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.

File	Message	Insert	Options	Format Te	xt Review	
Aa Themes	Colors *	age Bo	c From	Permission	Use Voting Request a Read R Buttons *	y Receipt eceipt
	Themes	Sh	ow Fields	Permission	Tracking	Fa.
	From +	happysiluvia@gmail.com				
Send	То					
	Cc					
	Subject:					

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.

Send From Other E-mail Address		X
From	ОК	Cancel

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

	More columns Address book	
	Go Contacts - happysil	uvia@gmail.com Advanced Fin
Name	Display Name	E-mail Address
💈 Jack	Jack	471233283@qq.com
💈 Jane	Jane	15248920028@163.com
🚯 Marketing	Marketing	
💈 Nana	Nana	happy.xuebi@163.com
💈 Sopha	sopha	464653358@qq.com
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5. It will then return you to the previous dialog box, click the **OK** button again.

Send From Other E-mail Address		×
From Nana		
	OK	Cancel

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

	From *	happy.xuebi@163.com
Send	То	
	Cc	