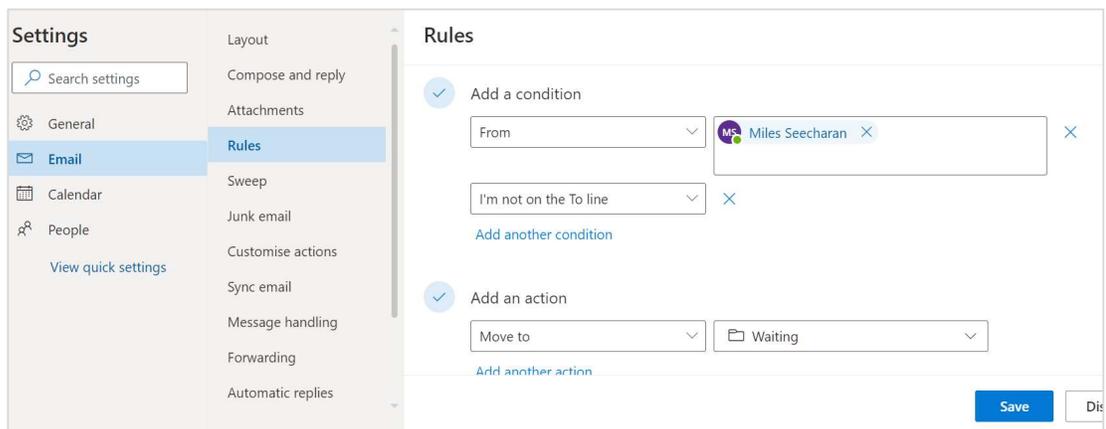


The BCC Trick (Office 365 Outlook Web App)

- Open the Outlook **Settings** (the cog icon in the blue toolbar at the top)
- Click on **View all Outlook settings**
- In the **Email** tab, click on **Rules**
- Click on **+ Add new rule**
- Give the rule a name (e.g. BCC Trick)
- In the **Add a condition** drop-down list, choose **From** and enter your own email address
- Also in the **Add a condition** drop-down list, choose **I'm not on the To line**
- In the **Add an action** drop-down list, choose **Move to** and then create an **@Waiting** folder using **New folder**. (The '@' sign puts it at the top of your folder list so you can see it easily.)
- Click on **Save**
- Test that the rule works by putting yourself in the BCC field on the next email you need to follow up on. Right after you send the email, you should see the sent message 'boomerang' back into your inbox and be moved over into your @Waiting folder.

The end state you should see;



The BCC Trick (Outlook for Windows)

- Go to your email inbox then, in the **Home** tab, open **Rules** and choose to **Create a new rule**
- You may see a simplified form at first, so choose **Advanced options** to see the full set of options for making rules.
- In the options for 'Step 1: Select a condition', check **where my name is not in the To box** (to choose what you want to Outlook to spot).
- Also in these options, check **from people or public group**, replacing 'people and public group' with your own email address by clicking the link in the editing box below.
- Click 'Next'
- Check **stop processing more rules**
- Then check **Move it to the specified folder** and create an **@Waiting** folder using **New folder** (in the editing box below) to be your destination folder where you tracked emails will go. (The '@' sign puts it at the top of your folder list so you can see it easily.)
- Click **Finish** to create the rule
- Test that the rule works by putting yourself in the BCC field on the next email you need to follow up on. Right after you send the email, you should see the sent message 'boomerang' back into your inbox and be moved over into your @Waiting folder.

The end state you should see;

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
where my name is not in the To box
and from Miles Seecharan
move it to the Waiting folder
and stop processing more rules

The BCC Trick (Gmail)

1. Go to Gmail and send yourself an email.
2. When this email arrives back, open it, click on the 3-dot ellipsis in the top right corner of the email and choose **Filter messages like these**
3. In the form that this generates, add your email address to the **To** field (it should already be in the **From** field).
4. Click on **Create filter**
5. In the next form, tick **Skip the Inbox (Archive it)** and **Apply the label...** and create an **@Waiting** folder by choosing **New label...** in the **Choose label...** options. (The '@' sign makes sit at the top of your folder list so you can see it easily at all times.)
6. Click **Create filter**
7. Test that the rule works by putting yourself in the BCC field on the next email you need to follow up on. Right after you send the email, you should see the sent message 'boomerang' back into your inbox and be processed into your @Waiting folder.

Step 1 should look like;

From	miles.seecharan@next-action.co.uk,
To	<u>miles.seecharan@next-action.co.uk</u>
Subject	

Step 2 should look like;

from:(miles.seecharan@next-action.co.uk) to:(miles.seecharan@next-action.co) ✕

← When a message is an exact match for your search criteria:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label: @Waiting
- Forward it [Add forwarding address](#)
- Delete it