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

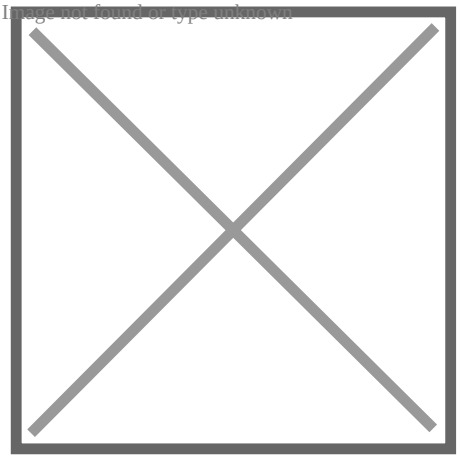
October 27, 2026 by ES and UIS Communications [2]

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

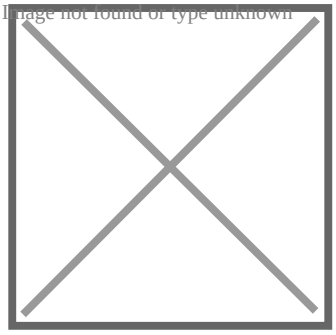
1. Select **New mail** to start a message.
2. Select the **Options** tab at the top of the message.
3. Select **Show From**. A From field appears at the top of your message.

Image not found or type unknown



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

Image not found or type unknown

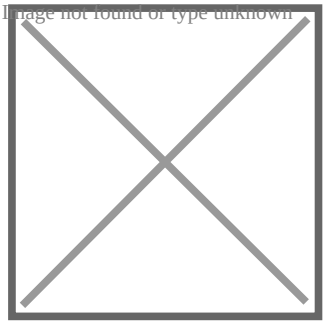


5. Enter the full email address and hit **Enter**. The address is saved to your From drop-down for future messages. You must have access to that mailbox already to send from.
6. Add your recipients, subject and message, then select **Send**.

Send from a different address in classic Outlook

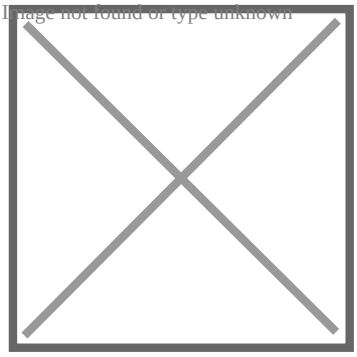
1. Select **New Email**.
2. On the Options tab, select **From**.

Image not found or type unknown



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

Image not found or type unknown



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

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