Setting Up From Email

Introduction

The following page contains steps on how to change the from section in a email address.
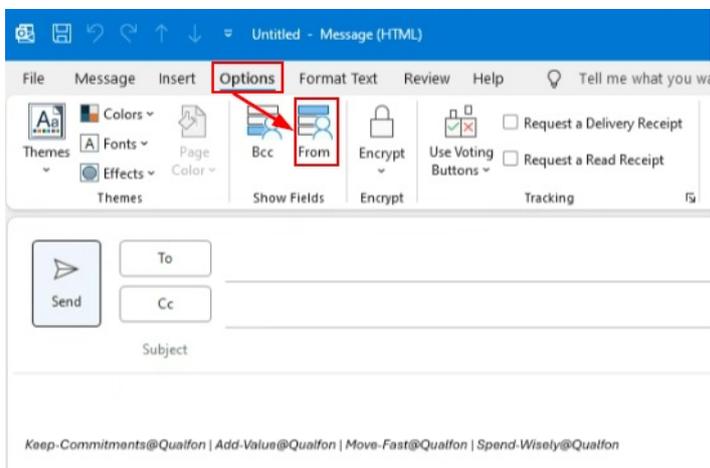
Details

1. **Open a New Email**:
   - Click on **New Email** to open a new message window.
2. **Show the "From" Field**:

- In the new message window, go to the **Options** tab.
- Click on **From** in the "Show Fields" group. This will make the "From" field visible.

3. **Select the "From" Address**:

- Click the **From** button in the new email.

- A dropdown menu will appear with the email addresses you have set up in Outlook. Select the one you want to use. Click Manage List if needed to select the proper email.
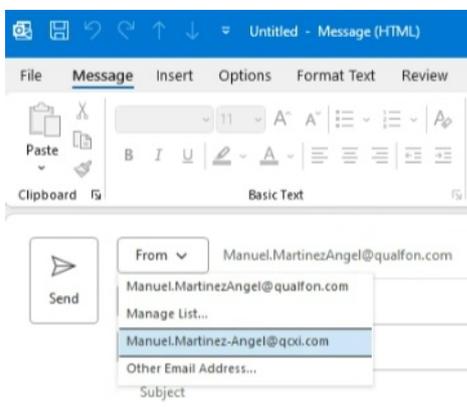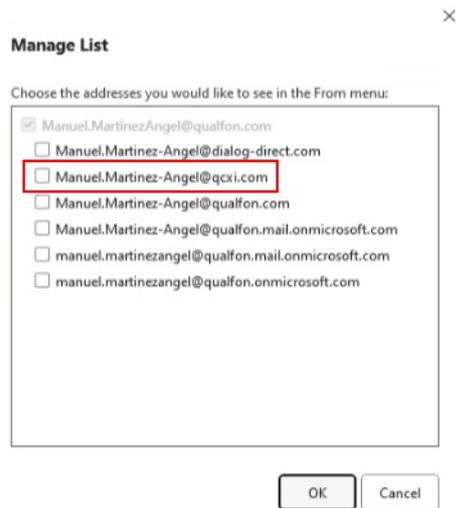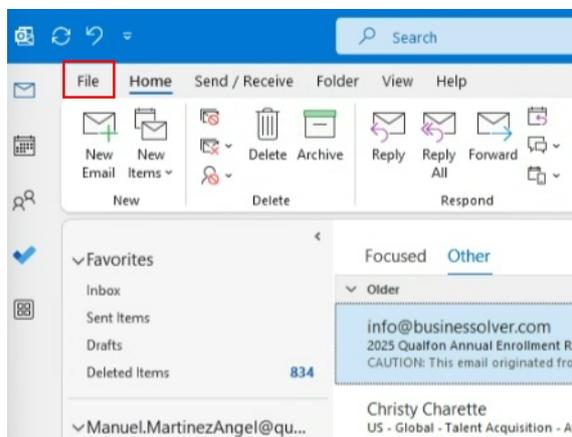
4. **Send Your Email**:

