

Dept. Mailbox

Sending From Another Mailbox

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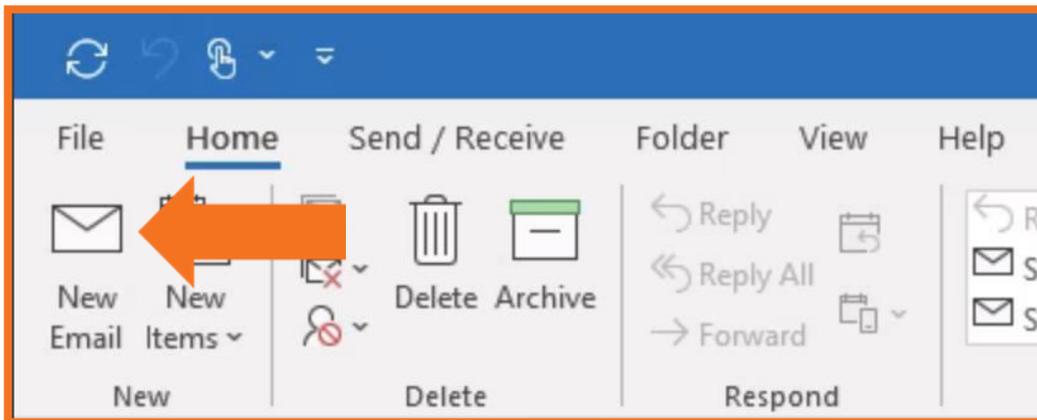
Sending From Another Mailbox

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

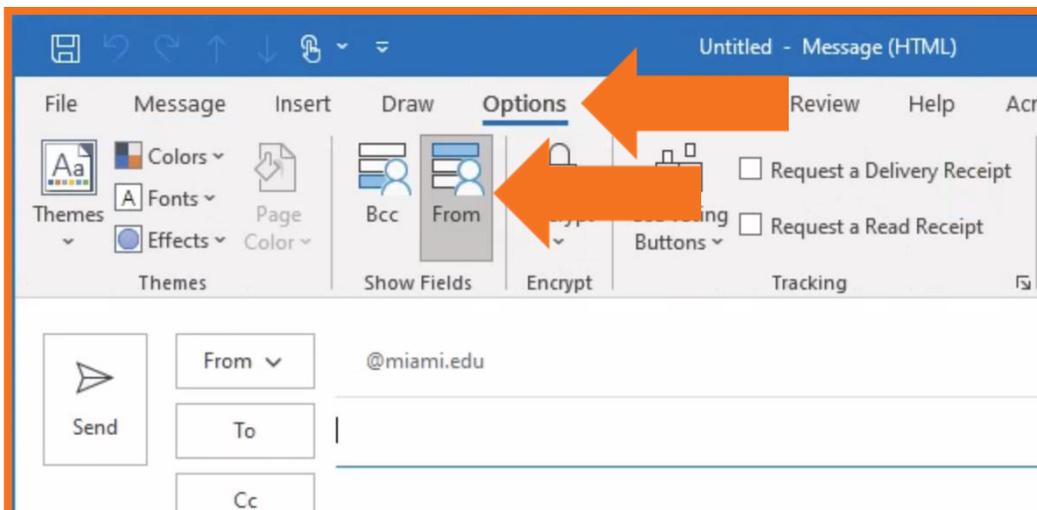
If you are not sure if you have send permission, please contact the help desk at help@miami.edu or 305-284-6565 for confirmation.

Outlook for PC

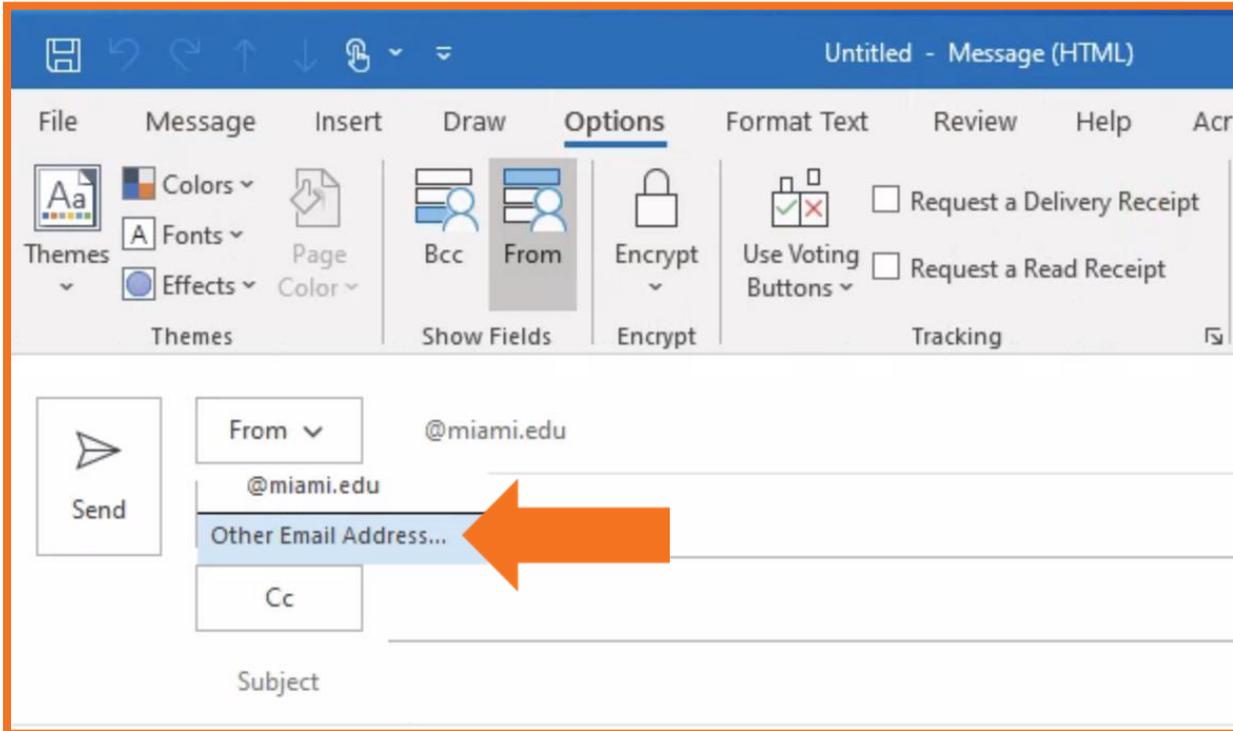
1. Open Outlook and click **New Email**.



