

Add "BCC and From" fields to Outlook

How to Enable Bcc and From Fields in Outlook

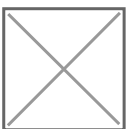
“ Questions or comments? Send us an Email at IT@oxfordcompanies.com Thank you!

Learn how to customize your email composition window by adding the Bcc and From fields. This guide helps you manage your sender identity and maintain recipient privacy during your email workflow.

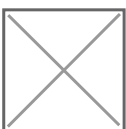
1. Click "New Email" to open a new message window.



2. Select the "Options" tab in the top ribbon.



3. Click "BCC" and "From" to enable these options.



Article created by Jeremy Romain

Revision #13

Created 2026-04-17 20:09:32 UTC by Jeremy Romain

Updated 2026-04-17 20:31:46 UTC by Jeremy Romain