

Active Blog
Outlook Trick

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Copy A Particular Recipient On All Outgoing Email

You might find it useful or necessary to copy a particular recipient on all outgoing messages. For example, a project leader might want a copy of all messages sent by each member of his or her team. Or a customer focus team might need to be CCed on all messages pertaining to a customer.

Outlook's Rules Wizard can process outgoing messages, as well as incoming ones. Both Outlook 2000 and 2002 allow you to create a rule that automatically adds the recipient to every message's Cc field, and this is how:

1. Choose Tools | Rules Wizard, click New (in Outlook 2002 also choose Start From A Blank Rule).
2. Choose Check Messages After Sending and click Next.
3. On the subsequent window, click Next without choosing any conditions.
4. Select Cc The Message To People Or Distribution List.
5. In the Rule Description box, click the underlined link and enter the Cc recipient's address.
6. Click Next, and set exceptions as needed.
7. Click Next, enter a filename, and click Finish.

If you require additional information or assistance with this item, please give us a call.