

Email ABAC Announcements

1. Log in to either OWA (online Outlook) or desktop Outlook
2. Create a New message
3. Type your email address in the “To” field
4. Type **Announcements** in the “BCC” field
 - a. If “BCC” is not visible
 - i. OWA users:
 1. Click “Options” in the upper right area of the new message box
 2. Click to place a check in the box labeled “Show BCC”
 3. Click OK
 - ii. Desktop Outlook 2007 users
 1. Click the “Options” tab
 2. Click the “Show Bcc” button
 - iii. Desktop Outlook 2010 users
 1. 1. Click the “Options” tab
 2. Click “Bcc”
5. Proceed with message creation as usual