

Knowledgebase > Email and Collaboration > "From" field in Outlook

"From" field in Outlook

Andres Carrasquillo - 2019-01-09 - Email and Collaboration

Switch between sending emails from different accounts in Outlook by following the instructions below.

- 1. Open Outlook and then open a blank email.
- 2. Select the **Options** tab. The *Options* tab displays.

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3. Select the From button located in the Show Fields section of the toolbar. The drop-down menu displays.

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4. The drop-down menu displays two options: your own email address and a **Other E-mail Address** option. Select the **Other E-mail Address** option. The *Send from Other E-mail Address* screen displays.

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5. The *Send from Other E-mail Address* screen provides the ability to select the email address from which you want this email to be sent. Add the alternate email address and click OK.

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From			
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- Tags
 <u>alternate email</u>
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