

Sending from or on behalf of another account

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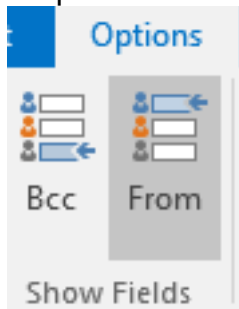


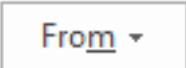
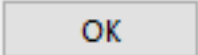
2017

Faculty/Staff - Sending "from" or "on behalf" of another account

To send email from another account using the Outlook desktop application

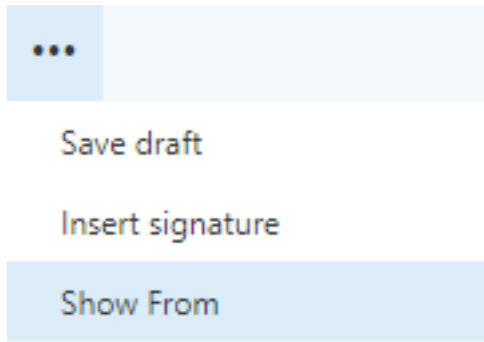
1. Open Outlook
2. Create a new message
3. Click the Options Tab and ensure Show Fields > From is selected

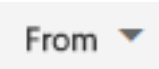


4. Click the  button
5. Select the mailbox you wish to send from
 - If the mailbox is not listed, click **Other Email address...**
 - Enter the name of the mailbox
 - Click 
6. Enter a Subject for the email
7. Enter the body of the email
8. Click Send

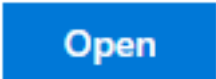
Sending email from another account using Outlook Web Access

1. Log into email from the Portal
2. Create a new message
3. Click the ... at top of message and select **Show From**
 -



4. Click 
5. Select the mailbox you wish to send from
 1. If the mailbox is not listed, Skip to [Open another Mailbox](#) below
6. Enter a Subject for the email
7. Enter the body of the email
8. Click Send

Open another mailbox and send using Outlook Web Access

1. Log into email from the Portal
2. Click on your name in upper right corner
3. Select **Open another mailbox...**
4. Enter the name of the mailbox and click 
5. Create a new message and send as normal.
 - You can verify the account the email is being sent from by clicking ... and selecting **Show From**

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Online URL:

<https://kb.mc3.edu/article/sending-from-or-on-behalf-of-another-account-1299.html>