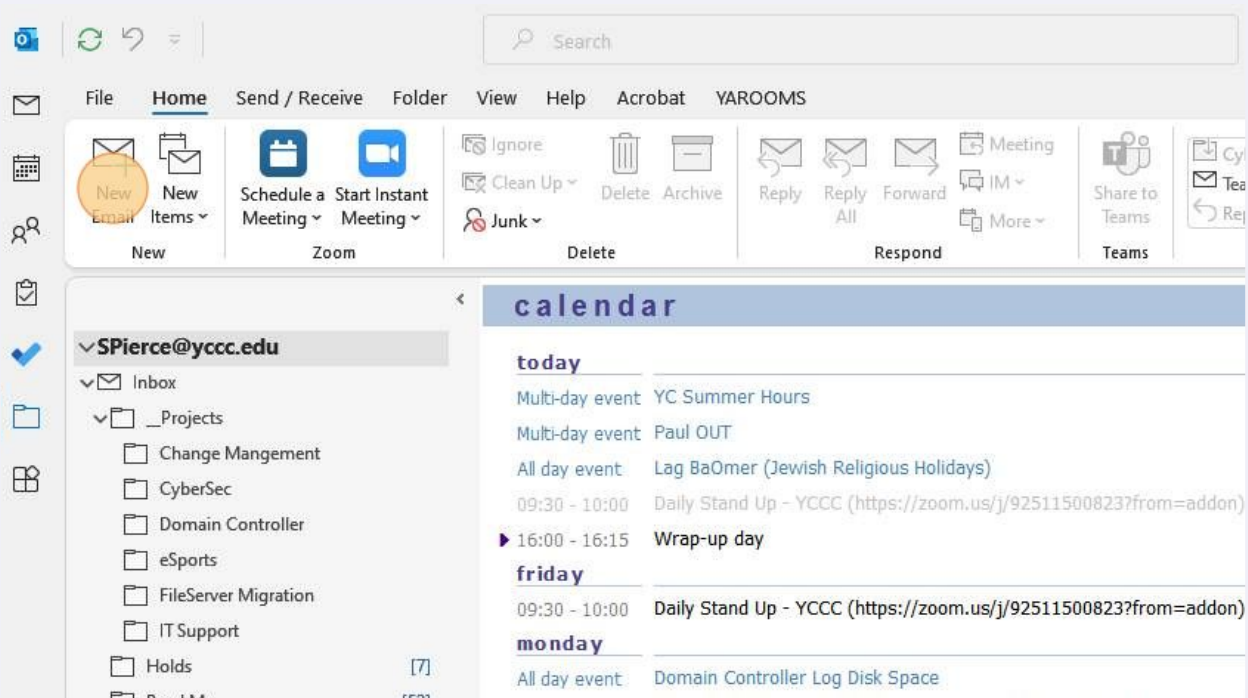


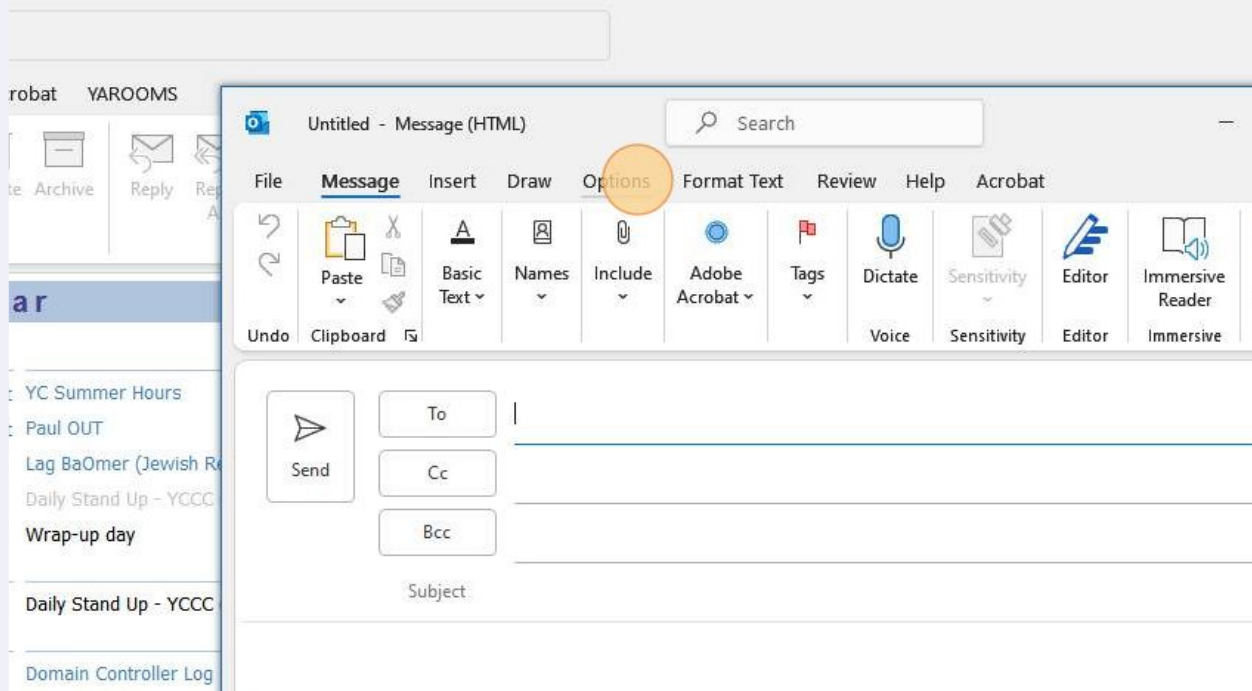
Outlook: Add the From Option

Add the From option in Outlook to switch between senders. This