## Adding From field to emails

If you have access to multiple emails to send from you can add the 'From' field in your emails.

## Step-by-step guide

- 1. In Outlook double click the New Email button so it pops up in a new window.
- 2. Navigate to the 'Options' menu in the new email window.



3. In the 'Options' menu click the 'From' button so that it becomes highlighted.

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4. Finally in the From dropdown above 'To...' you can either select the email address you wish to send on behalf of or add it. Note: you must have access to this email you type in otherwise it will not work.

## **Related articles**

- Out of Office Auto-Reply
- Adding From field to emails
- Setting Up Outlook
- Outlook Send from another email
- Contact Groups in Outlook