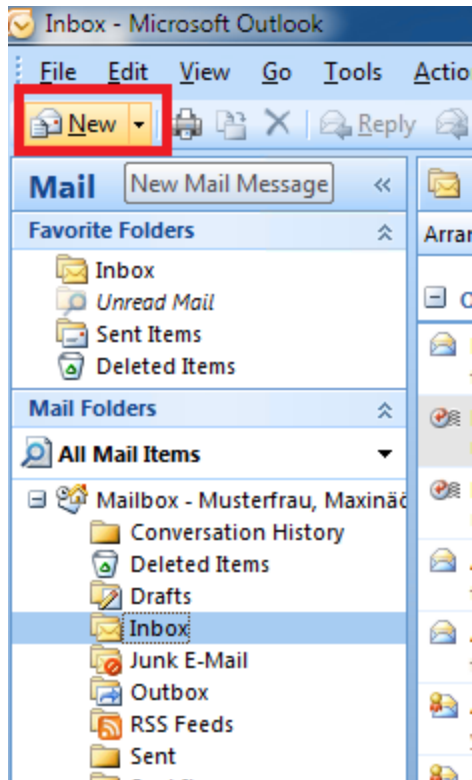


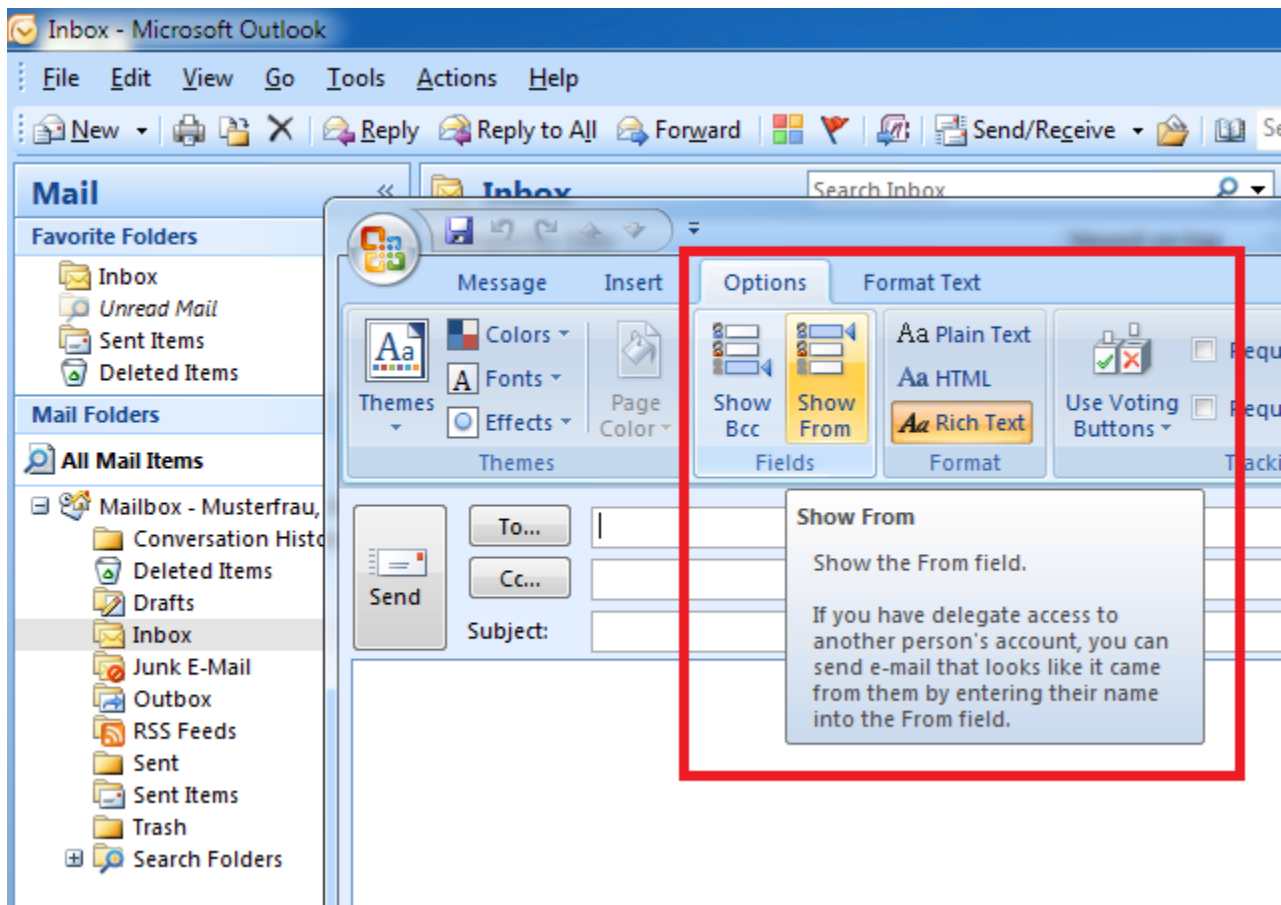
How to show the From Field in Outlook or Outlook Web App (OWA)

