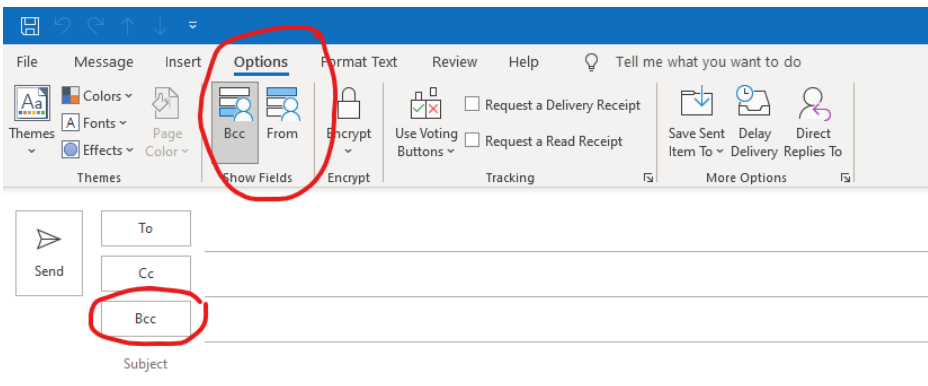
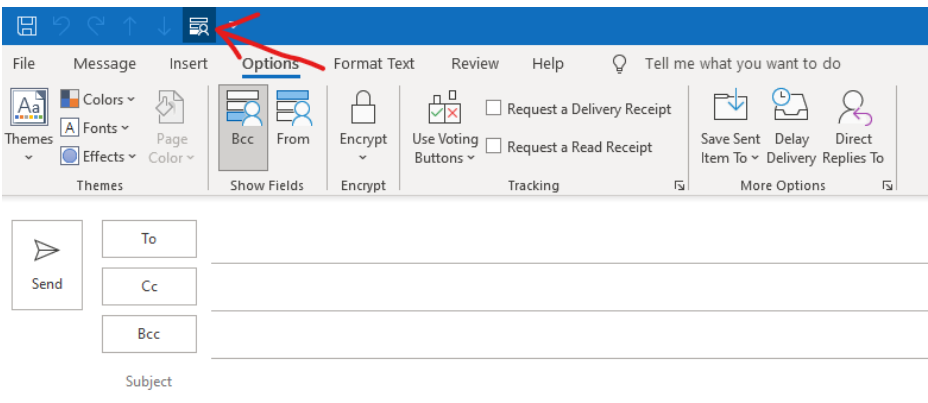


Data Security – Adding the Bcc Icon to the Outlook Ribbon

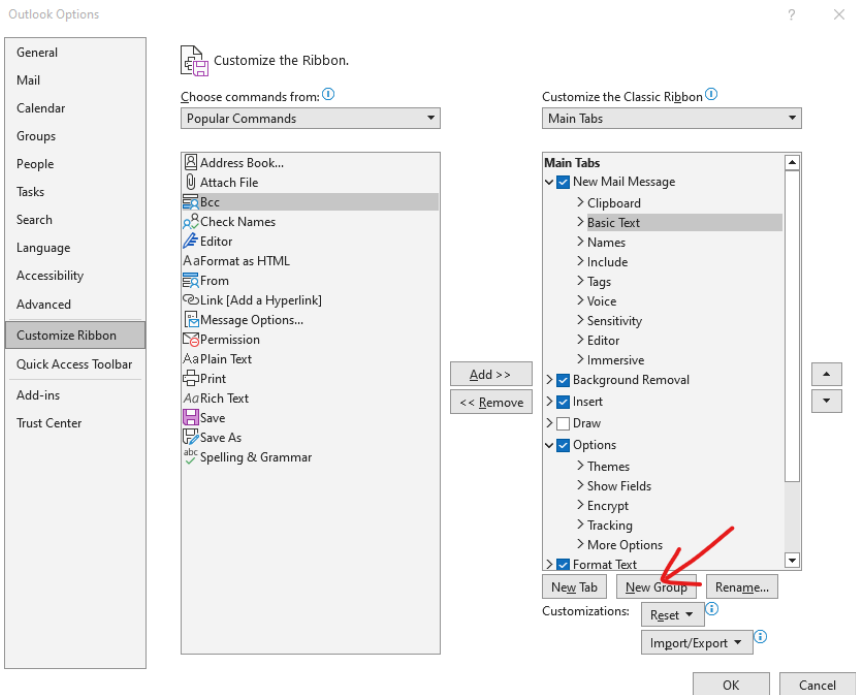
The Bcc Icon is found under Options



To add it as a shortcut, Right Click and select Add to Quick Access Toolbar



To make it more visible it can be added to the Message section of the Ribbon Toolbar. Right click the top Toolbar and select Customise the Ribbon. Then select New Group and rename it. Then from the left column, with Bcc highlighted and the new group highlighted in the right column, select Add.



Data Security – Adding the Bcc Icon to the Outlook Ribbon

Then drag the new group to where you would like it to appear in the ribbon

Now it should appear each time in the same place.

