



Always BCC User's Manual

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Welcome

Thank you for choosing the Always BCC add-in, created by Sperry Software. Always BCC allows you to automatically send a CC (carbon copy) or BCC (blind carbon copy) to recipients of your choice whenever you send, reply to, or forward a message.

Always BCC is helpful in situations where associates, such as an assistant or supervisor, needs to be copied on all your messages, or when you want to send a copy of your messages to a different email address.

Using options in the configuration area of this add-in you can choose to have *all* messages (including replies and forwarded messages) sent to the specified recipient, or you can set specific conditions that need to be met before the copy is sent.

You can also choose whether the copied message will be sent as a standard carbon copy (CC) or as a blind carbon copy (BCC). You can easily disable the add-in if you won't be using this feature, or to allow you to enable it only when needed.

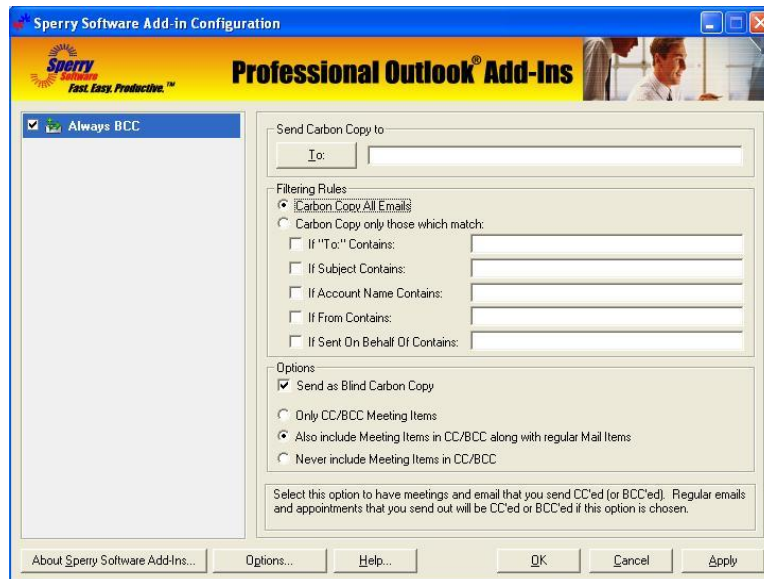
Tip: When this add-in is enabled, an Always BCC icon is added to the Sperry Software toolbar in the email message window. You can use this button to turn the add-in off and on as needed, on a per message basis.

Configuring the Add-in

Once the installation is complete, you are ready to use Always BCC. When you open Outlook you will notice a new button “Sperry Software Add-ins” added to the toolbar.



Clicking this button displays the Sperry Software Add-ins configuration screen. It is on this screen that settings are made to control the add-in’s functionality.



Always BCC Configuration

Send Carbon Copy to: Allows you to specify who the recipient of the CC or BCC will be. Choose a name from your contact list by clicking the “To:” button, or type an email address in the text field. You can separate multiple email addresses by using a semicolon between them. For example:

“sales@sperrysoftware.com; techsupport@sperrysoftware.com”.

Filtering Rules allow you to specify under what conditions the CC or BCC will be sent. You can choose to CC or BCC all messages, or only when the specified conditions are met.

Carbon Copy All Emails: Sends a copy email to the indicated recipient every time, when you send, forward, or reply to any email.

Carbon Copy only to those which match: Sends a copy email to the designated recipient only when the specified criteria is met. The options here are “If ‘To:’ Contains”, “If Subject Contains”, and “If Attachment Name Contains”. All of these options take wildcards, are not case sensitive, and multiple conditions can be entered using semicolons.

The “Options” frame allows you to have the copied messages sent as blind copies (BCC) rather than standard carbon copies (CC). A blind carbon copy is one where the recipients cannot see each other.

The other options in this area controls which items get CC’ed or BCC’ed. Sometimes it’s helpful to only CC meeting items (for room reservations, for instance).

Troubleshooting

Q. The “Sperry Software Add-ins” button is not visible.

A. The add-in may have become disabled.

For Outlook 2002, 2003 users:

On the Outlook Menu, click Help...About Microsoft Outlook

Click the “Disabled Items” button

If “Sperry Software” is listed, enable it and restart Outlook

For Outlook 2007 users:

On the Outlook Menu, click Help...Disabled Items

If “Sperry Software” is listed, enable it and restart Outlook

The Sperry Software toolbar may not be set to “Visible”

On the Outlook Menu, click View...Toolbars and make sure that Sperry Software is checked.

Q. The “Sperry Software Add-ins” button does not respond.

A. Run the add-in Reset tool.

The add-in reset tool can be downloaded from

<http://www.sperrysoftware.com/outlook/tools.asp>

Q. How can we contact you for more help?

A. For help on more in-depth issues, check out our [Knowledge Base](#).