allows the user to switch between their mailbox and a shared mailbox email in the From field.

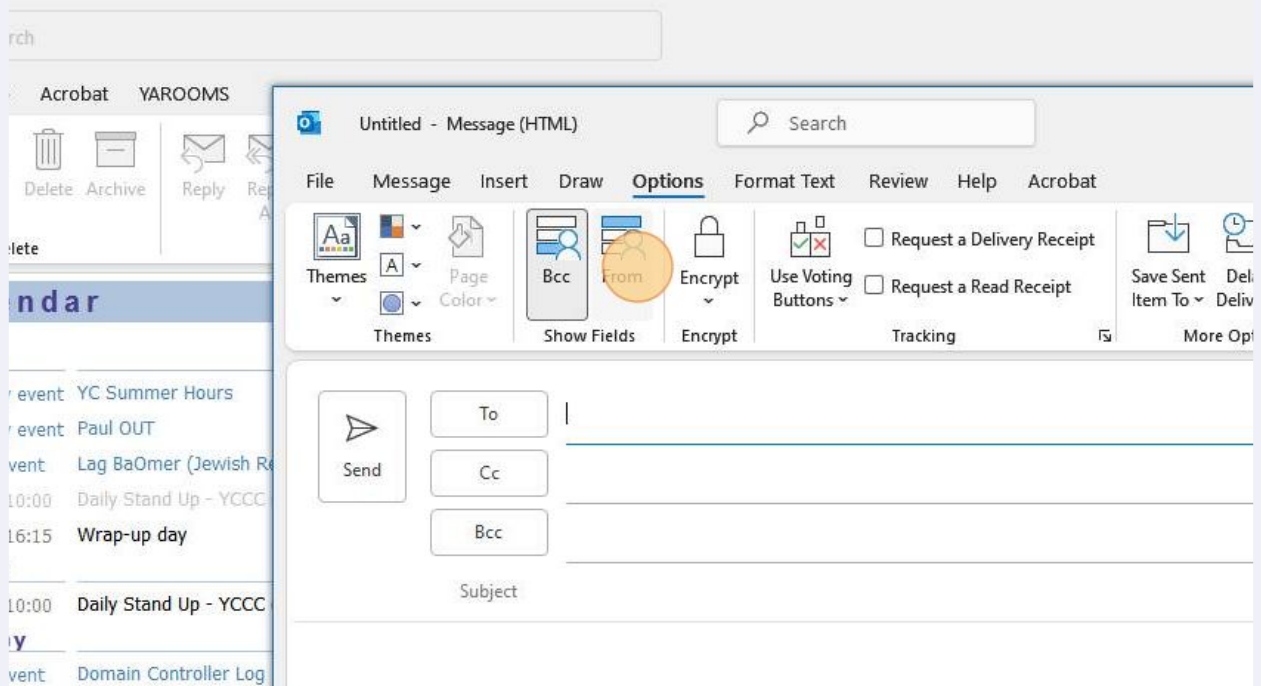
1 In Outlook, Click "New Email"



