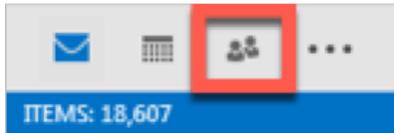


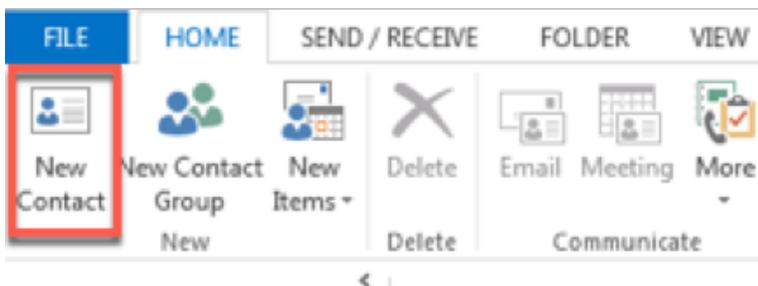
Outlook Configuration:

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.

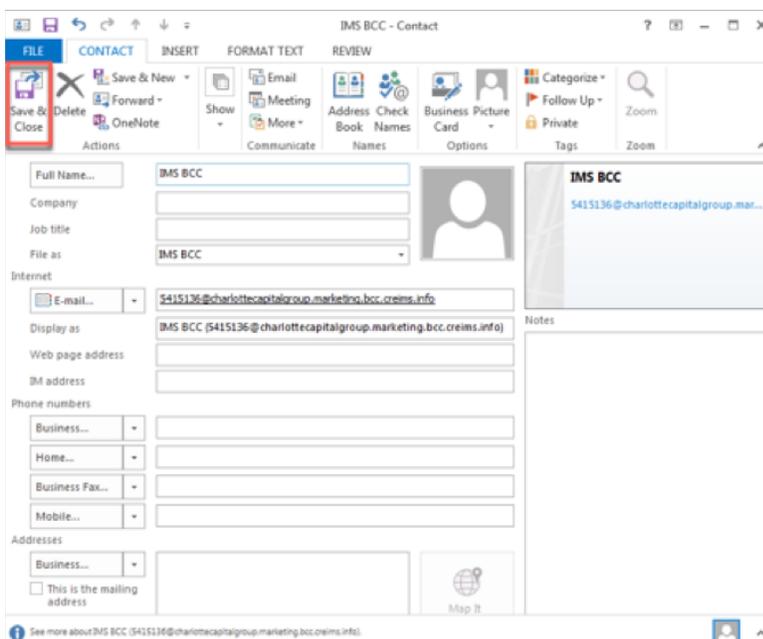


Step 2: Click **New Contact** at the top left.



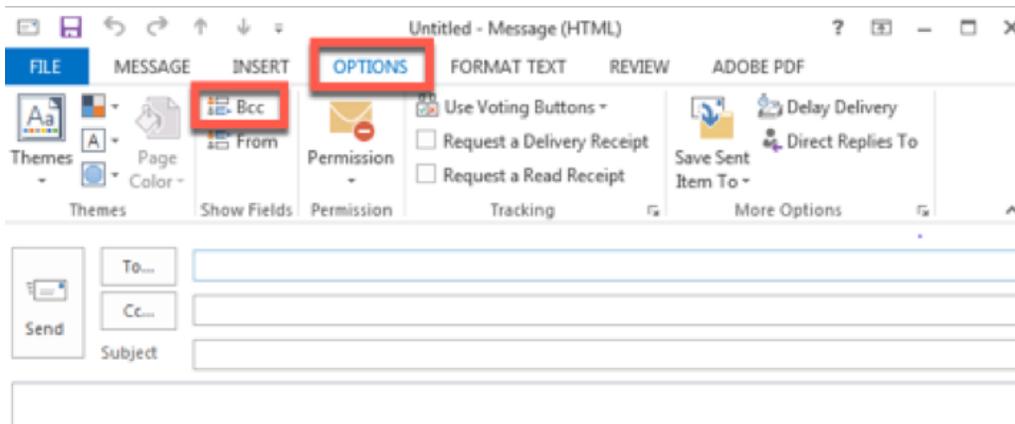
***TIP:** To create a contact from anywhere in Outlook, press Ctrl+Shift+C.