- Compose your email as usual and click **Send**. The email will be sent from the address you selected.
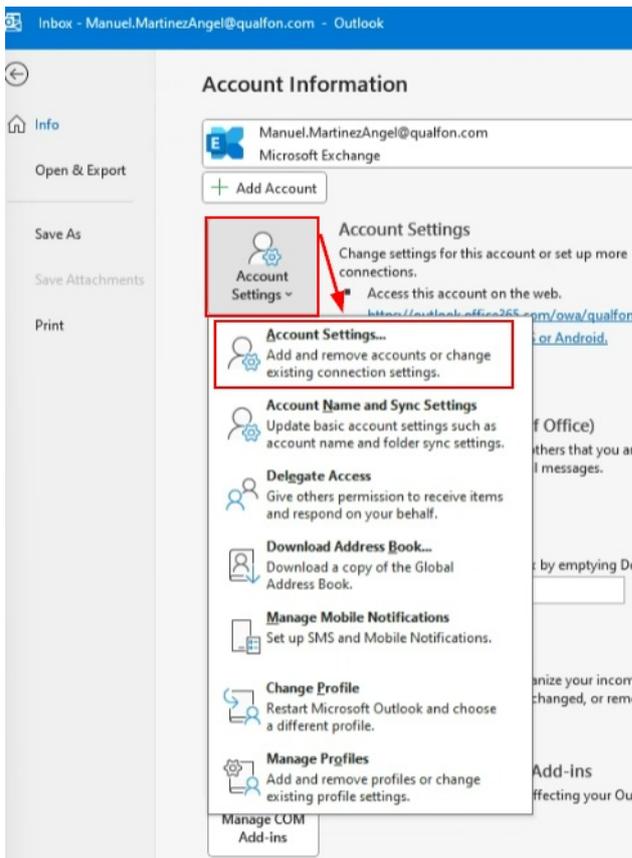
If you want to change your default email account, follow these steps:

1. **Go to Account Settings**:

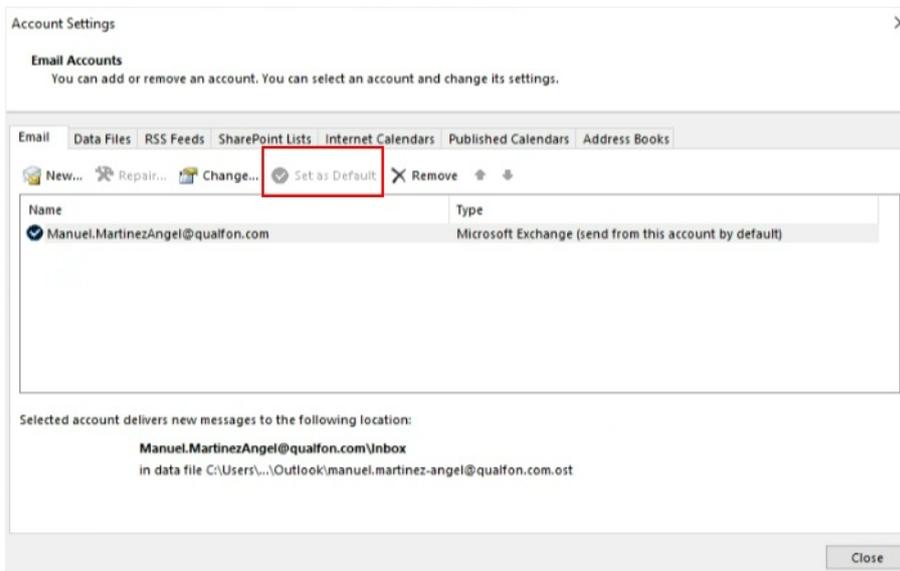- Click on **File** in the top left corner.

- Select **Account Settings** and then **Account Settings** again from the dropdown.

2. **Set Default Account**:

- In the Email tab, select the account you want to set as the default.

- Click **Set as Default** and then **Close**.

This should help you manage which email address you send from inside Outlook.

Related Articles

Revision History

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