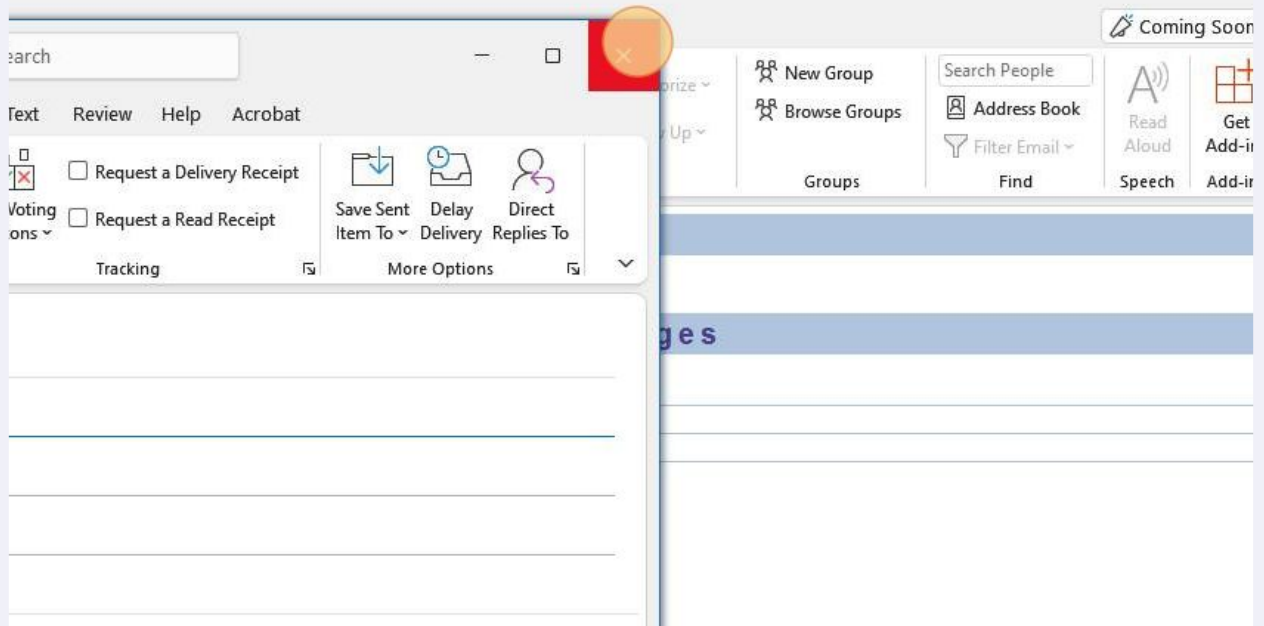
2 Click "Options"



