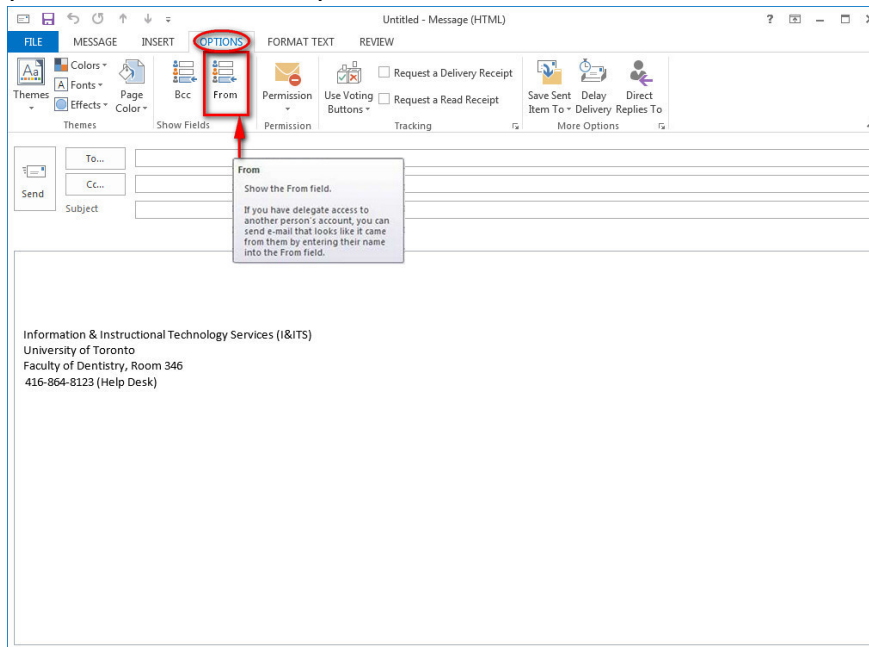


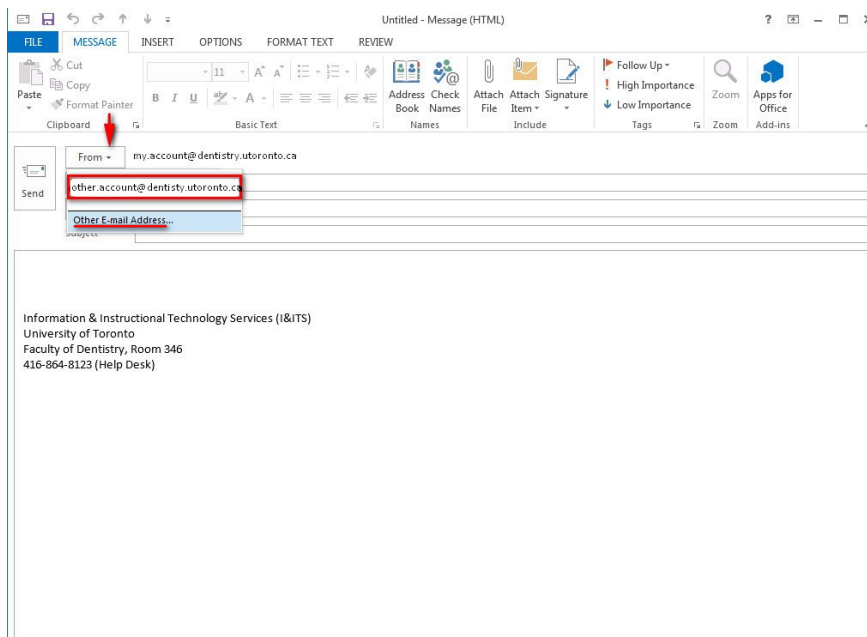
Outlook – How do I send from another email account?

First you must have been assigned the rights to “send as” from the second account. This assignment is done by IITS with a request of the “owner” of the alternate account. Eg. My Supervisor has told me that I should monitor the Department’s email account and make email replies as if I was the owner of the Departmental account.

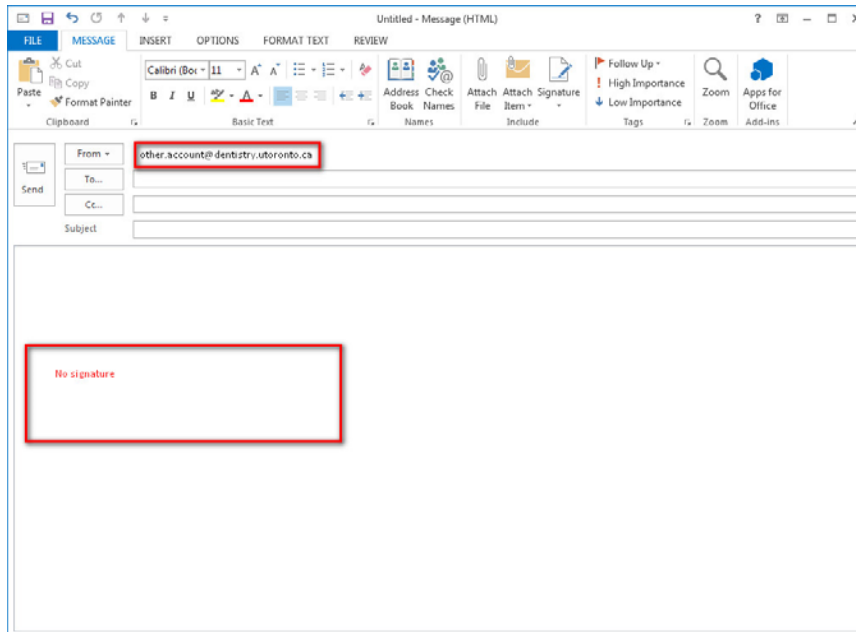
1. In Outlook, go to the OPTIONS tab from a new message, click on the “From” option and you will see it added to your email:



2. Press the arrow on the “From” and you will see the OTHER email account that you have rights to send “on behalf”. If not, press “Other email Address” and add it to the list.



3. Confirm that the “From” shows the other email account and complete the email as you would normally. Note that your signature is gone. This is because you will need to create a separate signature from the other email account:



*to add a signature for the other account please see this guide.