

# IT LOGIK

## USER GUIDES

### SENDING FROM ANOTHER MAILBOX

**INTRODUCTION:** This guide will show you how to send emails from another mailbox that you may have full access permissions to.

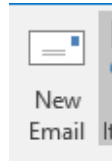
**SYSTEM REQUIREMENTS:** Outlook (any version)

#### **WHAT YOU MAY NEED & OTHER CONSIDERATIONS:**

- Outlook (any version)

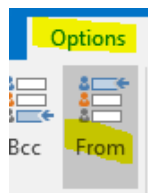
## STEP ONE

Open a new email within Outlook.



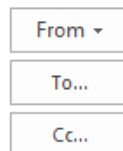
## STEP TWO

Within the new email, click on the "Options" tab. Then click on the "From" button directly below it



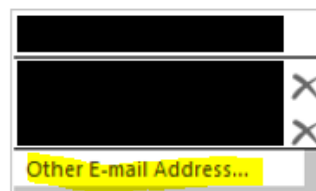
## STEP THREE

This will then give you a new field you can change as below:



## STEP FOUR

Click on the "From" option and then "Other email address".



## STEP FIVE

From here, type in the full email address of the mailbox you would like to send from. You will now be able to alternate between the mailboxes you send from.

## IMPORTANT NOTE

Please note that in order to send emails from another mailbox, you will need "Send As" permissions. This is not the same as having full access permissions. Unfortunately, end users cannot do this themselves but we can make this change for you. Please do send a ticket in to [support@it-logik.com](mailto:support@it-logik.com) to get the request going and we will be happy to assist.

Also, any emails you send, regardless of the email address it's from, will go to **your** sent items. If you would like them to go to the respective email addresses, it would be best to add the mailbox as a secondary email on your Outlook. If you are unsure on how to do this, please do feel free to let us know and we can assist.