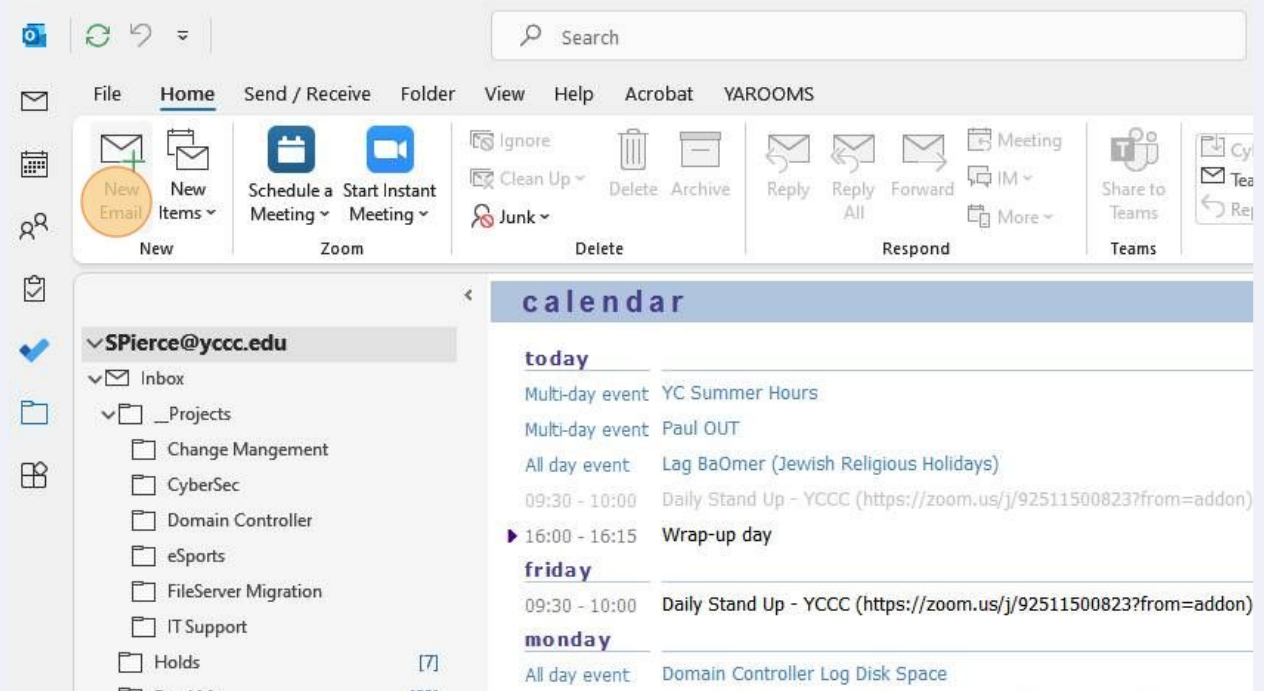
3 Click "From" to display the field in an email.



4 Click "Close"



5 To verify and / or use the field: Click "New Email"



6 Click "From"

The screenshot shows the Microsoft Word interface for composing an email. On the left is a calendar sidebar with a 'calendar' header and a list of events for today, Friday, and Monday. The main window is titled 'Untitled - Message (HTML)' and has a menu bar with 'File', 'Message', 'Insert', 'Draw', 'Options', 'Format Text', 'Review', 'Help', and 'Acrobat'. The 'Options' menu is open, showing options like 'Themes', 'Page Color', 'Bcc', 'From', 'Encrypt', 'Use Voting Buttons', 'Request a Delivery Receipt', and 'Request a Read Receipt'. The 'From' field is highlighted with a yellow circle. Below the 'From' field are fields for 'To', 'Cc', 'Bcc', and 'Subject'. A 'Send' button is visible on the left side of the email composition area.

7 Click the Mailbox you want to display in the email.

The screenshot shows the same Microsoft Word interface as in step 6. The 'From' dropdown menu is open, showing a list of email addresses. The address 'esports@yccc.edu' is highlighted with a yellow circle. The 'From' field above the dropdown now displays 'SPierce@yccc.edu'. The rest of the interface, including the calendar sidebar and the 'Options' menu, remains the same as in the previous screenshot.

8

Send your email as normal. If you'd like a copy of the email in the shared mailbox, either cc or bcc the shared mailbox email address.

The screenshot displays the Microsoft Outlook interface. At the top, there is a search bar and a ribbon with tabs for File, Home, Send / Receive, Folder, View, Help, Acrobat, and YAROOMS. The Home ribbon is active, showing various actions like New Email, New Items, Schedule a Meeting, Start Instant Meeting, Ignore, Clean Up, Delete, Archive, Reply, Reply All, Forward, Meeting, IM, More, Share to Teams, and Teams. Below the ribbon, the left sidebar shows the folder structure for the account SPierce@yccc.edu, including an Inbox and a folder named _Projects with sub-folders like Change Mangement, CyberSec, Domain Controller, eSports, FileServer Migration, and IT Support. The main pane is titled 'calendar' and shows a weekly view. The current day is 'today', with events for 'YC Summer Hours', 'Paul OUT', and 'Lag BaOmer (Jewish Religious Holidays)'. A 'Daily Stand Up - YCCC' meeting is scheduled for 09:30 - 10:00. A 'Wrap-up day' is scheduled for 16:00 - 16:15. The view continues to 'friday' and 'monday', with another 'Daily Stand Up - YCCC' meeting on Friday and a 'Domain Controller Log Disk Space' event on Monday.