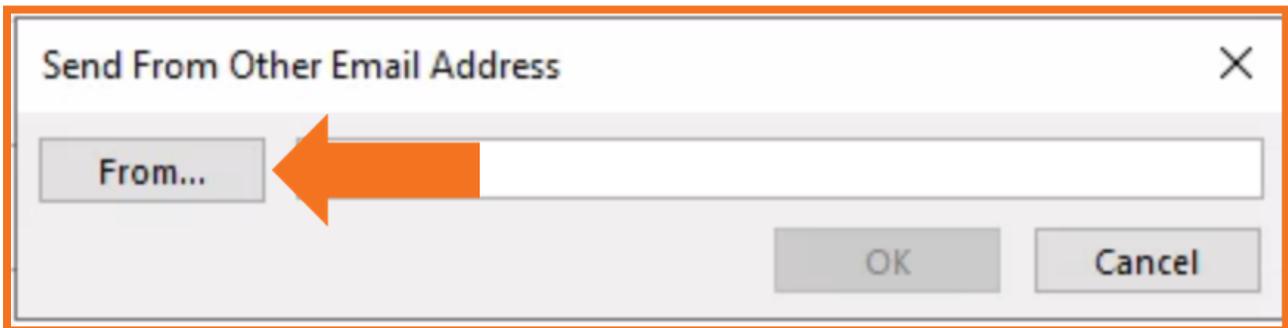
2. Select the **Options** tab.
3. Select the **From** button located in the Show Fields section of the toolbar.



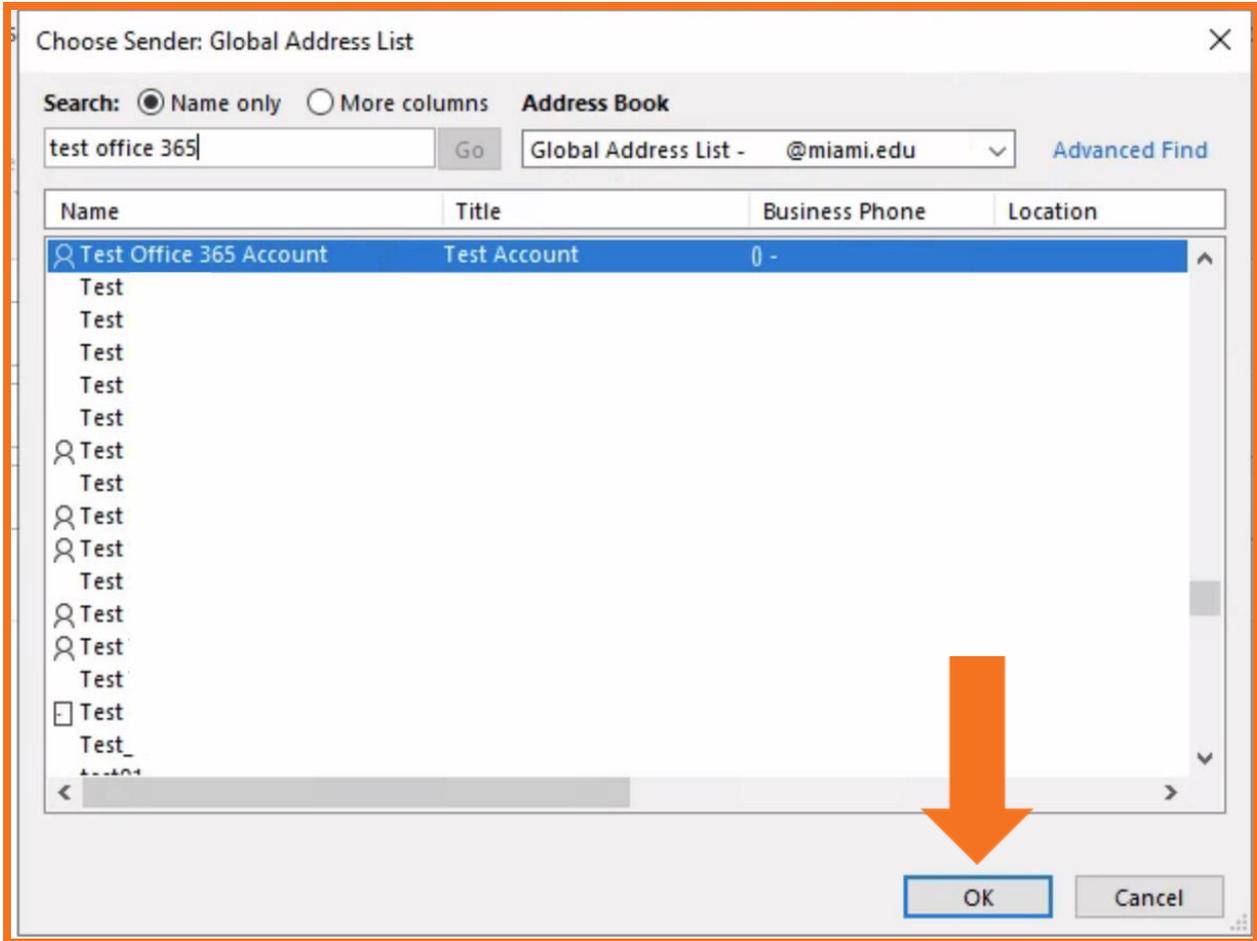
4. The From field will now appear in your message. Click the **From** button and select **Other E-mail Address** from the drop-down.



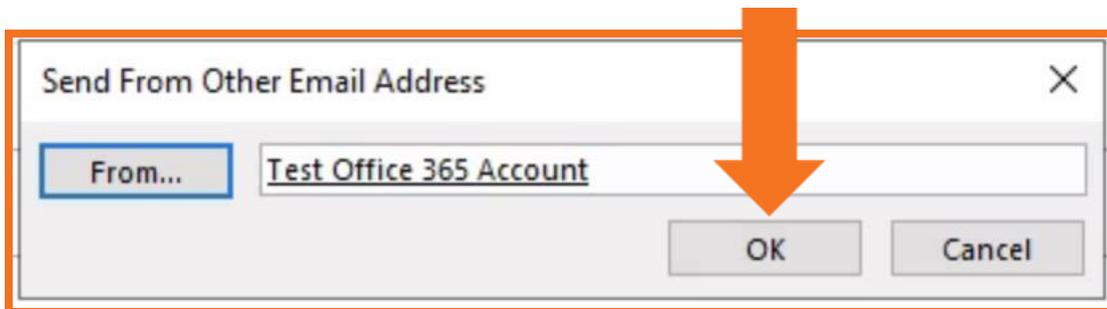
5. Click the **From...** in the Send from Other E-mail Address window.



