

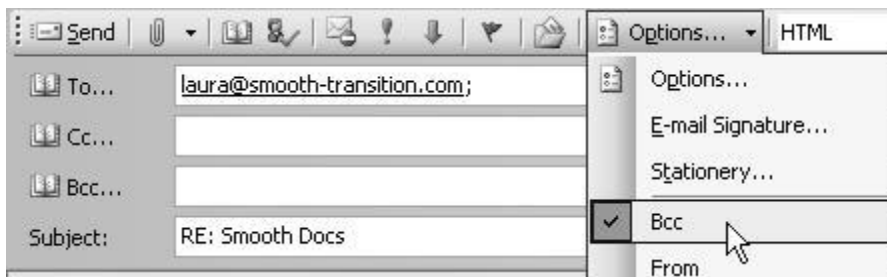
MS OUTLOOK TIPS

Q. I frequently use the Bcc field in Outlook messages to avoid disclosing lists of e-mail addresses. I'm tired of having to click into the address book to fill it in. Can I display it with the To and Cc fields?

A. Yes. The option to display the Bcc field by default is in one of two places, depending on whether or not you are using Word as your e-mail editor.

To Display the BCC field in Outlook e-mail messages you compose:

1. From within your MS Outlook Inbox, choose **New**.
A new e-mail message opens.
2. Choose **View ▶ BCC**.
– OR –
If you are using Word as your e-mail editor, click the pull-down arrow to the right of the **Options** button and then choose **Bcc**.
The **Bcc** field displays below the **To** and **Cc** fields.



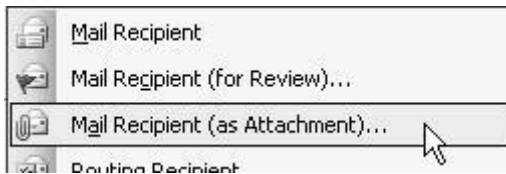
3. **Compose and send** the e-mail or simply close it.
Future emails you create will now display the **Bcc** field by default.

Q. I recently tried to e-mail a document from within Word and suddenly, instead of being attached to an e-mail message, the document text was the e-mail message. I ended up closing it without saving my changes because I didn't know how to make it a normal document again. What went wrong?

A. You tried to send the document *as* e-mail instead of as an attachment. Repeating the same steps that made your document an e-mail message will change it back to being a regular document.

To send a document as an attachment to an e-mail message from Word:

1. From within MS Word, choose **File ▶ Send To ▶ Mail recipient as attachment**.
An e-mail message opens with the current document attached.



2. **Complete and send** the message.

Note: If you get an error message, your Word or Outlook Installation may have issues. Use **Help ► Detect and Repair** from within Word or Outlook to attempt to repair the problem.

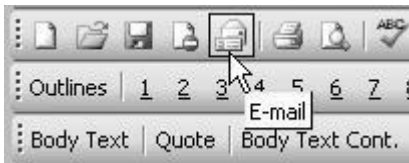
To toggle a document between being a document and being an e-mail message:

1. From within MS Word, choose **File ► Send To ► Mail recipient**.

– OR –

Click the **E-mail** button on Word's Standard toolbar.

The document/e-mail state toggles.



About the Author:

Laura Leader is the founder of Smooth Transition. Smooth Transition provides customized MS Word templates and macros to law firms as well as software training on most applications used by legal professionals. For a complimentary list of recommended Word settings, can contact Laura at (858) 220-6886 or by e-mail at Laura@smooth-transition.com.

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