

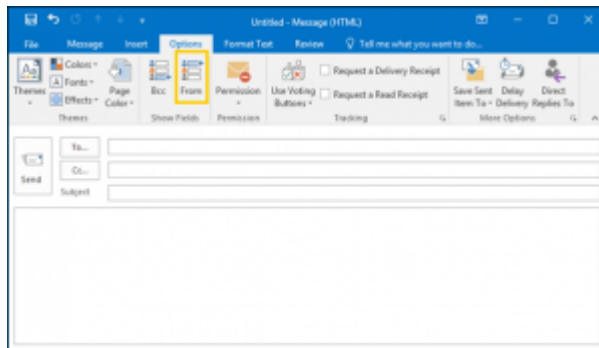


"From" field in Outlook

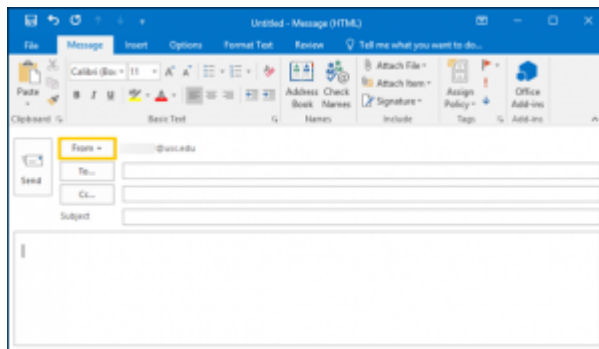
Andres Carrasquillo - 2019-01-09 - Email and Collaboration

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

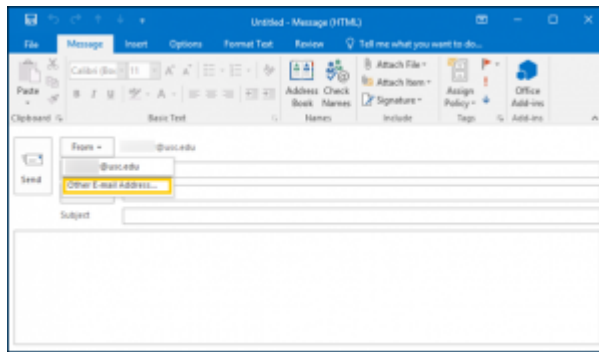
1. Open Outlook and then open a blank email.
2. Select the **Options** tab. The *Options* tab displays.



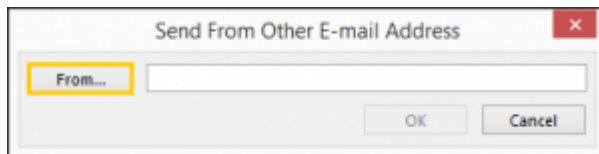
3. Select the **From** button located in the *Show Fields* section of the toolbar. The drop-down menu displays.



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.



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.



Tags

alternate email

from

from field

second email

switch