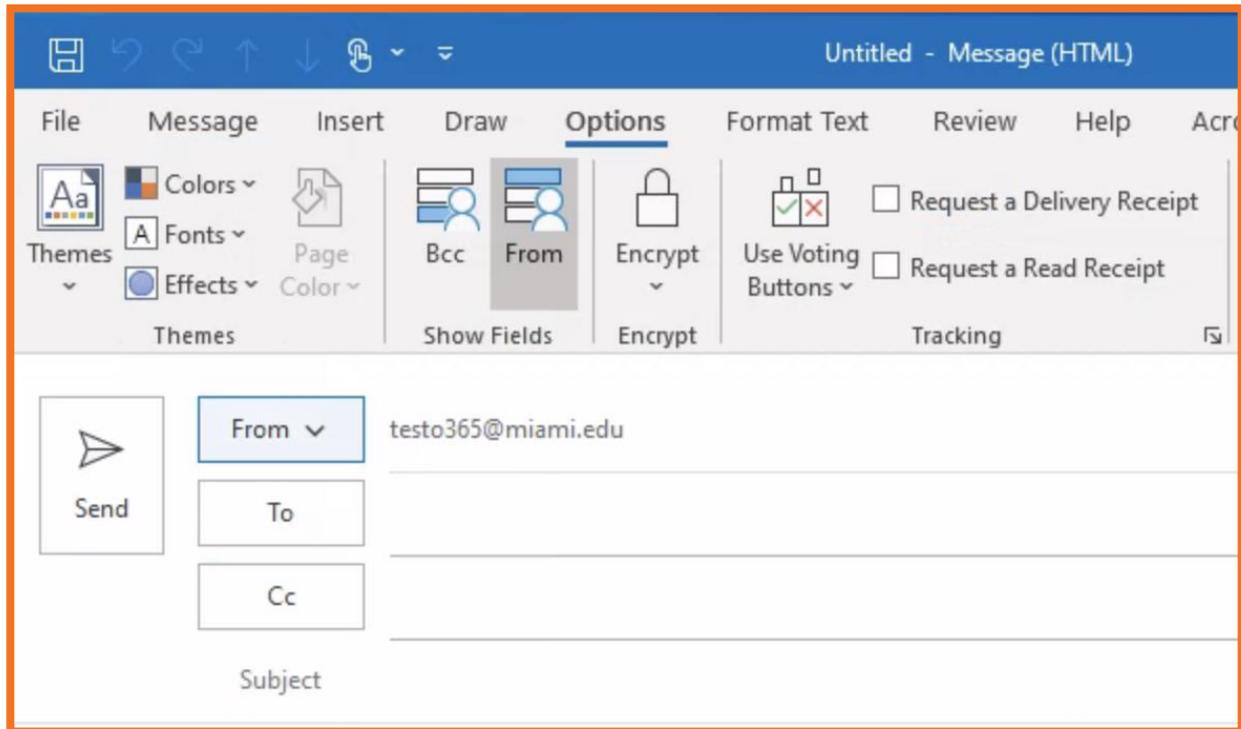
6. The Choose Sender screen displays. In the Search field, at the top of the Choose Sender screen, begin typing the name of the mailbox you want to send from.
7. Locate and select the mailbox.
8. Click the **OK** button in the bottom right of the window.



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



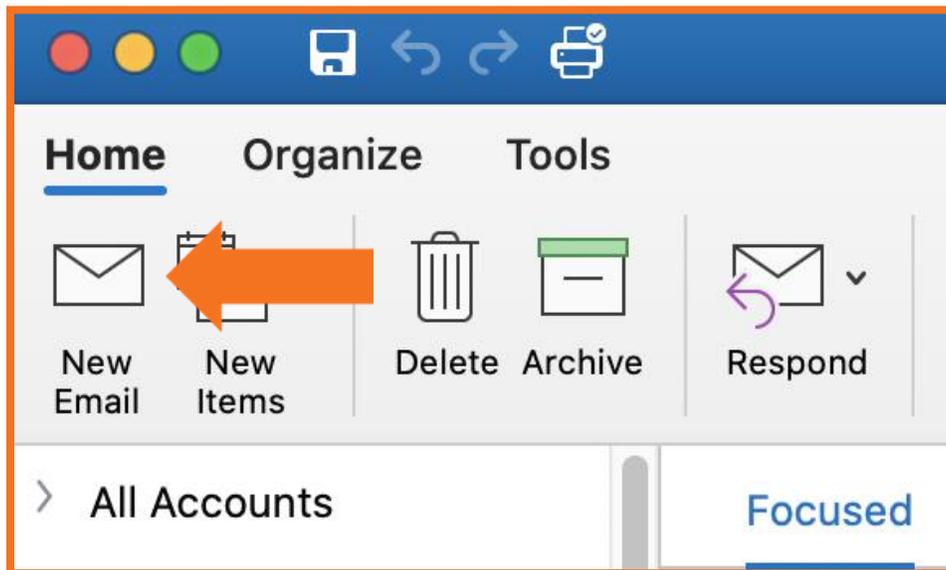
10. The blank email displays the new From field.



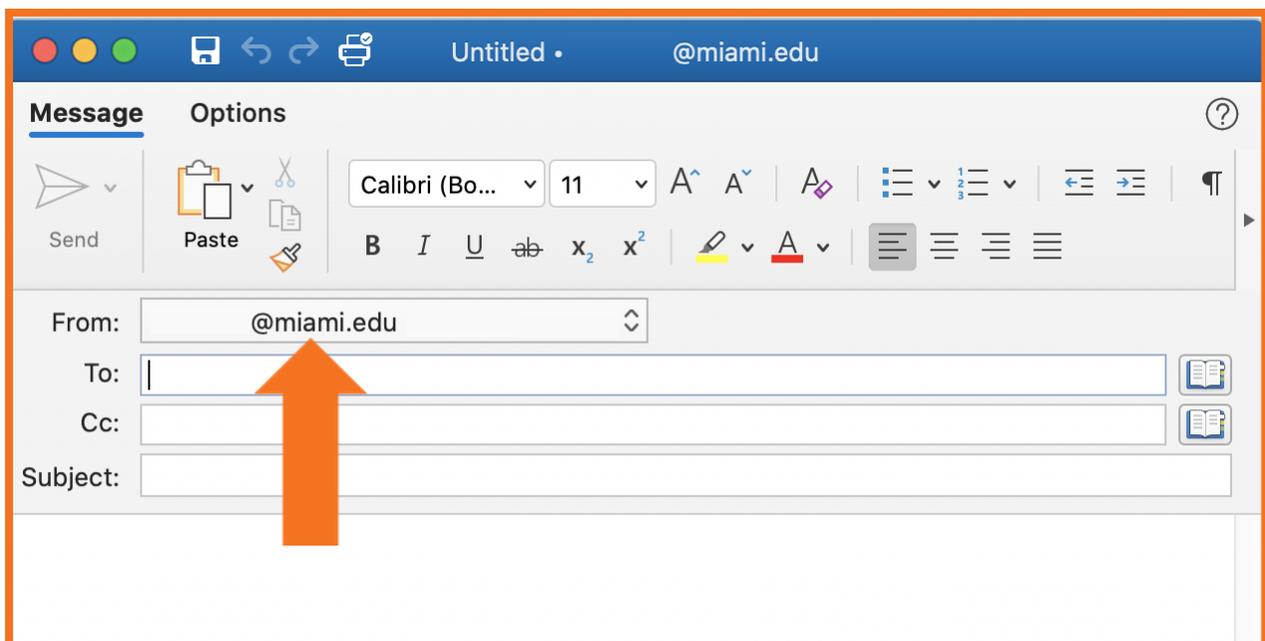
Outlook for Mac

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 [here](#).

