 

**BCC Invites**

If you want to send invites to meetings without sharing the emails with your guests, follow this advice.

Create the Invitation via Outlook

Create the invitation from Outlook Online, NOT from Teams.



* Add the relevant title, attendees, date and time, and message info.
* Make sure you make this a Teams meeting.
* Before sending, click the “Response Options” top right and select “Hide attendee list”.
Optionally, you can also UNselect “Allow forwarding” to avoid uninvited people getting into your group session.
* As soon as you have made a choice, the popup will go away, so it is a good idea to check if you have made the right selections.
* Click Send.
* Now, if the invitation is sent, the attendees will see only their own name in the invitation, which is a privacy requirement in this situation.
If you have also disabled the “Forward invitation” option, this will be displayed on the invitation, depending on the recipient’s email programme.

