

INFORMATION TECHNOLOGY

Dept. Mailbox

Sending From Another Mailbox



Table of Contents

Sending as Another Mailbox	
Outlook for PC	
Outlook for Mac	7
Outlook on the Web	9
Outlook for Mobile	13
Removing an Address from the From Field	
Outlook for PC	
Outlook for Mac	
Outlook on the Web	
Outlook for Mobile	



Sending From Another Mailbox

To send from another mailbox, you need to Send As or Send on Behalf permission to the mailbox you wish to send as.

If you are not sure if you have send permission, please contact the help desk at <u>help@miami.edu</u> or 305-284-6565 for confirmation.

Outlook for PC



1. Open Outlook and click New Email.

- 2. Select the **Options** tab.
- 3. Select the **From** button located in the Show Fields section of the toolbar.

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4. The From field will now appear in your message. Click the **From** button and select **Other E-mail Address** from the drop-down.

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5. Click the **From...** in the Send from Other E-mail Address window.





- 6. The Choose Sender screen displays. In the Search field, at the top of the Choose Sender screen, begin typing the name of the mailbox you want to send from.
- 7. Locate and select the mailbox.
- 8. Click the **OK** button in the bottom right of the window.

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9. The email address you chose will appear in the From field of the Send from Other E-mail Address screen. Select **OK**.

Send From Other Email Address		×
From Test Office 365 Account		
	OK	Cancel



10. The blank email displays the new From field.

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\triangleright	From ~	testo365@r	miami.edu				
Send	То						
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	Subject						



Outlook for Mac

You will need to first add the additional mailbox(es) to Outlook for Mac in order to send as the mailbox. You can find add instructions <u>here</u>.

1. Open Outlook and click New Email.

	ightarrow	
Home Organ	ize Tools	
New New Email Items	Delete Archive	Respond
> All Accounts		Focused

2. The From field should appear automatically.

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Message	Options			?
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From:	@miami.edu		\$	
То:				
Cc:				
Subject:				



- 3. Click the dropdown menu to the right of the From field.
- 4. Select the mailbox you would like to send from.

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Outlook on the Web

- 1. Sign in to <u>http://email.miami.edu</u> using your caneID and password.
- 2. Click New message in the top left corner.

:::		Outlook	, О Se
	New message		
>	Favorites	⊘ Inbox	*

3. Click the 3 dots ... and select **Show From**.

Þ Send 🔋 Attach 🗸 🕲 Encrypt 🛍 Discard	
	Save draft
То	Insert signature
Cc	Show From
	Set importance >
Add a subject	Show message options
	Switch to plain text
	Check for accessibility issues



4. Click the From button and select Other email address from the dropdown list.

Þ Send 🛛 Attach ∨ 🕲 Encrypt 🔟 Discard …
From testo365@miami.edu
testo365@miami.edu
Other email address
Сс
Add a subject

5. The From field will erase itself. Type in the email address you want to send as. The address will start getting checked with the Global Address List.

▷ Send	🌒 Attach 💛 🕲 Encrypt 🔟 Discard	
From		
То	Suggested contacts	
Сс	РТ	
Add a subj€	ISS Mbx iss@miami.edu	



- 6. Select the appropriate name or email address from the list that appears. If the name does not appear, click **Search Directory.**
- 7. Select the appropriate account from the results.

From	iss	
-	IM	ISS Mbx iss@miami.edu
		ISS Test MBX isstestmbx@miami.edu
CC	Q	Search Directory
Add a sub	oject	

From	iss@miami.edu
То	ISS Mbx iss@miami.edu
Сс	Top 1 results



8. If the name still does not appear, click Use this address.

⊳ Sene	d 🔋 Attach 🖂 🕲 Encrypt 🛍 Discard \cdots
From	isstest2@miami.edu
То	Use this address: isstest2@miami.edu
	No results found
Co	



Outlook for Mobile

You will need to first add the additional mailbox(es) to Outlook for mobile in order to send as the mailbox. You can find add instructions <u>here</u>.

- 1. Open the Outlook for Mobile app.
- 2. Click the **New Message icon** in the top right corner.

3:13 🕫	🗢 🗩
Inbox	
Focused Other	च Filter

3. In the New Message window, tap the address that appears under **New Message** at the top of the window.

×	New Message testo365@miami.edu ~	\triangleright
То:		
Cc/Bcc:		
Subject:		
Get <u>Outlook f</u>	or iOS	



4. In the dropdown list that appears, select the email address you wish to send as.



5. The address under the New Message will update to reflect the email address you requested.

×	New Message iss@miami.edu ∽	\triangleright
То:		
Cc/Bcc:		
Subject:		
Get <u>Outlook f</u>	or iOS	



Removing an Address from the From Field

Outlook for PC

- 1. Open Outlook and click New Email create a new email.
- 2. Click the **From** button and a drop-down list will display all addresses that have been added to the From field.
- 3. Click the **X** to the right of the address you wish to remove.

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Outlook for Mac

The email addresses in the From field are based on the additional mailbox(es) you have configured to Outlook to Mac.

To remove a mailbox from Outlook for Mac, please follow the instructions here.



Outlook on the Web

- 1. Sign in to <u>http://email.miami.edu</u> using your caneID and password.
- 2. Click New message in the top left corner.



- 3. Click the **From** button and a list of available addresses with appear.
- 4. Click the **X** to the right of the address you wish to remove.





Outlook for Mobile

The email addresses in the From field are based on the additional mailbox(es) you have configured to Outlook for Mobile.

To remove a mailbox from Outlook for Mobile, please follow the instructions here.