

How do you send Teams meeting invites without people seeing personal email addresses?

BCC (blind carbon copy) is used when an email address should not be seen by others in the email.

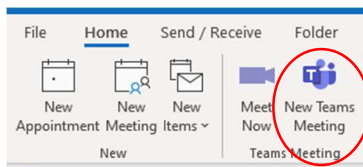
It is common practice to use the BCC field when emailing recipients who may not know each other. This is particularly important when sending to people using their personal email addresses.

Currently there is **no BCC option** when you set up a Teams meeting. However, there are a few ways to work around this and keep personal email addresses confidential.

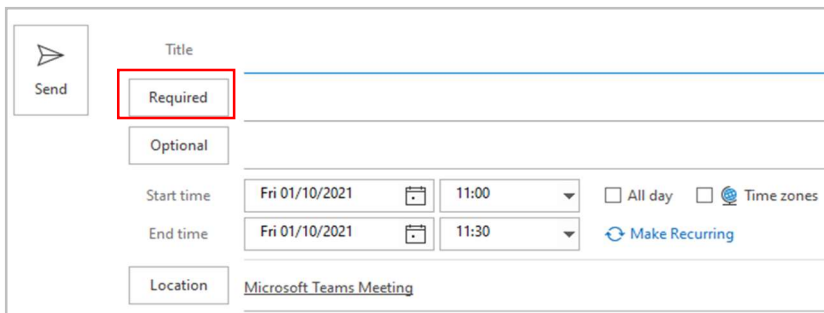
- 1) Use the Resources field when inviting people
- 2) Use the 'hide attendee list' if you are using the web version of Outlook
- 3) Use forwarding instead of inviting everyone at once.

Use the Resources field

Click New teams meeting

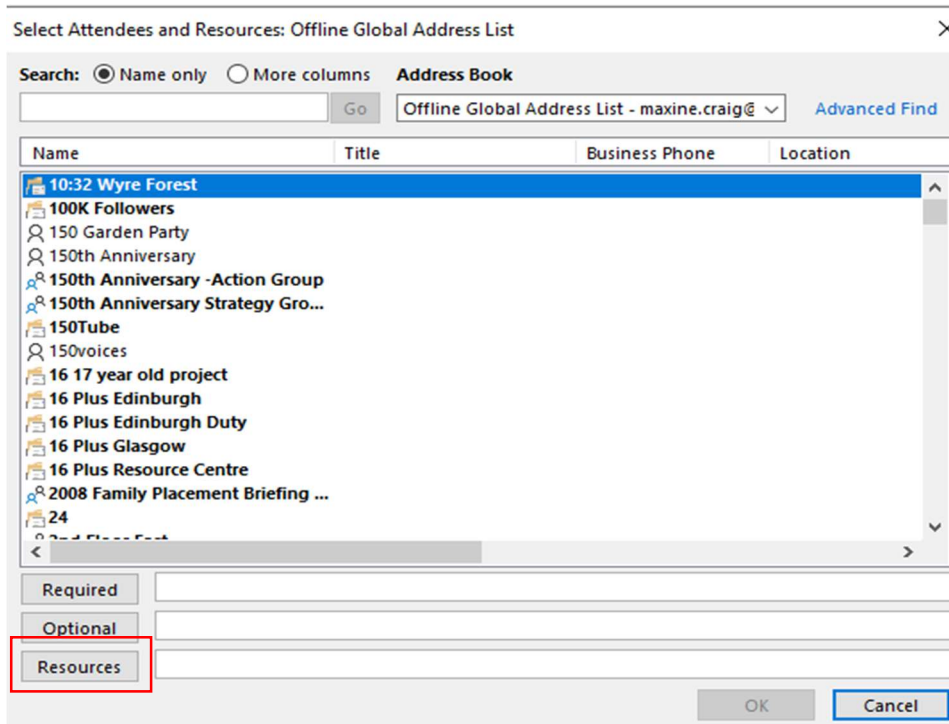


You then get your invite screen to input details and set your attendees.

A screenshot of the Outlook meeting invite form. The 'Title' field is highlighted with a red box and contains the text 'Required'. Below the title field are buttons for 'Optional' and 'Required'. The 'Start time' is set to 'Fri 01/10/2021' at '11:00'. The 'End time' is set to 'Fri 01/10/2021' at '11:30'. There are checkboxes for 'All day' and 'Time zones', and a 'Make Recurring' button. The 'Location' field contains the text 'Microsoft Teams Meeting'.

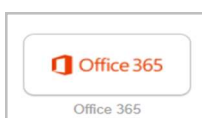
Click into the Required field which opens into the global address list.

You need to use the Resources field for any personal email addresses so they will not get shown to others.

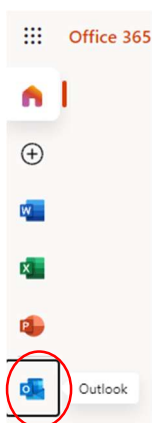


Use 'hide attendee list' option

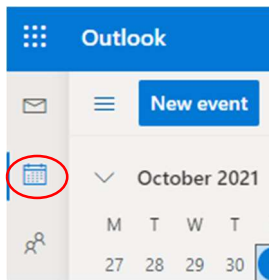
You must be using **Outlook on the Web** for this as there is no equivalent in Outlook desktop app. You can find this by logging onto **office.com** or using Office 365 the icon on your Barnardo's Okta screen.



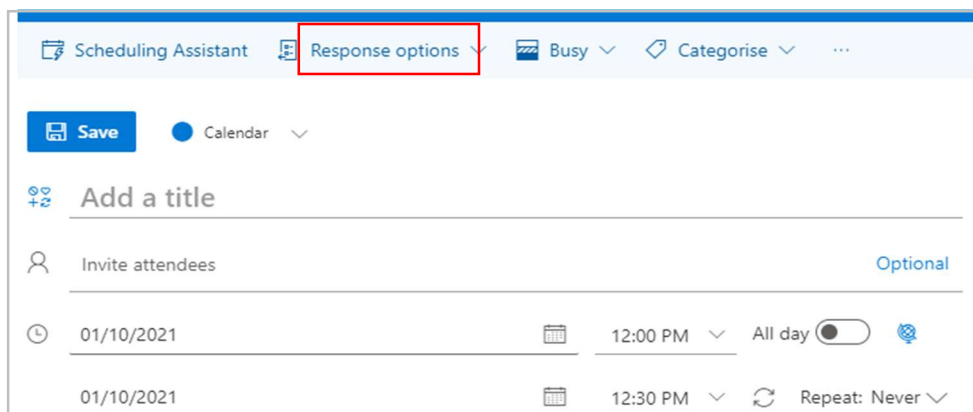
Then choose Outlook from the apps down the left of your screen.



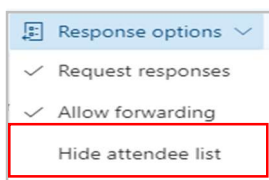
Choose the Calendar icon that will either be on the left or at the bottom.



When you choose New Event, you'll get your creating a meeting screen.



To find 'hide attendee list', click onto Response Options drop-down arrow. Make sure you tick the option.



Use the forwarding link option

For this, you can set up the meeting as normal, invite anyone with a Barnardo's email address, then forward the meeting link to each person with a personal email address.

