Outlook Configuration:

To add your unique BCC as a contact to **Outlook**, please follow the directions below:

Step 1: Click the People icon at the bottom left of your email.



Step 2: Click New Contact at the top left.



*TIP: To create a contact from anywhere in Outlook, press Ctrl+Shift+C.

Step 3: Complete the necessary information and add your unique BCC email in the email field. Click **Save & Close** at the top left.

| ELE CONTACT | ↓ = IMS BCC - Contact INSERT FORMAT TEXT REVIEW | ? 🗷 – 🗆 🗙 |
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| Full Name Company Job title File as Internet | IMS BCC | IMS BCC 5415136@charlottecapitalgroup.mar |
| E-mail + | 5415136@charlottecapitalgroup.marketing.bcc.creims.info | t |
| Display as | IMS BCC (5415136@charlottecapitalgroup.marketing.bcc.creims.info) | Notes |
| Web page address | | |
| IM address | | |
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| Business • | | |
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When sending an email, add a BCC line with the following steps:

Step 1: Open a new email. Click the **Options** tab. Click **Bcc**.

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|--------------------|-------------|------------|---|------------------------------------|------------------------|---------------------|----------------|---|
| FILE MESSAGE | INSERT | OPTIONS | FORMAT TEXT | REVIEW | ADOBE PDF | | | |
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| Themes | Show Fields | Permission | Tracking | 5 | More Option | ns | r _a | ^ |
| Send To Subject | | | | | | | | |

Step 2: A BCC field will appear. Type the name given to the contact.

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| - | То | | | | | | | |
| Send | Cc | | | | | | | |
| | Bcc | IMS BCC (54) | 15136@charlott | tecapitalgroup.marketing. | bcc.creims. | info); | | |
| | Subject | | | | | | | |

Gmail Configuration:

To add your unique BCC as a contact to **Gmail**, please follow the directions below:

Step 1: Click the Gmail dropdown at the top left. Click Contacts.

| Google | | | | | |
|-----------|--|--|--|--|--|
| Gmail - | | | | | |
| Gmail | | | | | |
| Contacts | | | | | |
| Tasks | | | | | |
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| Sent Mail | | | | | |
| Drafts | | | | | |

Step 2: Click ADD A CONTACT or the plus button in the bottom right.



Step 3: Complete the required fields and add your unique BCC email in the email section. Click **Save**.

| Create c | contact | | | |
|----------|---|-----------|-------|------|
| 0 | IMS BCC | | | |
| | Company | Job title | | |
| \succ | 5415136@charlottecapitalgroup.marketing.bcc | Label | | ⊗ 🕈 |
| e. | Phone V | | | |
| E | Notes | | | |
| MORE | | C/ | ANCEL | SAVE |
| | | | | |

When sending an email, add a BCC option with the following steps:

Step 1: Open a new email, and click the **Bcc** button at the top right.

| New Message | _ ~ × |
|-------------|--------|
| То | Cc Bcc |
| Subject | |



Step 2: Add the name that you saved the BCC contact as.

| New Message | - | ⊾ × |
|-----------------|---|-----|
| То | | |
| Bcc IMS BCC × | | Сс |
| Subject | | |
| | | |
| | | |
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| | | |
| | | |
| | | |
| Send <u>A</u> 0 | Î | - |

iPhone Email:

Add your unique BCC email as a contact, click **Done**:

| •••• Verizon | | o 🕴 66% 🔳 🗋 |
|--------------|-------------------|----------------|
| Cancel | New Contact | Done |
| add | IMS BCC | |
| | Last name | |
| | Company | |
| 🕂 add ph | one | |
| 😑 email | 5415136@charlotte | capitalgroup.m |
| 🕂 add em | nail | |
| Ringtor | ne Default | > |
| Text To | ne Default | > |
| | | |

Open your email app, click on a new email, and click **Cc/Bcc**:

| ●●●○○ Verizon | | ◙∦76% 💶 - |
|---------------|-------------|-----------|
| Cancel | New Message | Send |
| То: | | \oplus |
| Cc/Bcc: | | |
| Subject: | | |
| | | |
| qw | ertyu | iop |
| a s | d f g h | j k l |
| δZ | x c v b | n m 🗵 |
| 123 | ⊉ space @ | . return |

Type the name of the newly added contact in the BCC field:

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|----------|-----------|--------------|------|---------|------|---|--------------|--------------|
| Can | cel | | New | Mes | sage | | | Send |
| To: | | | | | | | | \oplus |
| Cc: | | | | | | | | |
| Bcc: | MS BCC | , | | | | | | |
| Subje | ct: | | | | | | | |
| a | we | 2 | r 1 | t v | /ι | 1 | ic | |
| | | | | | | | | |
| а | s | d | f | g | h | j | k | |
| Ŷ | z | x | С | V | b | n | m | \bigotimes |
| 123 | ۲ | ₽ | spac | ce (| 0 | • | re | turn |

Android Email:

Add your unique BCC email as a contact, click **Save**:

| | 0.00 | 201 | 5:12 |
|----------|---------------------------------|------|--------|
| × | Edit contact | SAVE | I |
| G | pgr3@zips.uakron.edu | | |
| <u>*</u> | IMS BCC | | \sim |
| | Last name | | |
| r. | Phone | | |
| | Mobile + | | |
| \simeq | 5415136@charlottecapitalgroup.m | arke | |
| | Home ~ | | × |
| | Email | | |
| | | | |
| | | | |

Open your email app, open a new email, and click the arrow in the "To" field:

| | C O U ♥ ¥ E \$13 |
|---------------|------------------|
| ← Compose | @ > : |
| From | - \ |
| To | — , |
| Subject | |
| Compose email | |
| | |
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Add the newly added contact in the BCC field:

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|---------------|--------------------|
| ← Compose | @ > : |
| From | ~ |
| To | |
| Ce | |
| Bcc 🔠 IMS BCC | |
| Subject | |
| Compose email | |
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