Sending As Other Accounts in Outlook

If you are responsible for managing someone else's email or calendar, whether it be your boss or a generic account such as info@uco.edu, here are the steps you will need to take in Outlook in order to send email as that account.

**NOTE:** You must have already been granted access to the mailbox before you can access the account. Further, if you had the access in Lotus Notes, the access will need to be granted again in Outlook.

**Creating a New Message as Someone Else in Outlook**

Click to create a new email message as you normally would.

Click **Options** from the menu ribbon in the New Message window.

In this Options area of the New Message window, click the button in the "Fields" section named **Show From**.
Before you leave the Options section, it is **VERY** important that you tell Outlook how to allow your recipients to reply if they so choose.

By default, Outlook will use YOUR email address when they try to reply, regardless of who the email appears to have come from. If you wish responses to go to the Inbox of the user you’re sending from instead of your own, you will need to set one more item.

Click **Direct Replies To** from the More Options section (on the right side of the window from the Show From button).

In the "Delivery Options" section of the dialog that will appear, you will see a checkbox next to "Have replies sent to:," and then you will see your name.

Change this field so that it is the email address you want replies to go to instead of your name. For instance, **inauguration@uco.edu** as shown.

Once you have finished you can simply click **Close**.
To use the From: field, you may simply either type in the email address you want to send from, or you may select the account from the Global Address List by clicking the From: button and selecting the name.

If you have worked with this account before then the address should pop up to be selected quickly with the Enter key.