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

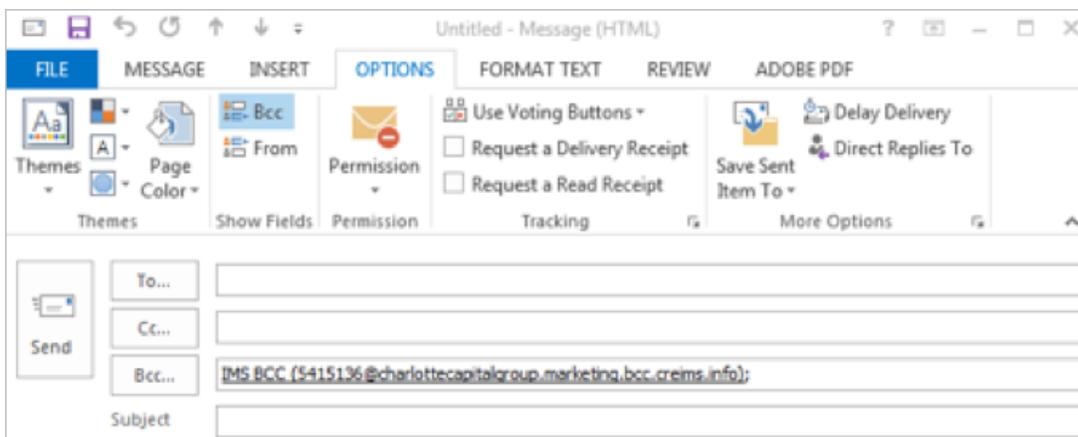


When sending an email, add a BCC line with the following steps:

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



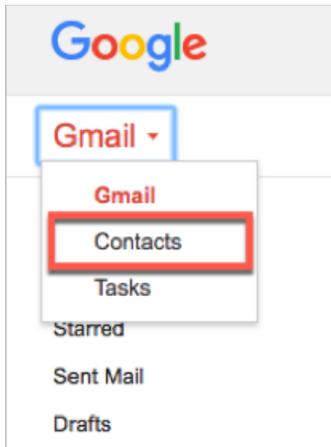
Step 2: A BCC field will appear. Type the name given to the contact.



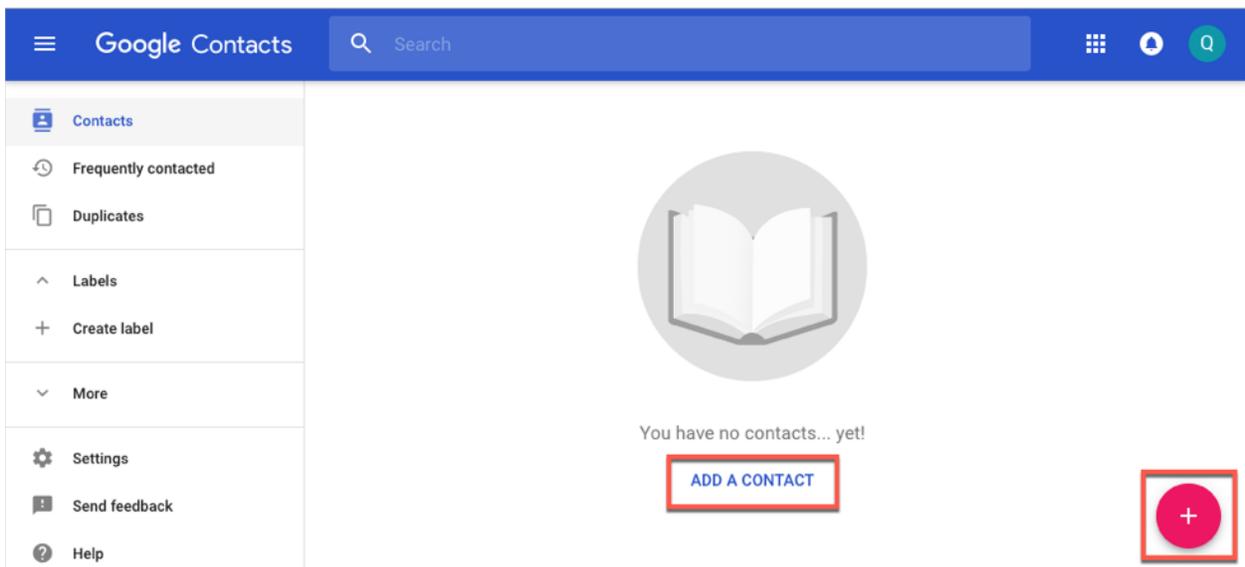
Gmail Configuration:

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**.



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**.

The screenshot shows a 'Create contact' form with the following fields and values:

- Name: IMS BCC
- Company: [Empty]
- Job title: [Empty]
- Email: 5415136@charlottecapitalgroup.marketing.bcc
- Phone: [Empty]
- Notes: [Empty]

At the bottom right, the 'SAVE' button is highlighted with a red box.

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.