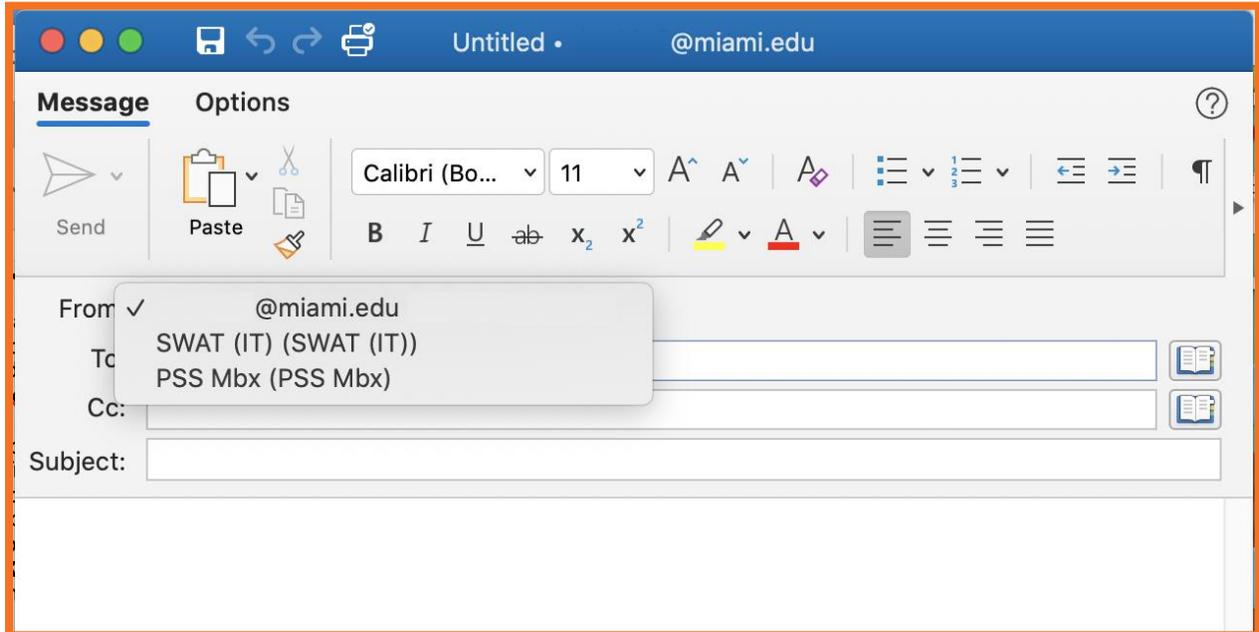
1. Open Outlook and click **New Email**.



