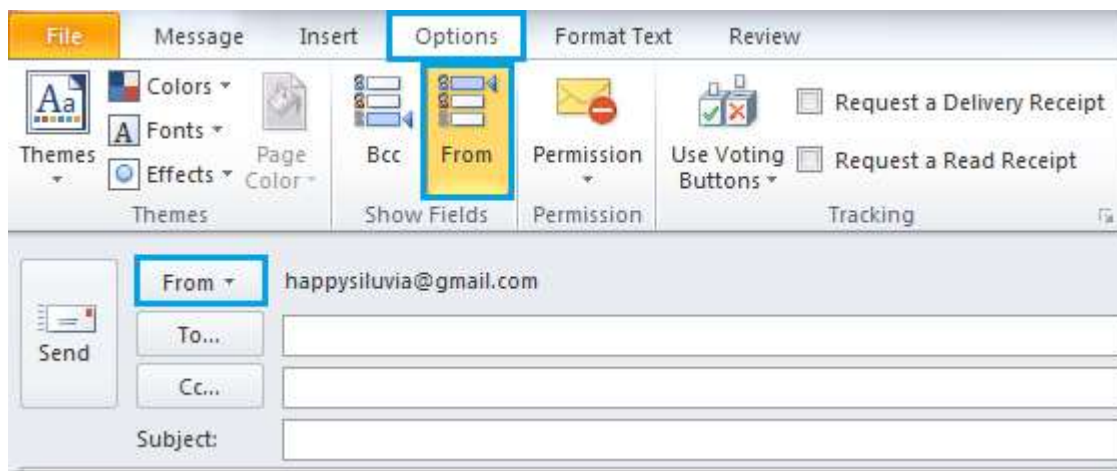


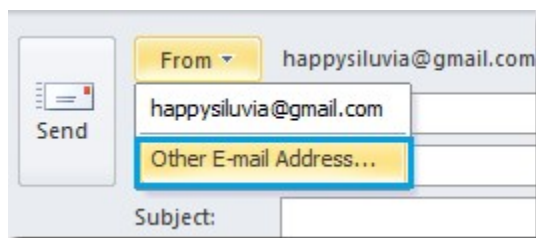
How to send an email on behalf of other people in Outlook

The following instructions will show you how to send an email on behalf of other people or from another email address that you might use.

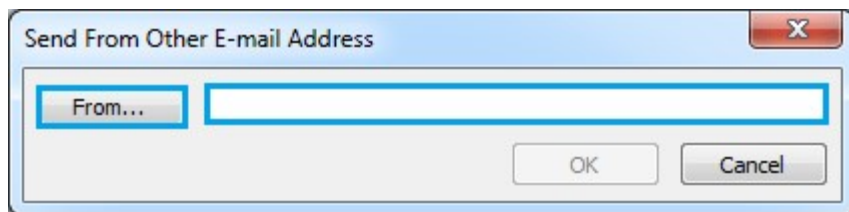
1. Create a new message by clicking the **New Email** icon in the **Home** tab. On the message editor window, if you cannot see the **From** button, go to the **Options** tab, and click on the **From** icon to show it.