The screenshot shows the 'New Message' window with the following elements:

- Header: New Message
- Fields: To | [Empty]
- Buttons: Cc, Bcc (highlighted with a red box)
- Field: Subject

The screenshot shows the email composition toolbar with the following elements:

- Buttons: Send (highlighted with a blue box), A (text color), U (underline), [Attachment icon], \$ (currency), [Image icon], [Link icon], [Smiley icon], [Trash icon], [Dropdown arrow]

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

New Message

To

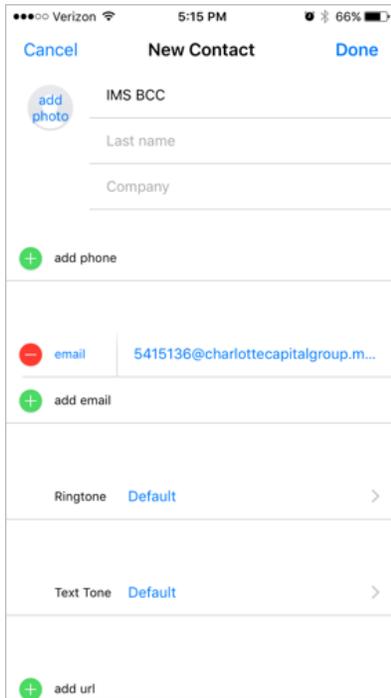
Bcc **IMS BCC** × Cc

Subject

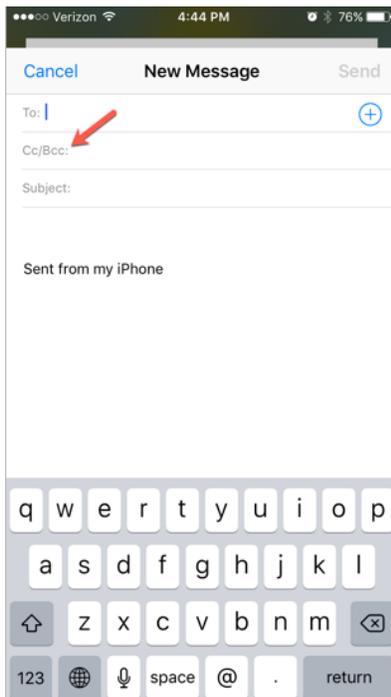
Send | A | 📎 | \$ | 📷 | 🔗 | 😊 | Saved | 🗑️ | ▾

iPhone Email:

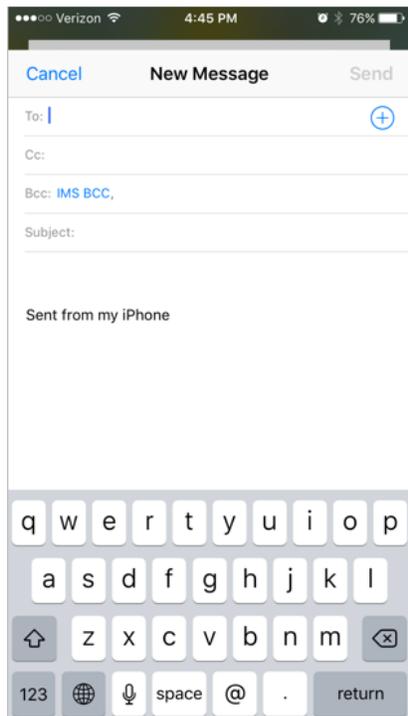
Add your unique BCC email as a contact, click **Done**:



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

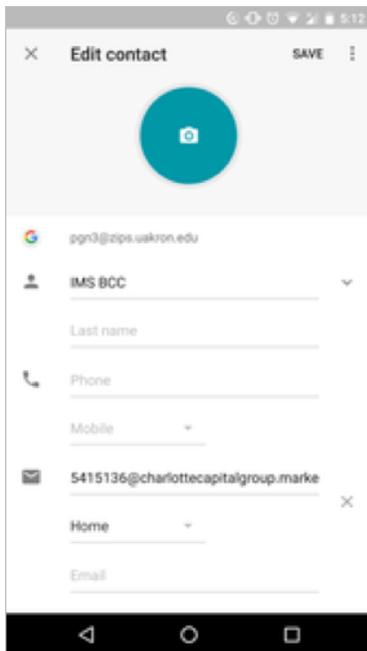


Type the name of the newly added contact in the BCC field:

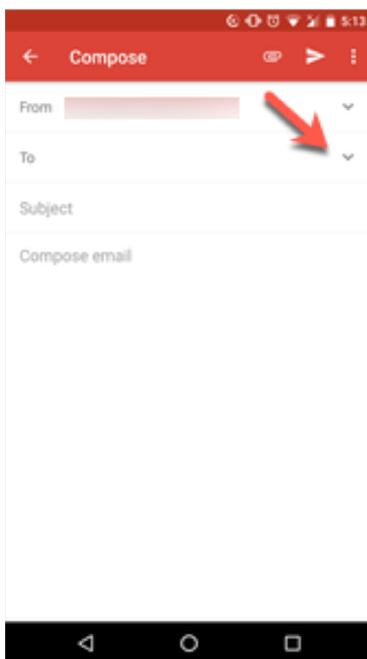


Android Email:

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



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



Add the newly added contact in the BCC field:

