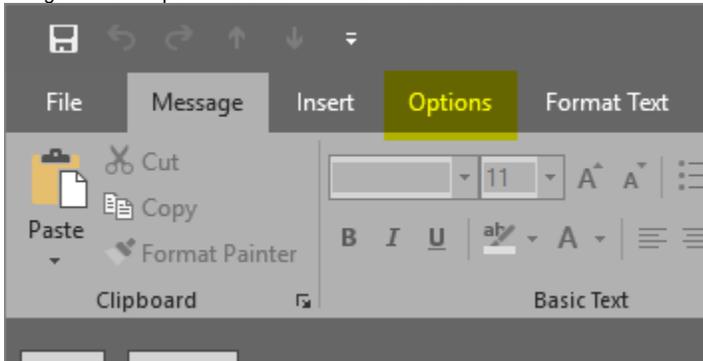


Adding From field to emails

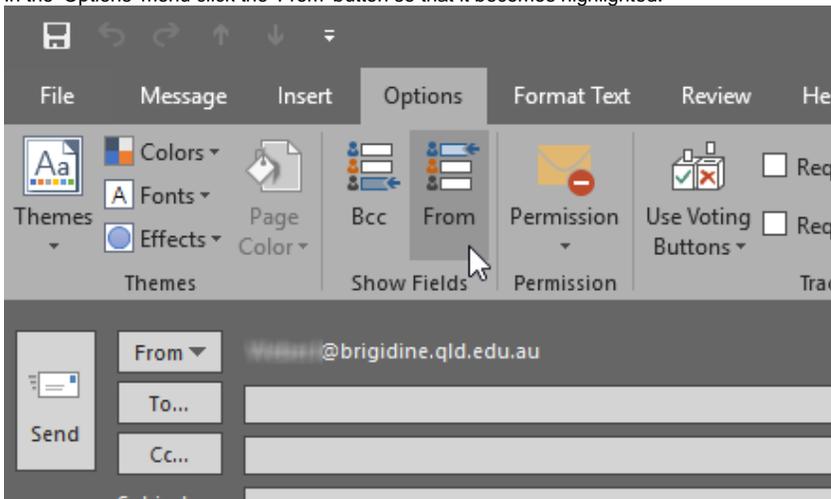
If you have access to multiple emails to send from you can add the 'From' field in your emails.

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.



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](#)