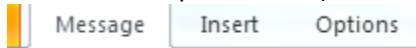


Manage email from 'Send As' delegation

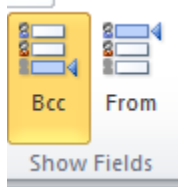
Independent of how access was given to the account you'll need to add the 'From Field' to your email and calendar message forms.

To add the 'From' field to a new email message:

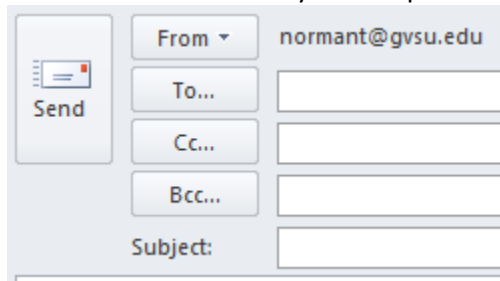
1. Click on the 'New email' icon.
2. Click on the 'Options' Tab (located at the very top of the form:



3. Next, in the Ribbon of the New Message Form you'll need to click on the 'From' field:



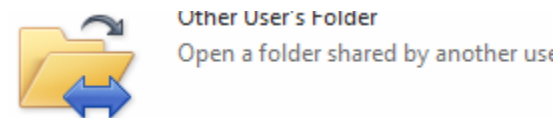
This will now allow the system to present the 'From' field on every new email form:

A screenshot of the 'From' field in the email form. The 'From' field is a drop-down menu with 'normant@gvsu.edu' selected. Below it are fields for 'To...', 'Cc...', 'Bcc...', and 'Subject:'. A 'Send' button is visible on the left.

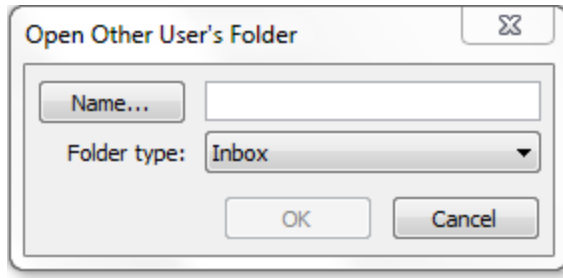
You'll need to Click on the 'From' icon. The system will present you with a drop-down menu, and you'll see an entry for 'Other email addresses'. If you click on that "other email address" icon the system will present you with another form – click on the 'From' icon and enter the name of the person that gave you permission. Please note that you'll only have to do this once, but you'll need to do it once for each person that gives you permission.

Open the User's Account that you have Send As access to for Inbox access

1. Click on the 'File' Tab (located in the upper left hand corner of the screen), next click the 'Open' icon (located in the left hand column of the screen).
2. Next click the icon: 'Open User's Folder'



3. Next, click on the 'Name' icon and enter the name of the person that gave you access:



4. Make sure the 'Folder type' is 'Inbox'. Next click 'Ok'.
5. You can then click on the 'New Mail Icon' – make sure that in the 'From' box that you've selected the appropriate users name.

Send As without opening the full user's mailbox

1. Click on the 'New Mail Icon' – make sure that in the 'From' box that you've selected the appropriate users name.
2. Enter all the information (To:, Subject, and Message).
3. Please note that messages sent given this permission level – the message will appear as if it came from the person granting the permissions (using the example above: Sally Jones actually sent the message, but the message appears as if it came from Joseph Smith).