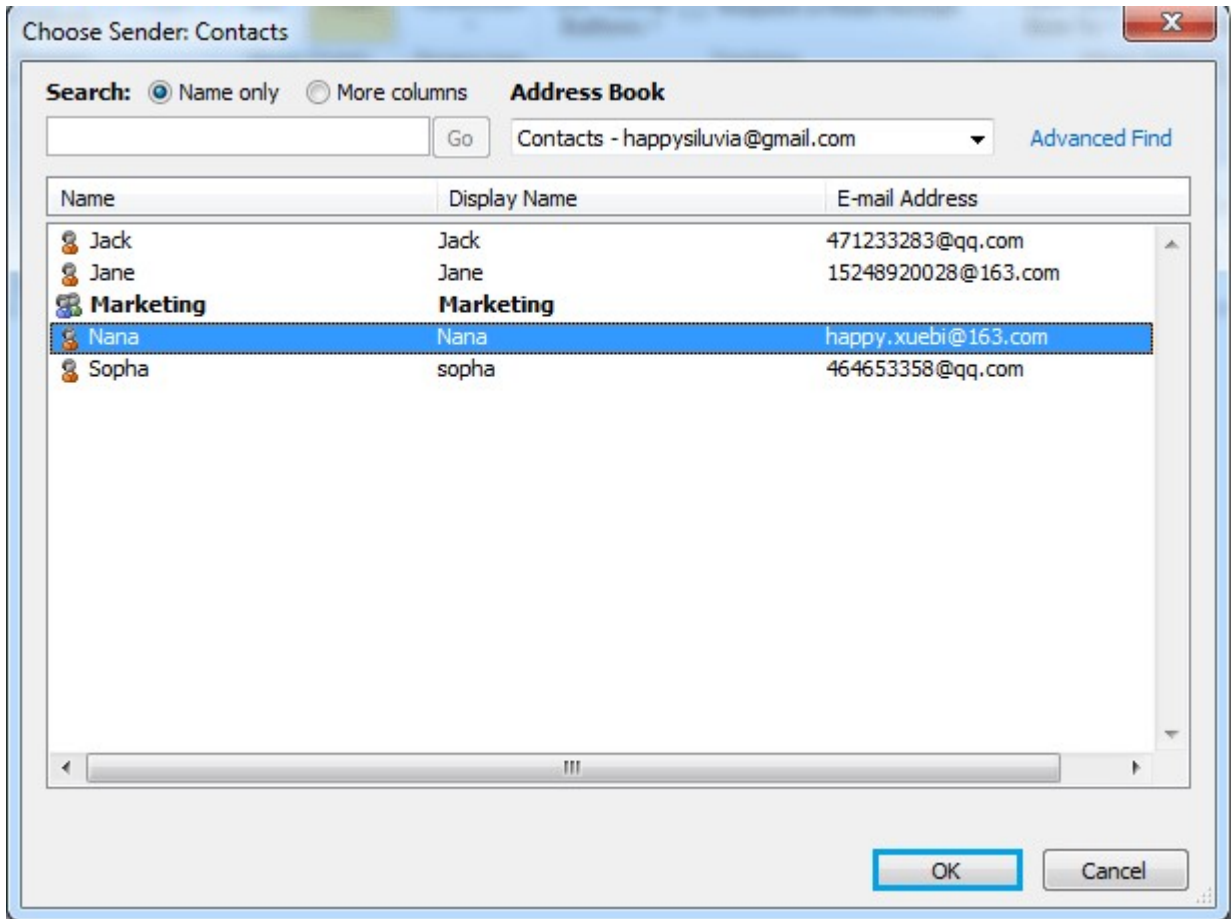
2. Now click **From > Other E-mail Address**



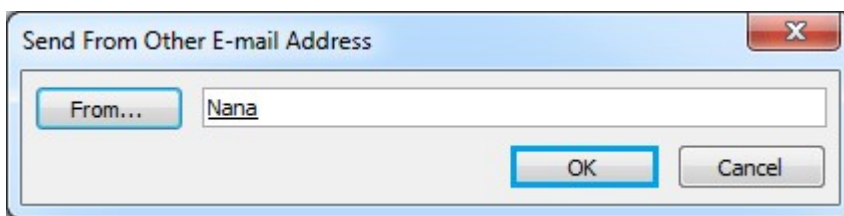
3. In the **Send From Other E-mail Address** dialog, type the sender's email address in the blank field; or click the **From** button to select it if this sender's email address was saved in you address book.



4. After clicking the **From** button, select the sender from your address book, and then click the **OK** button.



5. It will then return you to the previous dialog box, click the **OK** button again.



6. Now you can see that the email address has changed. Compose your message, then click the **Send** button.

