Add a Cc to your Gmail and Outlook sends

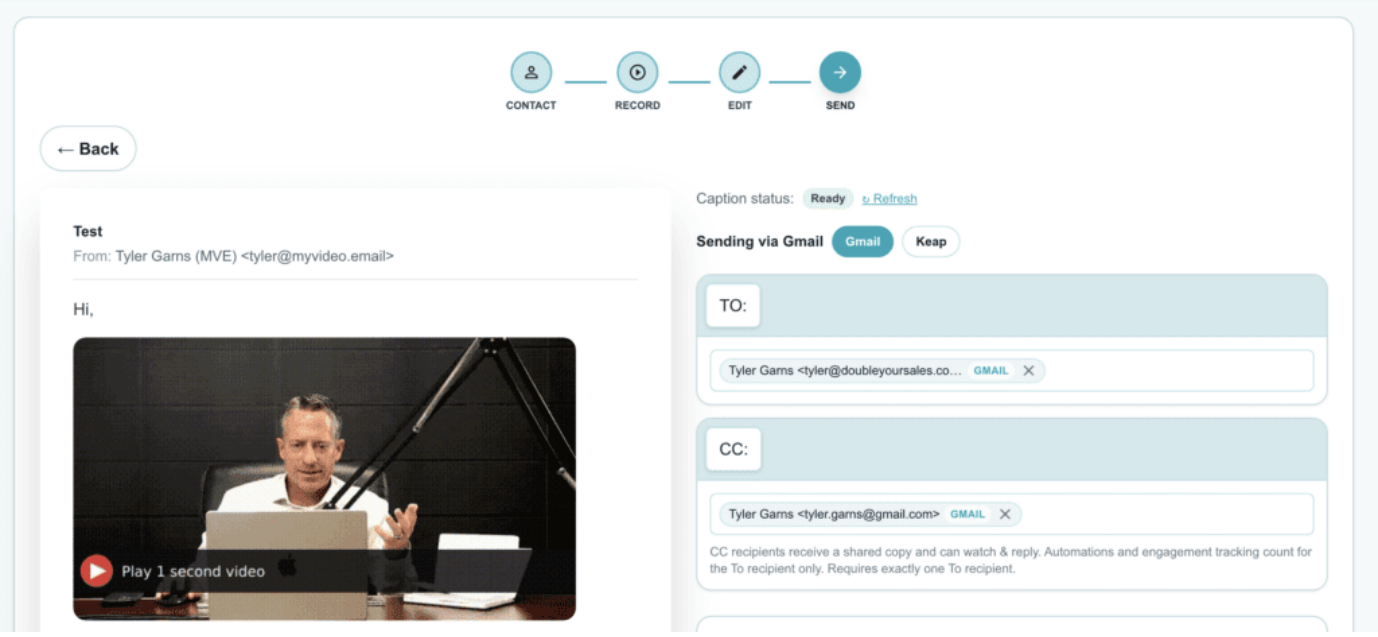
Integrations · https://coreel.ai/help/add-a-cc-to-your-gmail-and-outlook-sends/

Loop in a colleague, a manager, or an assistant on a video email without making them the main recipient. When you send through your connected **Gmail** or **Outlook** account, you can now add one or more **Cc** addresses — just like a normal email.

> Embedded media: https://www.youtube.com/embed/S9PUG0BZK0I?feature=oembed

Step 1 — Reveal the Cc field

1. Compose your video email and choose your **Gmail** or **Outlook** account as the sender.
2. Next to the **To** field, click the **Cc** link to reveal the Cc field.



Success check: A **Cc** field appears under the To field.

Step 2 — Add your Cc recipients and send

1. Type one or more email addresses into the **Cc** field.
2. Finish your message and send as usual.

Success check: Everyone on Cc receives the same video email, and you'll see them on the sent record.

Tips and best practices

- Cc is available on **Gmail and Outlook** sends only — it doesn't apply to CRM-routed sends (Keap, HighLevel, HubSpot, Zoho) or SMS links.
- Use Cc to keep a teammate in the loop; use the main **To** field for the person you actually want to track and follow up with.

Troubleshooting

I don't see the Cc link.
It appears for Gmail and Outlook sends. If you're sending through a CRM, switch the sender to your connected Gmail or Outlook account. On mobile, Cc arrives with app version 1.2.0.

Related

- Send as one of your Gmail aliases
- Choose who a video is for