Outlook Sending Emails from a Shared Account

**What is this:** This document will outline how to send an email as the shared mailbox through Outlook. **Note - This process requires the individuals performing this action to have the appropriate (Send As) permission to this shared account first assigned to their own account (NetID).

1) Launch Outlook, then select **New Email** under the **Home** menu of the ribbon bar:

   ![Image 1](image1.png)

2) A new email window will appear, select **From** under the **Options** menu of the ribbon bar:

   ![Image 2](image2.png)

3) The **From** button will now appear above the **To** field. If the account you have been granted access to does not appear to the right of the **From** field, select the **‘Other E-mail address’** drop-down option when clicking the **From** button:

   ![Image 3](image3.png)
4) A search window will appear, enter the name or email address of the shared account. If you do not have this information, you may search for it from the available search window by selecting the From button.

5) Once added, the current email will send using this account. Please note, the From field must be correctly set each time an email is to be sent from this account.