Outlook 2007

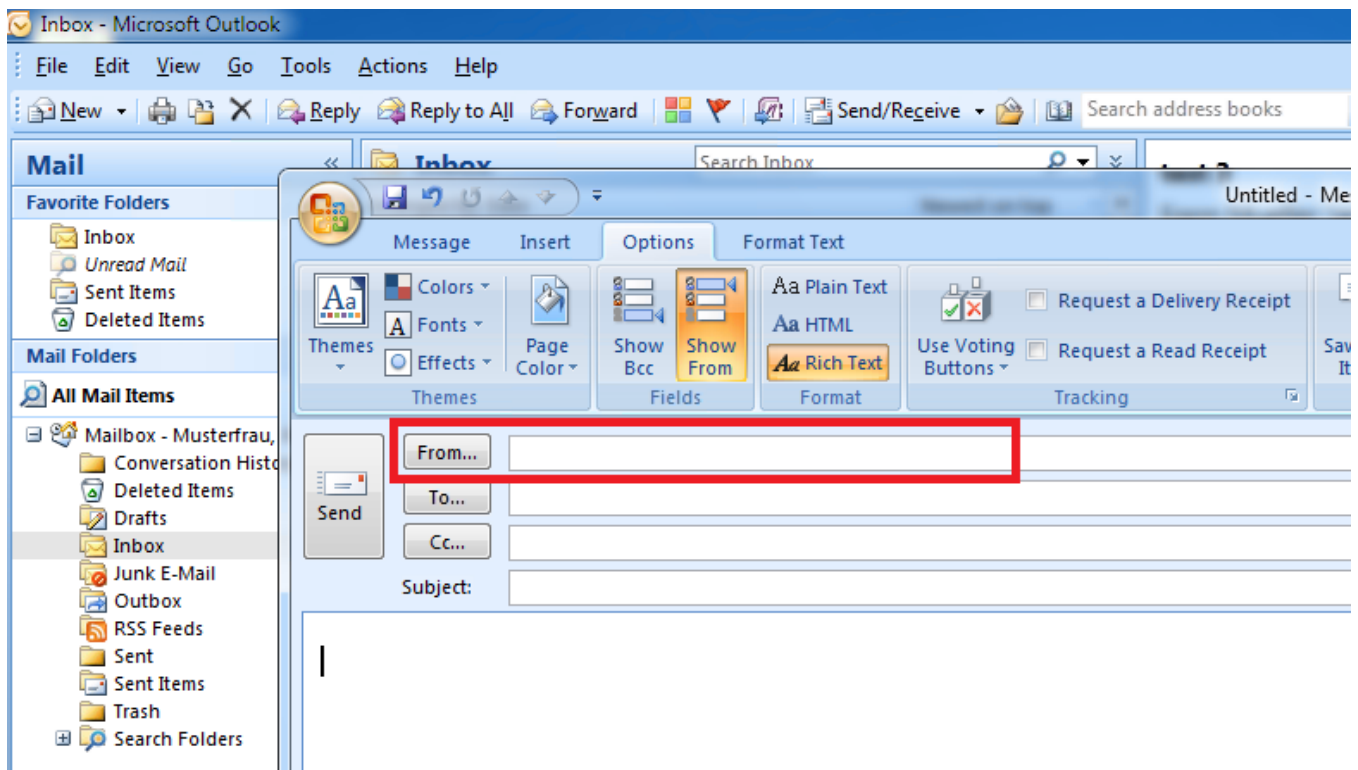
In Outlook 2007 open a new mail message.