2. The From field should appear automatically.

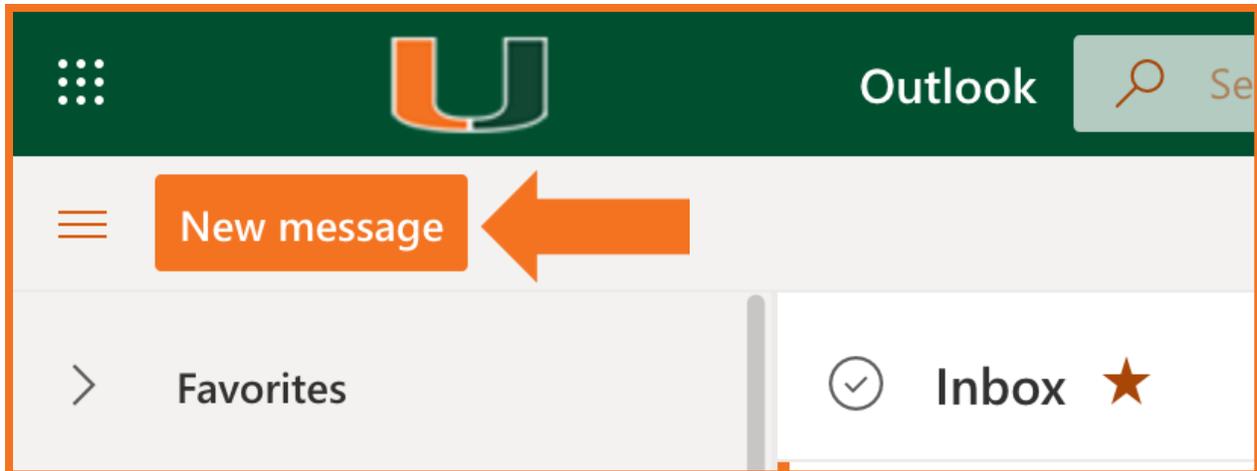


3. Click the dropdown menu to the right of the From field.
4. Select the mailbox you would like to send from.

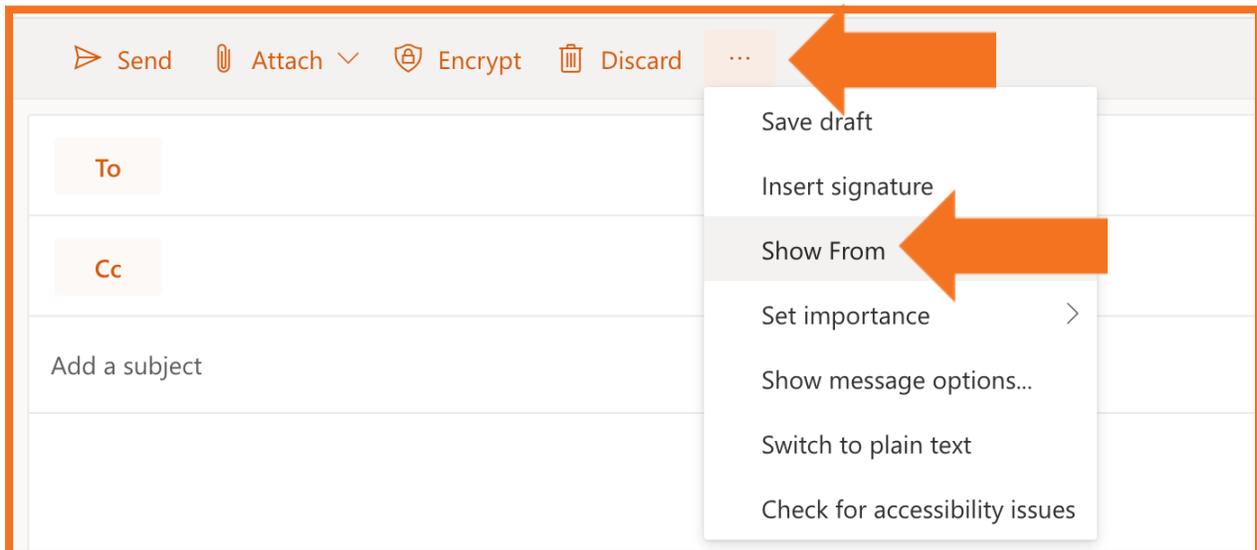


Outlook on the Web

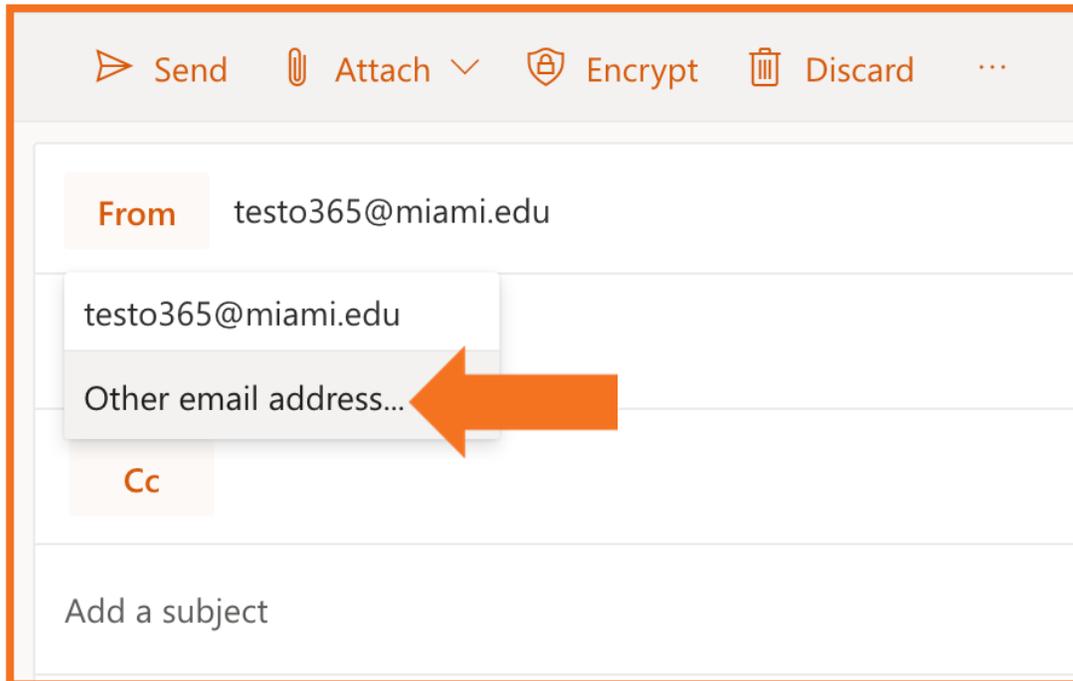
1. Sign in to <http://email.miami.edu> using your caneID and password.
2. Click **New message** in the top left corner.



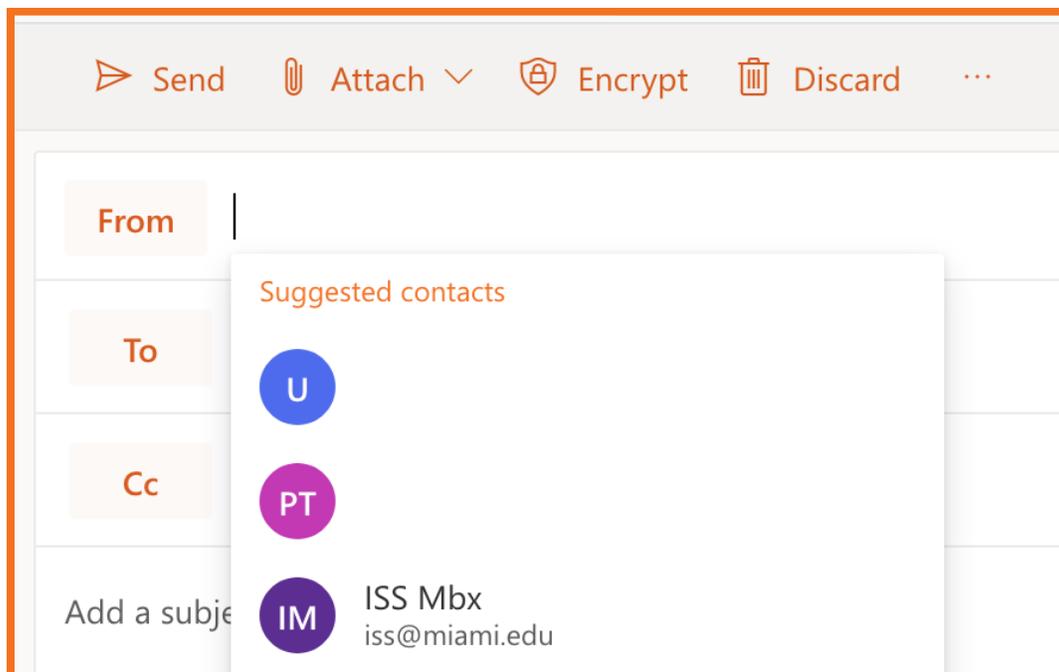
3. Click the 3 dots ... and select **Show From**.



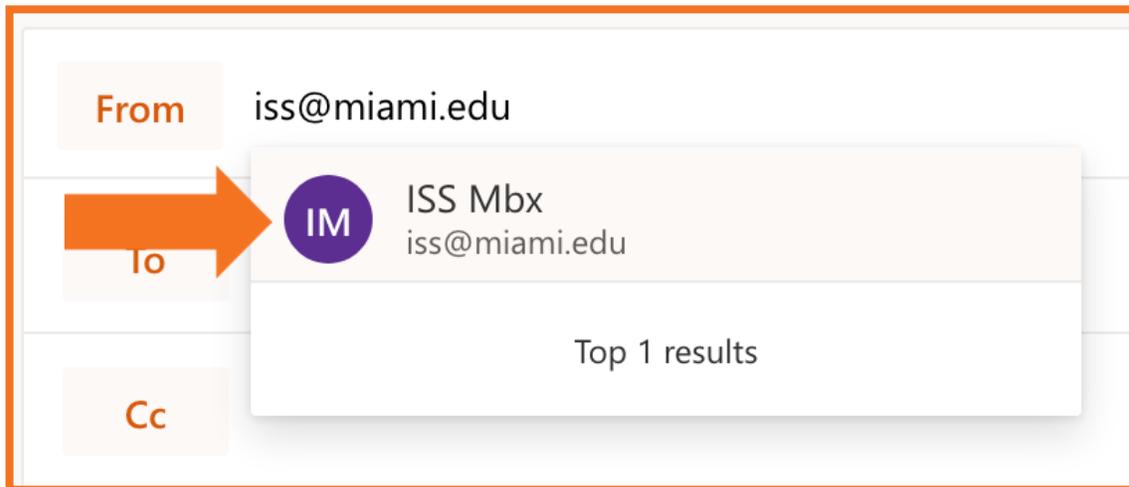
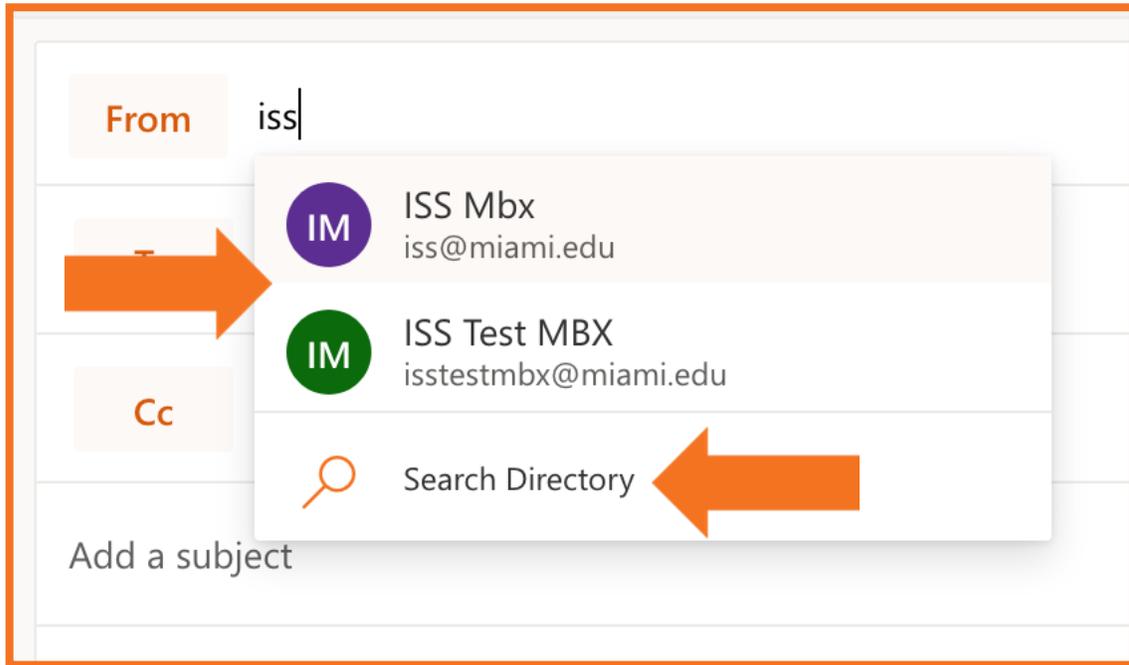
4. Click the **From** button and select **Other email address** from the dropdown list.



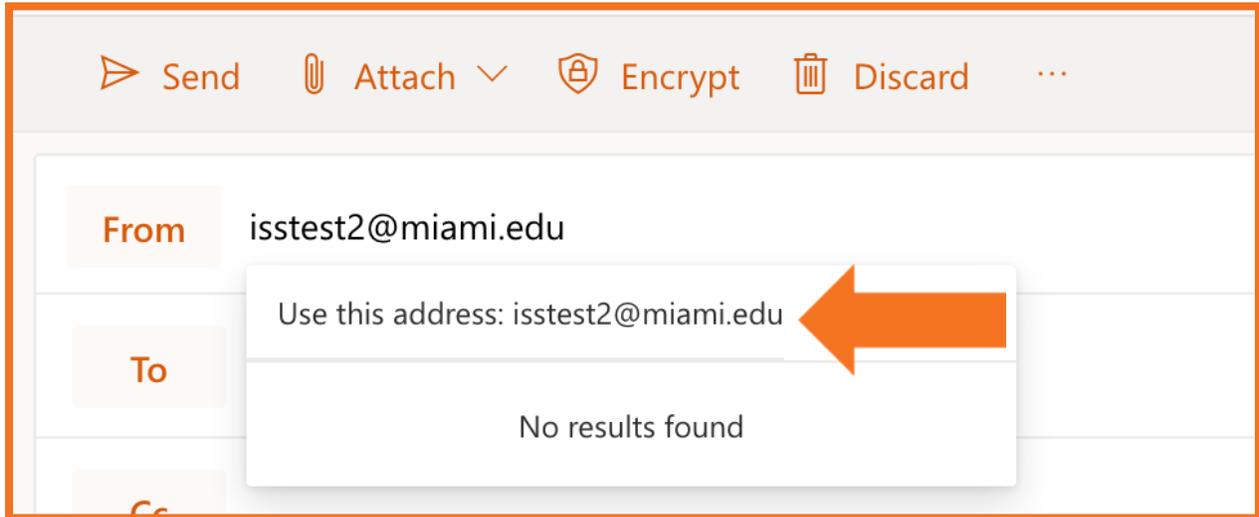
5. The From field will erase itself. Type in the email address you want to send as. The address will start getting checked with the Global Address List.



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.



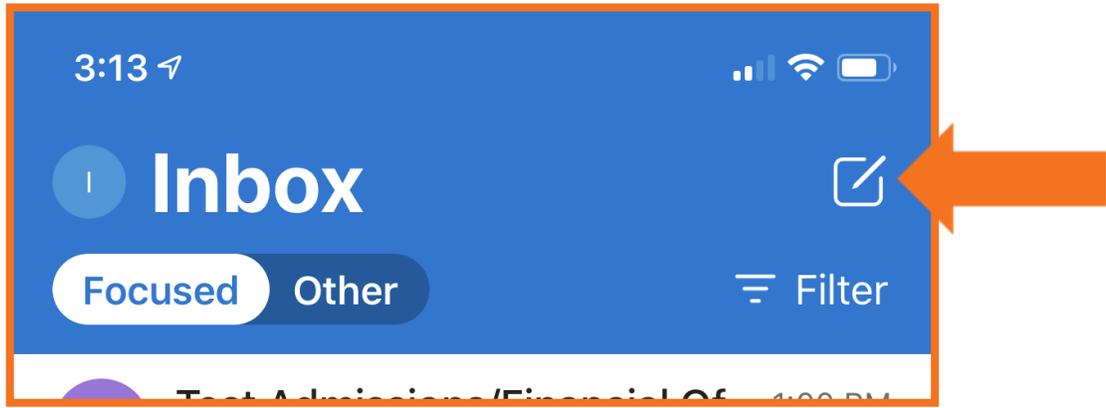
8. If the name still does not appear, click **Use this address.**



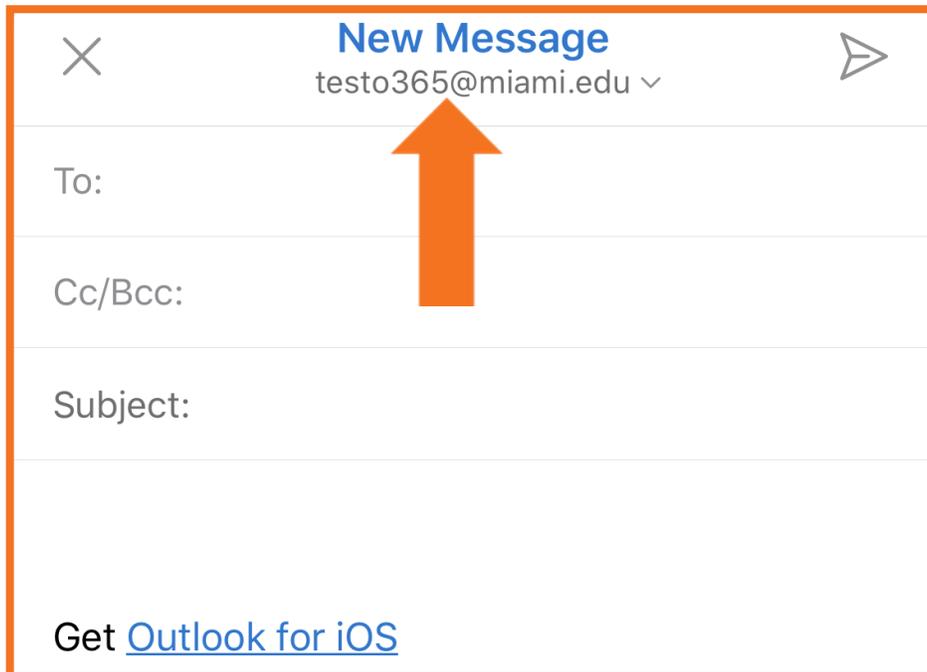
Outlook for Mobile

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 [here](#).

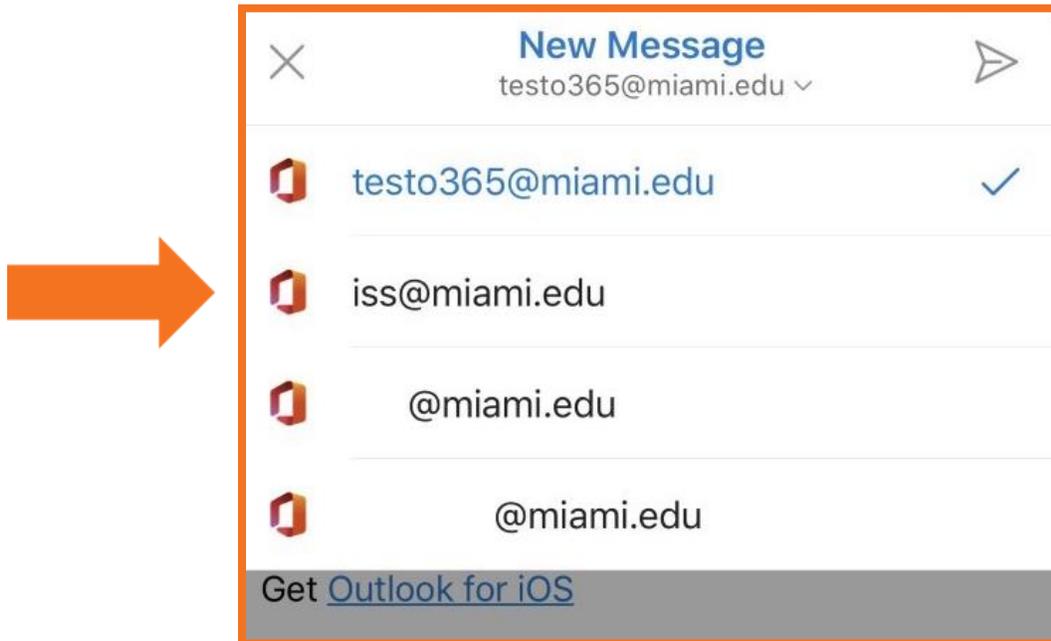
1. Open the Outlook for Mobile app.
2. Click the **New Message icon** in the top right corner.



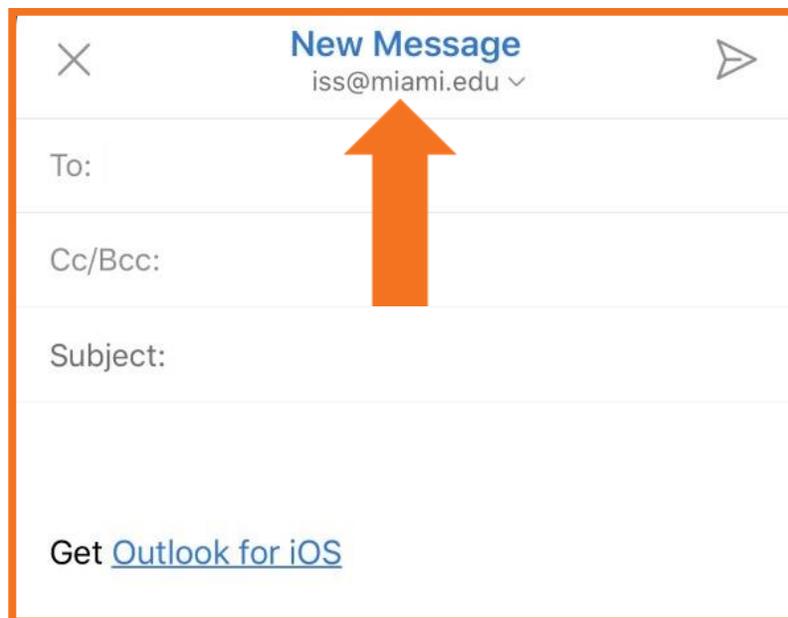
3. In the New Message window, tap the address that appears under **New Message** at the top of the window.



