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"From" field in Outlook

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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.



3. Select the **From** button located in the *Show Fields* section of the toolbar. The dropdown menu displays.



 The drop-down menu displays two options: your own email address and a Other Email 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.

	Send From Othe	r E-mail Address	
From			
		OK	Cancel

Tags	
alternate email	
from	
from field	
second email	
switch	