Sends As: From a different mailbox

How do you send an email from a shared email account? Below we are going to send an email that will appear as the “Student Senate.”

First open your Outlook Client:

You will see Student Senate (If you need access to a shared email account or need one created, contact ITS help desk and get a work ticket generated on what you need.)
After verifying that you have the shared email account, click “New Email.”

When the new email opens up, click the “OPTIONS” tab:
Next click “From” at the top

Now you can click the “From” down arrow to look up “Student Senate” by choosing “Other E-mail Address...”
After choosing “Other E-mail Address” you can type in the name of the share mailbox. (Once you do this, you will see this as an option for all future emails.)

Now you will see “Student Senate” in your “From” box and this is who the recipient will see as the sender. If they click reply from this email, it will go to the Student Senate mailbox.
Now fill out who you are going to send this to, the subject, and the body of the email:

Click Signature so that you can have one prepared for future emails:

Please join our first annual meeting to discuss our goals and objectives for this Fall.

Thank you,
In this case you can name it Student Senate Signature, and filled in the appropriate information:

Now add the signature to the email and you can send it on its way: