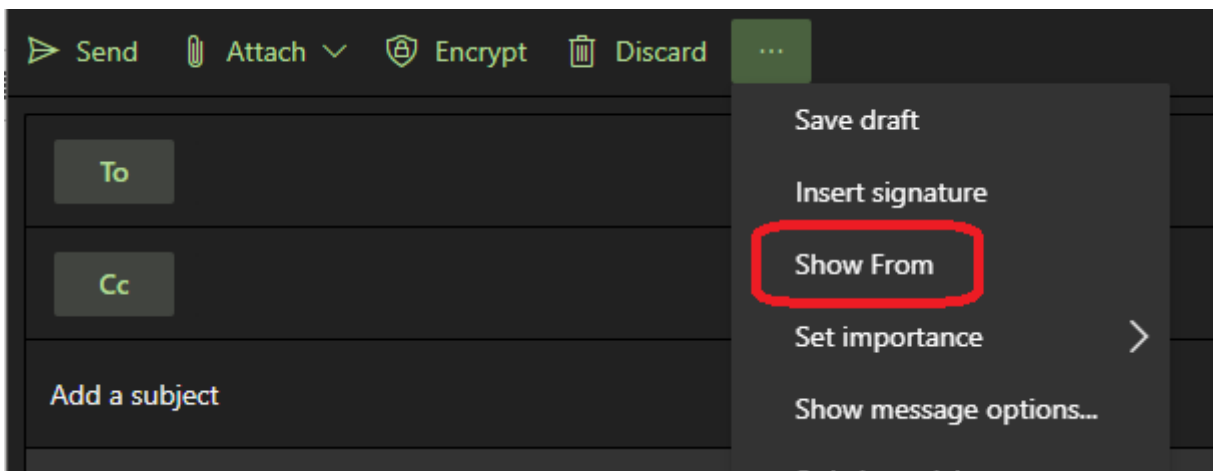


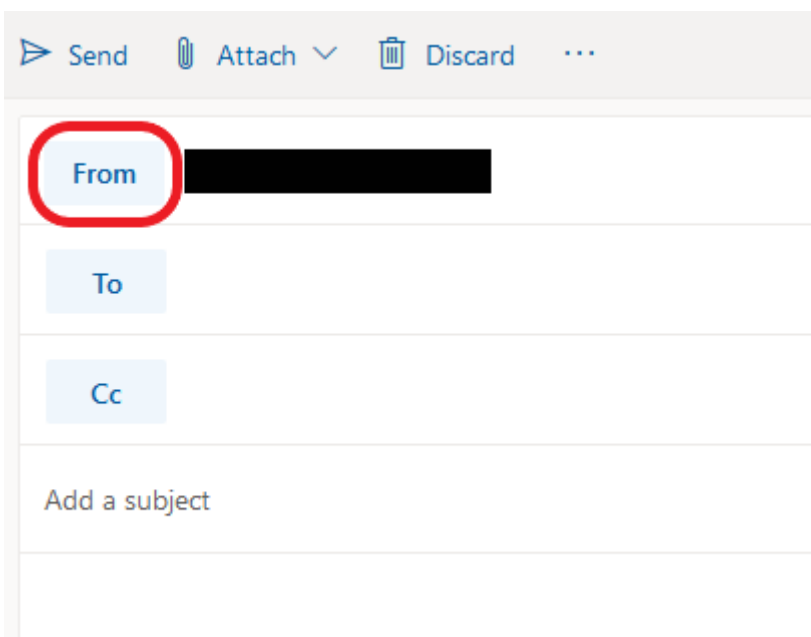
Use the From Field in Outlook

Outlook Web Access (OWA) Login

1. To show the From Field click the three dots next to Discard and select **Show From**

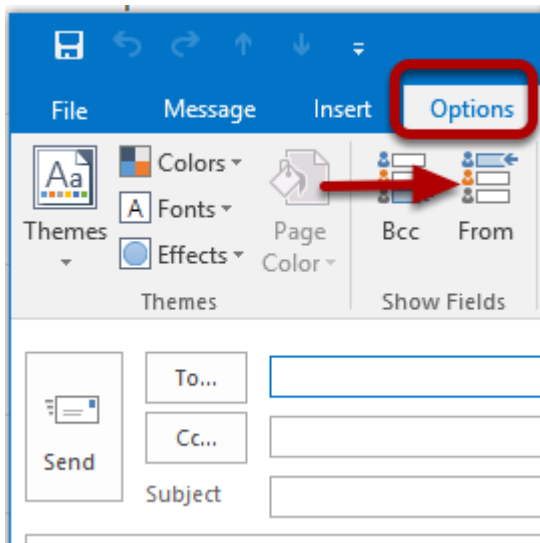


2. When you click on **From** other email addresses will be listed that you can send from. You can also click on **Other email addresses...** to enter the email address of someone you have the ability to send as.

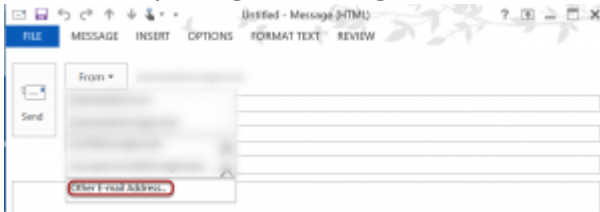


Outlook Desktop App - Windows

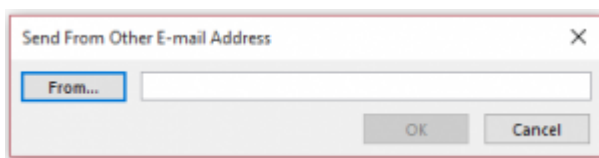
1. By default, the **From** field will not be displayed when you compose a message. To display the **From** field click on the **Options** tab and select **From** in the **Show Fields** section. Now the **From** field will be displayed when composing a message in the future.



