

FAU College of Medicine Support Center

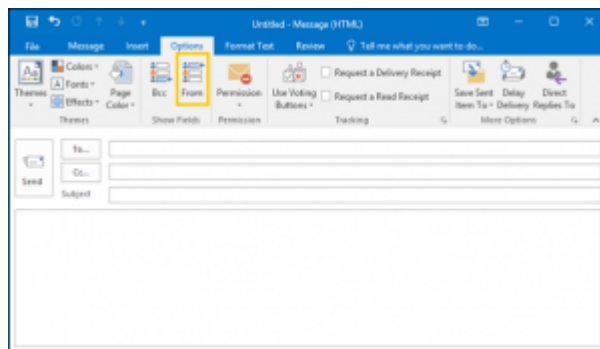
[Knowledgebase](#) > [Email and Collaboration](#) > ["From" field in Outlook](#)

"From" field in Outlook

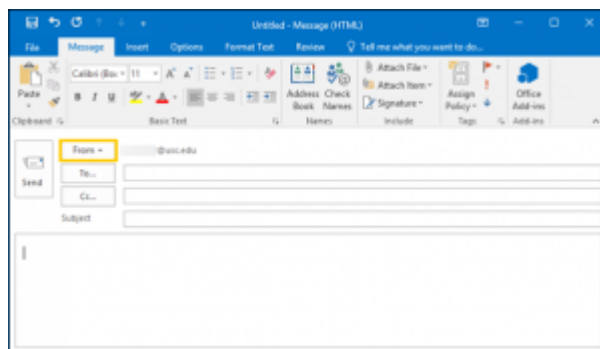
Andres Carrasquillo - 2019-01-09 - [Email and Collaboration](#)

Switch between sending emails from different accounts in Outlook by following the instructions below.

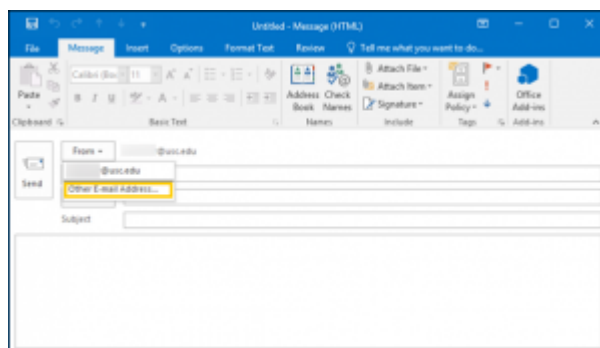
1. Open Outlook and then open a blank email.
2. Select the **Options** tab. The *Options* tab displays.



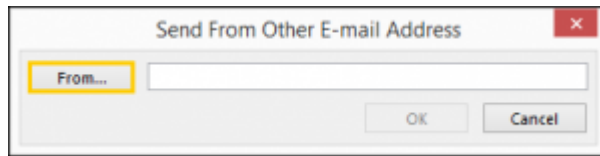
3. Select the **From** button located in the *Show Fields* section of the toolbar. The drop-down menu displays.



4. The drop-down menu displays two options: your own email address and a **Other E-mail Address** option. Select the **Other E-mail Address** option. The *Send from Other E-mail Address* screen displays.



5. The *Send from Other E-mail Address* screen provides the ability to select the email address from which you want this email to be sent. Add the alternate email address and click OK.



- Tags
- [alternate email](#)
- [from](#)
- [from field](#)
- [second email](#)
- [switch](#)