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



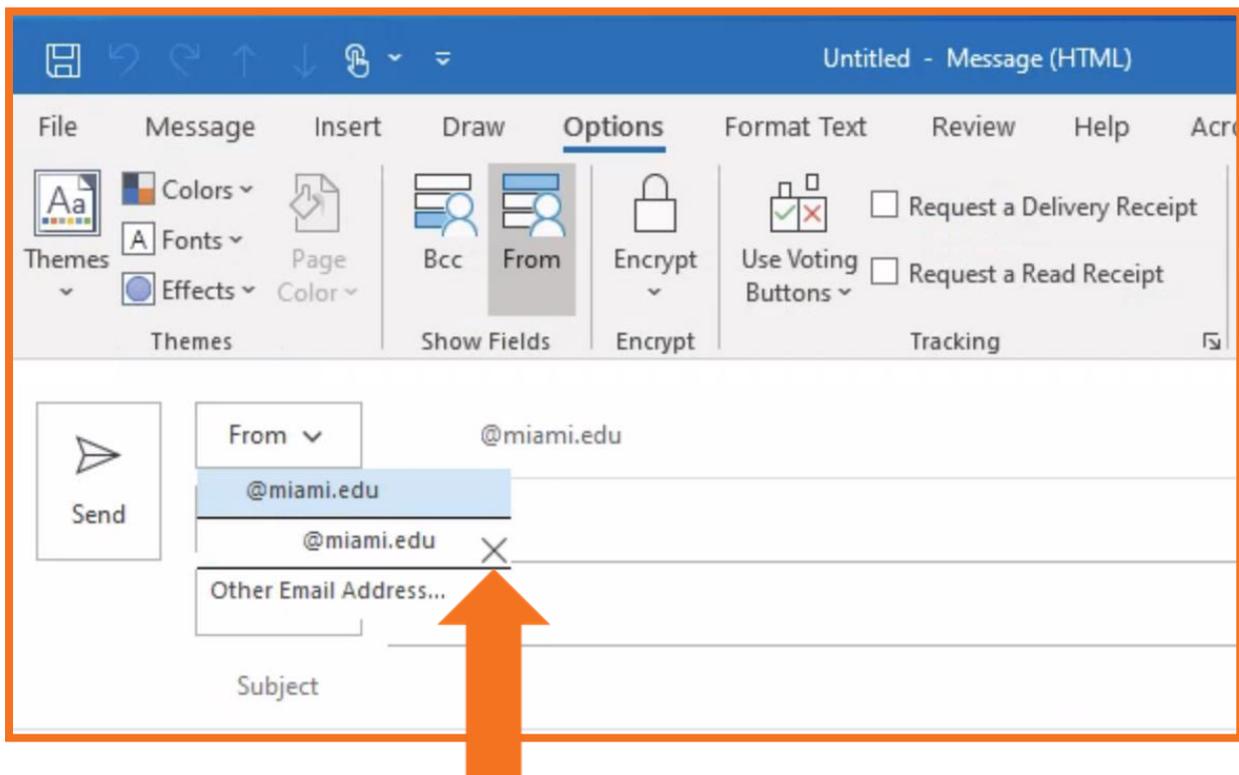
5. The address under the New Message will update to reflect the email address you requested.



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.



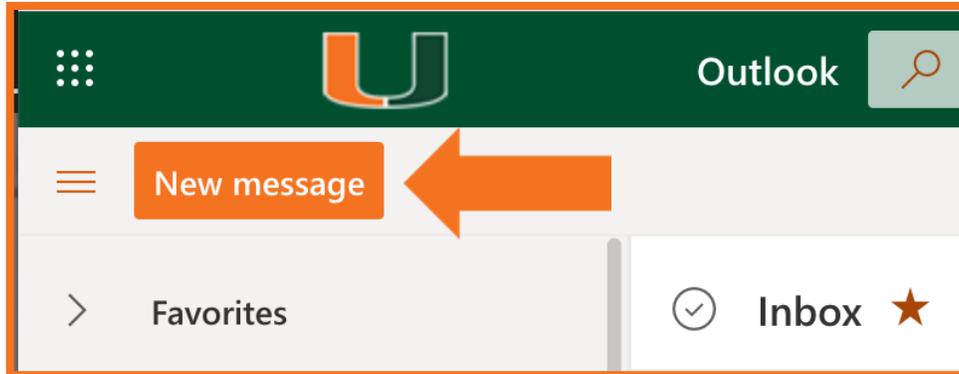
Outlook for Mac

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

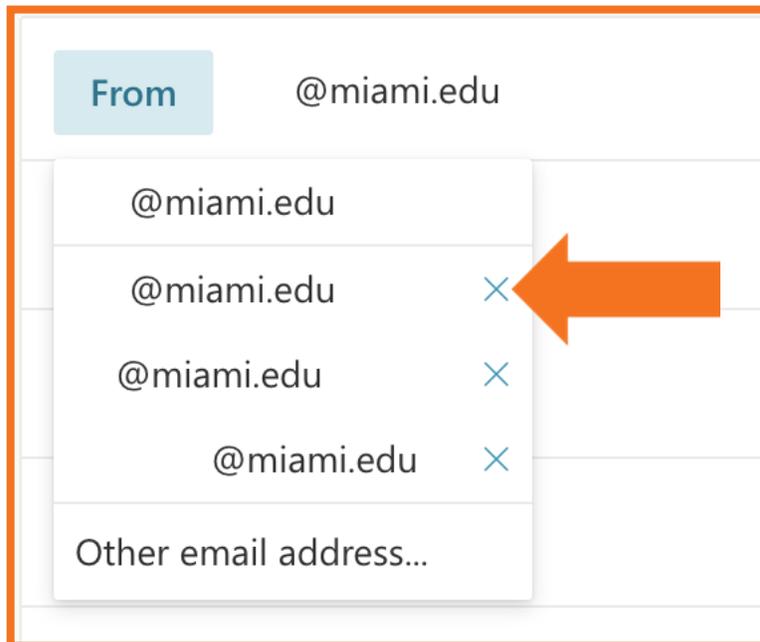
To remove a mailbox from Outlook for Mac, please follow the instructions [here](#).

Outlook on the Web

1. Sign in to <http://email.miami.edu> 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 will 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](#).