In the new mail message window choose *Options* and click on "*Show From*" to show the *From Field*.

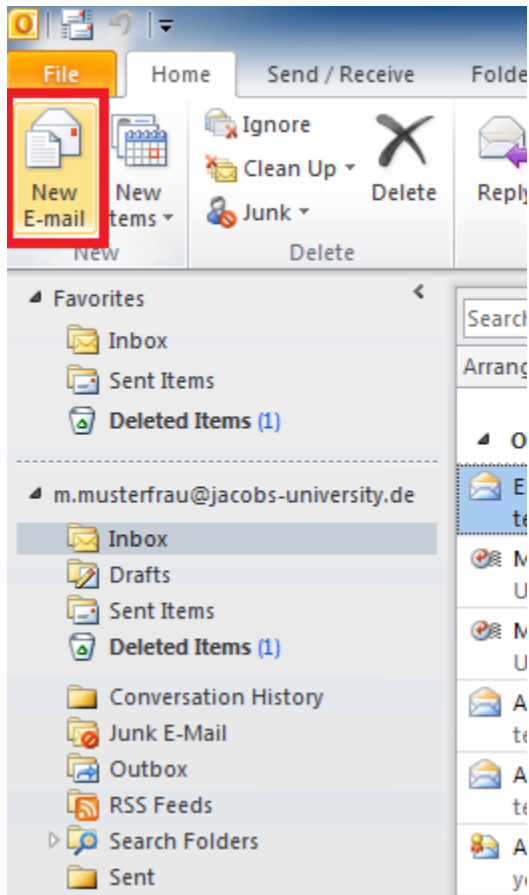


Now you have the *From Field* and can send as a different sender if you have permission to do so

