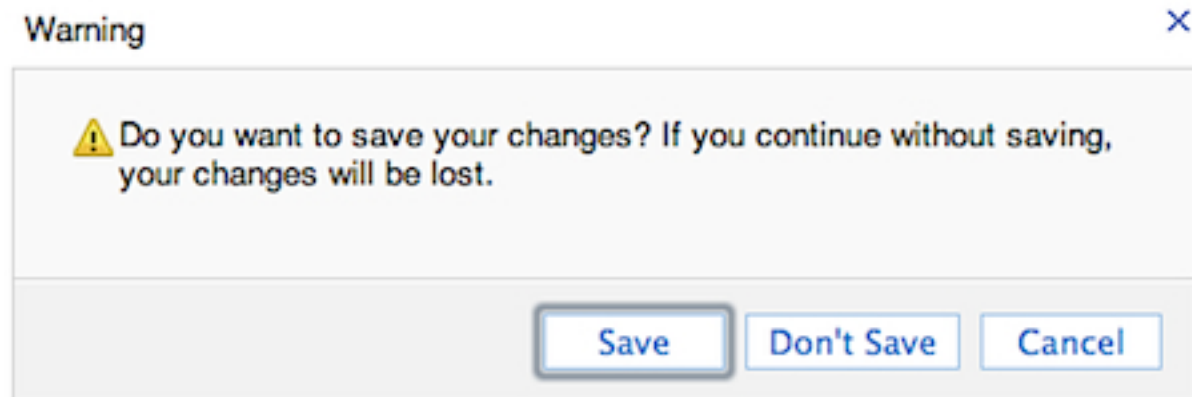


4. Go down to the Message Format section. Check the **Always show Bcc** checkbox.



The screenshot shows a dialog box titled "Message Format". Inside, there are two checkboxes: "Always show Bcc" which is checked and highlighted with a red rectangle, and "Always show From" which is unchecked. Below the checkboxes, there is a label "Compose messages in this format:" followed by a dropdown menu currently set to "HTML".

5. Go to the upper left corner and select **Mail** to return to your inbox. When prompted to save your changes, select the **Save** button.



The screenshot shows a "Warning" dialog box with a close button (X) in the top right corner. The main text reads: "⚠ Do you want to save your changes? If you continue without saving, your changes will be lost." At the bottom, there are three buttons: "Save", "Don't Save", and "Cancel". The "Save" button is highlighted with a blue border.