

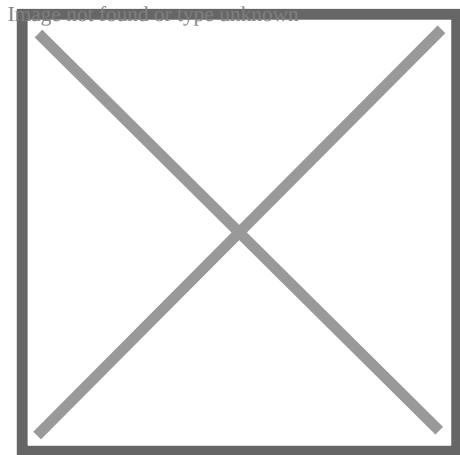
Send an email from a different address in Outlook ^[1]

October 27, 2026 by [ES and UIS Communications](#) ^[2]

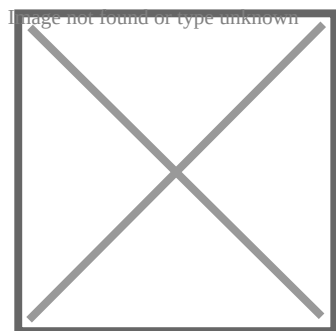
If you have access to different inboxes within Outlook, you can send from those emails rather than your personal email address.

Send from a different address in new Outlook

1. Select **New mail** to start a message.
2. Select the **Options** tab at the top of the message.
3. Select **Show From**. A From field appears at the top of your message.



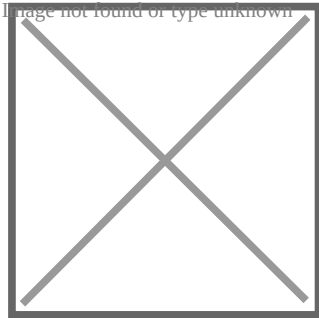
4. Open the **From drop-down**. If the address you want is listed, select it. If it isn't, select **Other email address....**



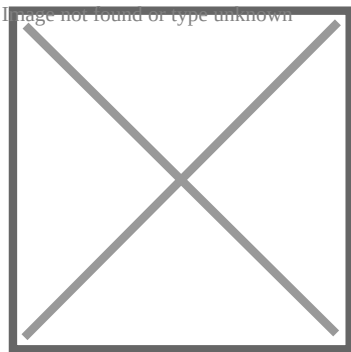
5. Enter the full email address and hit **Enter**. The address is saved to your From drop-down for future messages. You must have access to that mailbox already to send from.
6. Add your recipients, subject and message, then select **Send**.

Send from a different address in classic Outlook

1. Select **New Email**.
2. On the Options tab, select **From**.



3. Open the From drop-down and choose the address. If it isn't listed, select **Other Email Address...**, enter it and hit **Enter**.



4. Finish your message and select **Send**.

Does this work in Outlook on the web?

Yes. The steps are similar: start a new message, then turn on the From field from the message options and choose your address.

Outlook email ^[3], hybrid work ^[4]

Send email when Published:

No

Source URL: <https://www.cu.edu/blog/tech-tips/send-email-different-address-outlook>

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