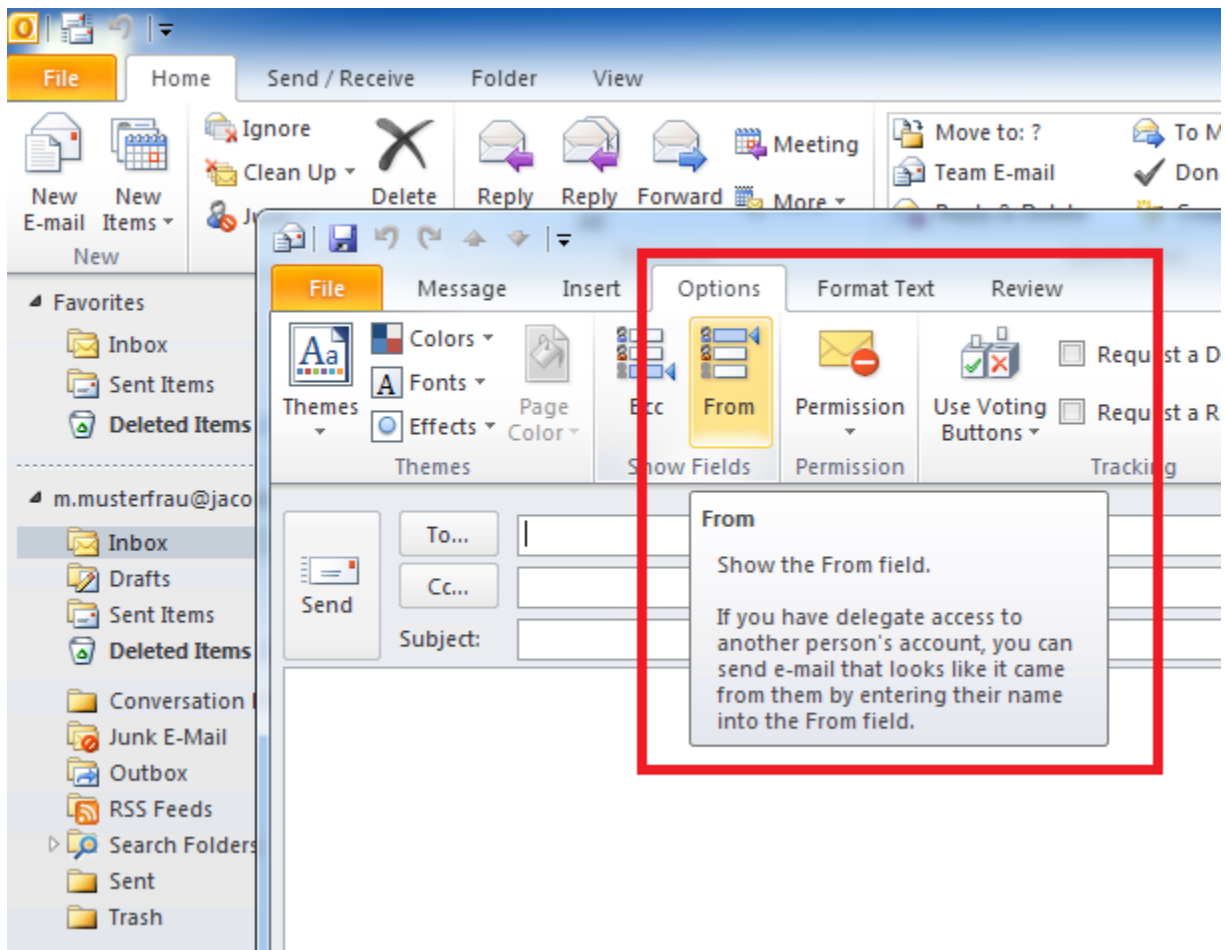


Outlook 2010

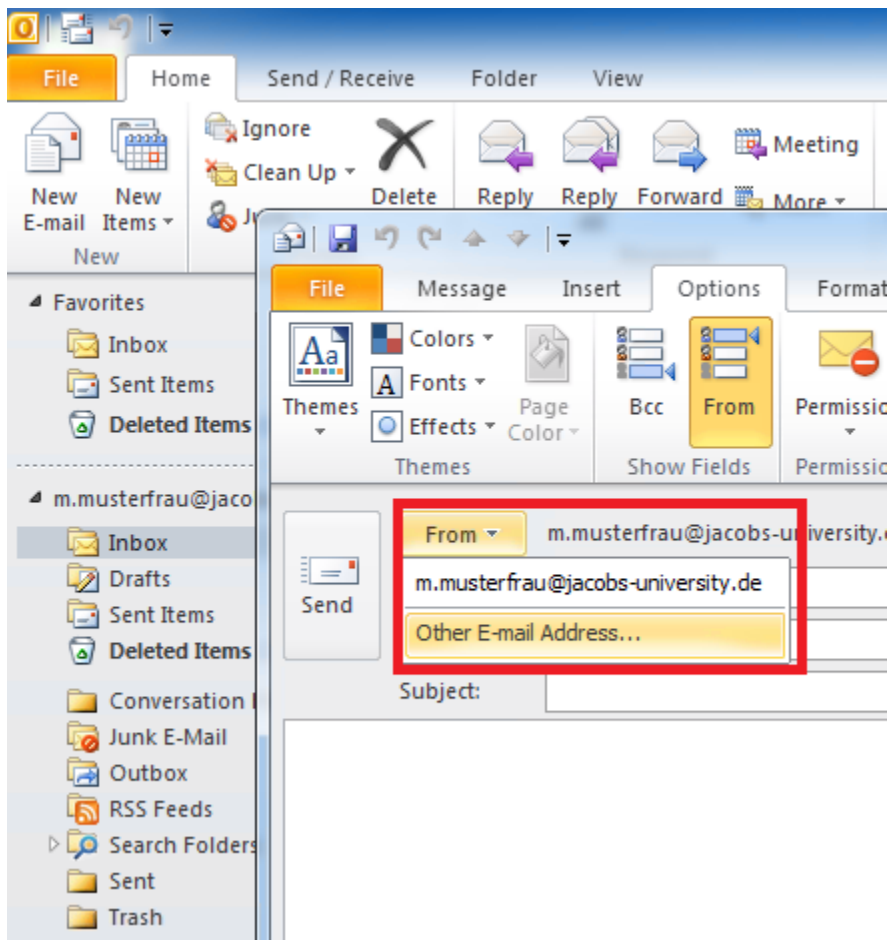
In Outlook 2010 open a new mail message.