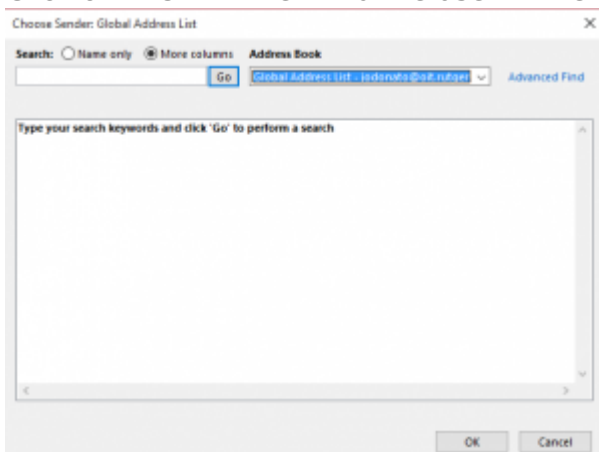
2. When composing a message click on **From** to see what email addresses you can send as.



3. If you don't see the account you want to mail from in the drop-down box and select **Other E-Mail Address**.



4. Click on **From...** then find the user in the Global Address List.

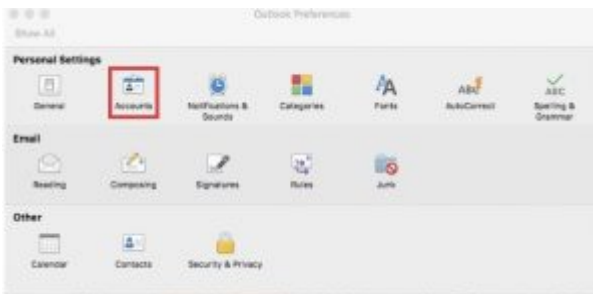


Outlook Desktop App - Mac

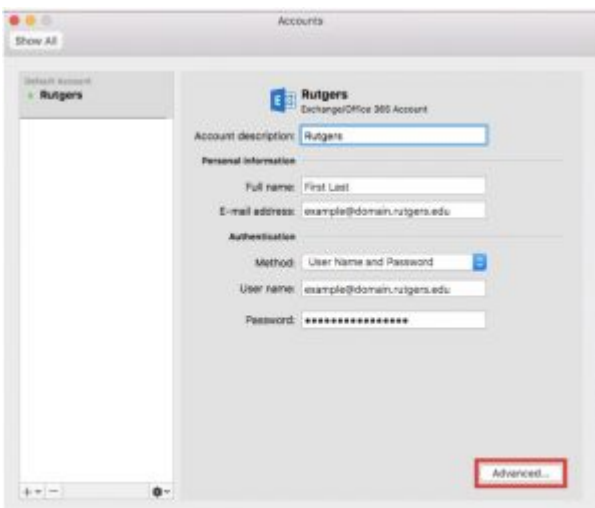
- 1) By default, the **From** field will not be displayed when you compose a message. The **From** field will only be displayed after you set up a delegate for your account.
- 2) Navigate to the **Outlook** option on the upper left-hand side of the screen and select **Preferences**.



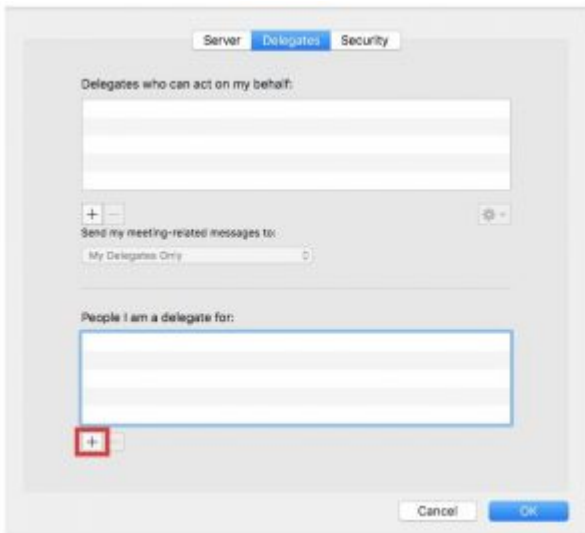
- 3) Select the **Accounts** option.



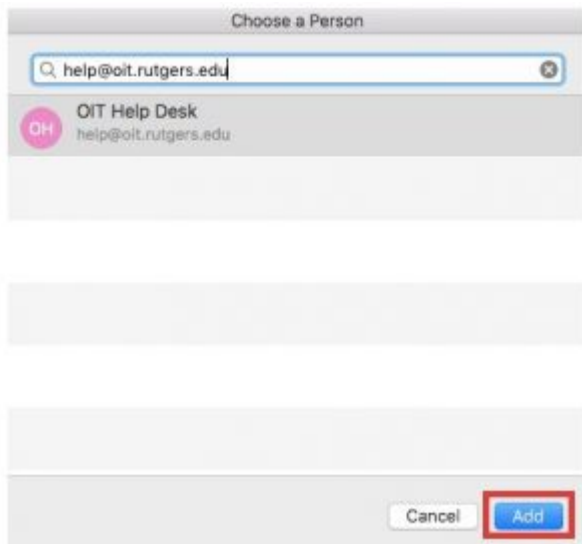
- 4) Select the **Advanced** button.



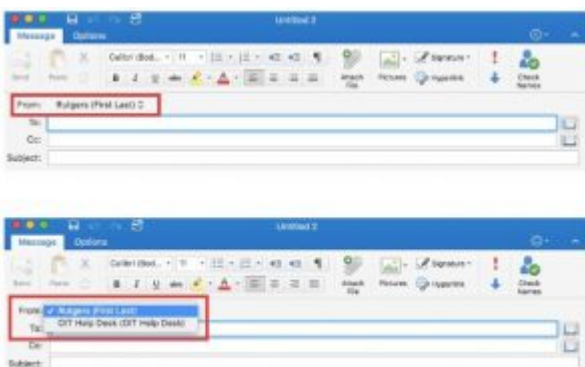
- 5) A new window will pop up that has three sections. Navigate to the center option labeled **Delegates**. On the bottom half of the pop-up, there will be a section titled **People I am a delegate for**. Select the "+" sign to add a new address that your account can send from.



6) A new box will pop up. Search the directory to find the address you wish to send from. (If the address is hidden from the directory, you will be unable to set up your Outlook for Mac to be able to send from the address.) Hit the **Add** button.



7) The next time you compose a message the **Alternate Email Address** will be available in a drop-down menu located in the **From** field.



Revision #1

Created 9 September 2021 19:39:11 by Robert Bean

Updated 9 September 2021 20:10:13 by Robert Bean