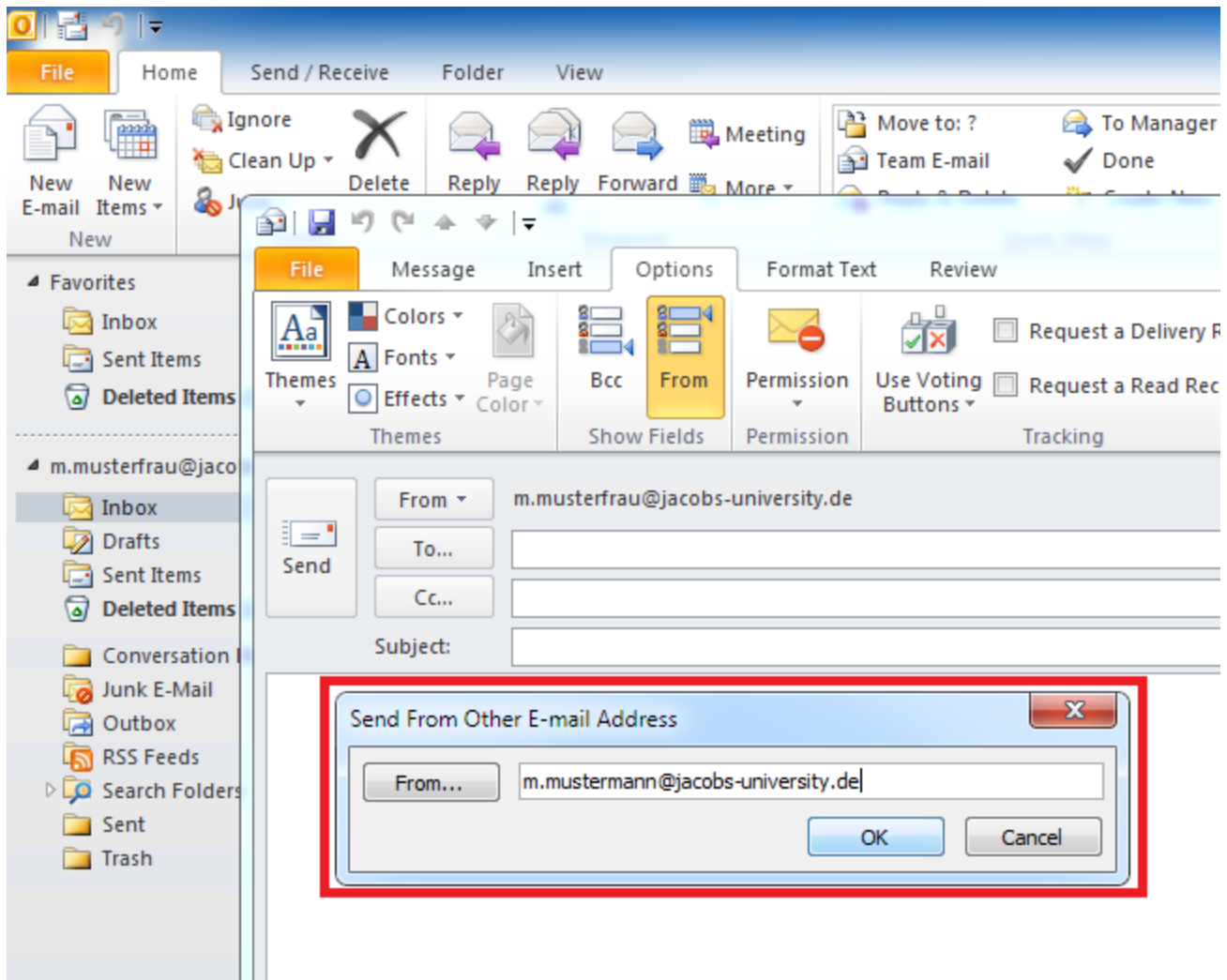
In the new mail message window choose *Options* and click on *"Show From"* to show the *From Field*.

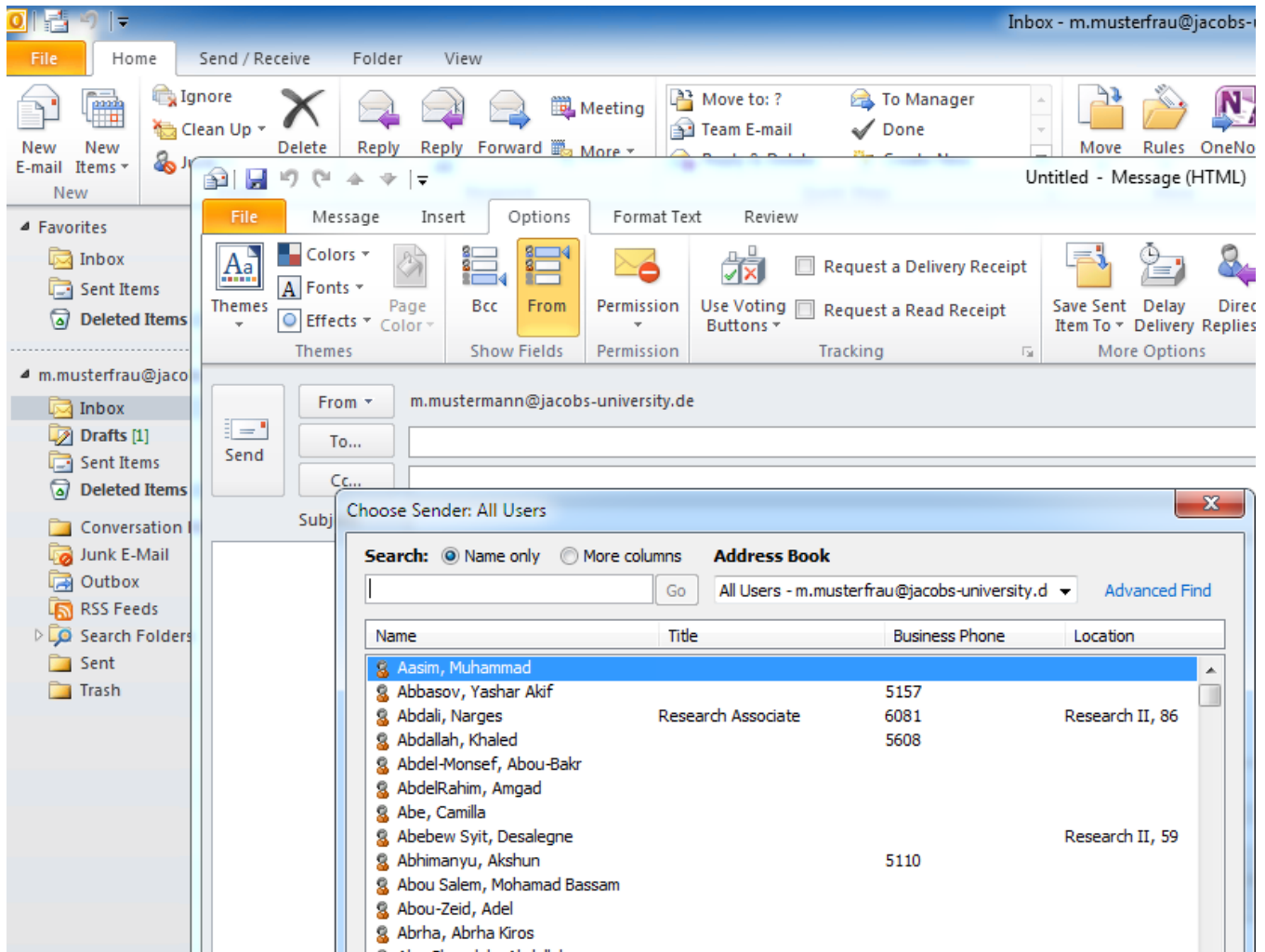


Now you can click on the *From Button* and choose *"Other E-mail Address..."*

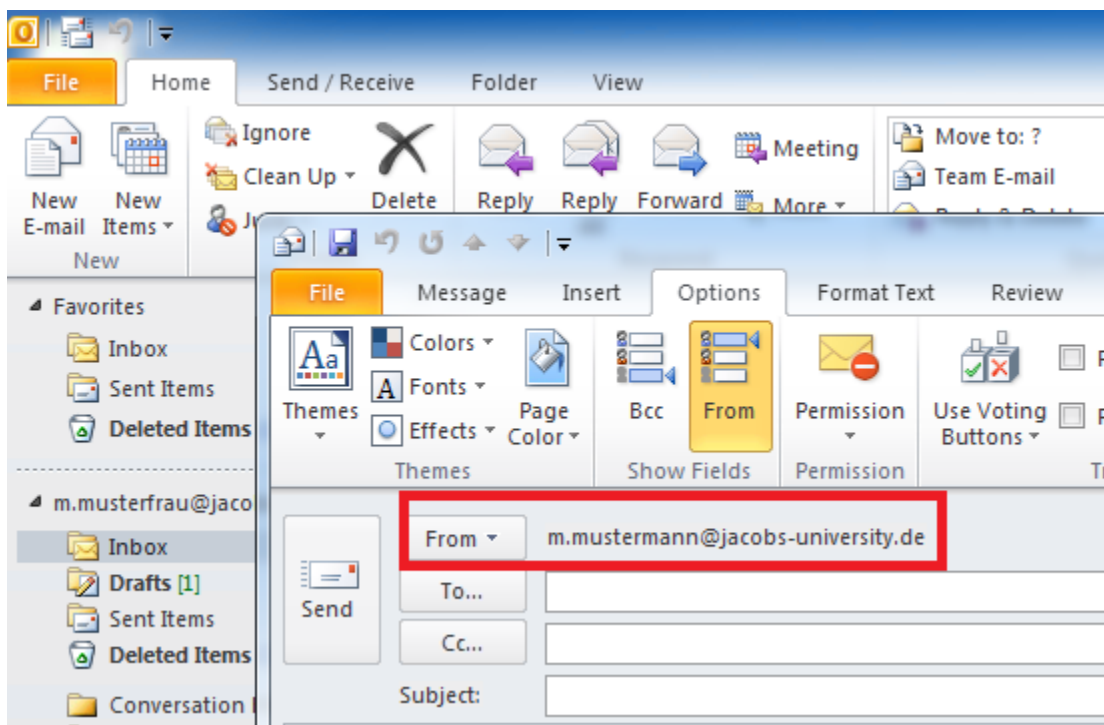


The "Send From Other E-mail Address" window pops up and you can either enter the e-mail address you want to send as or click on the "From..." button to choose an address from an address book.



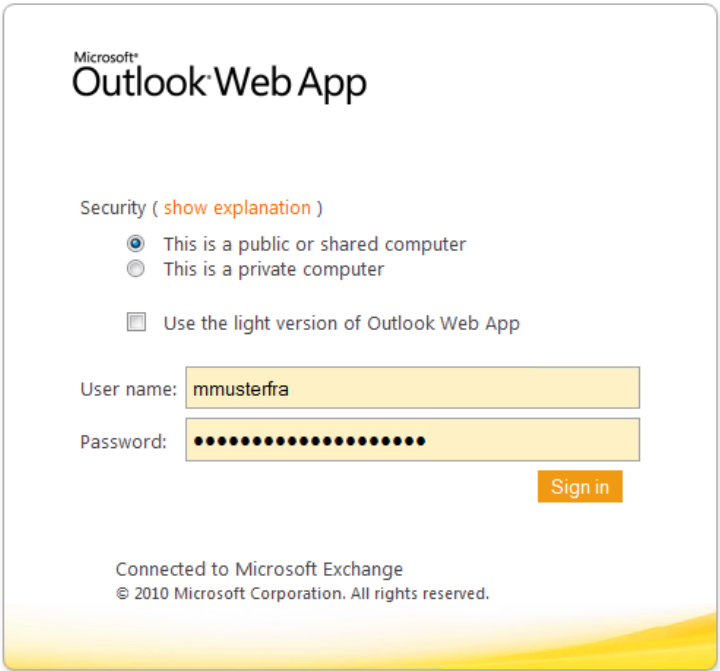
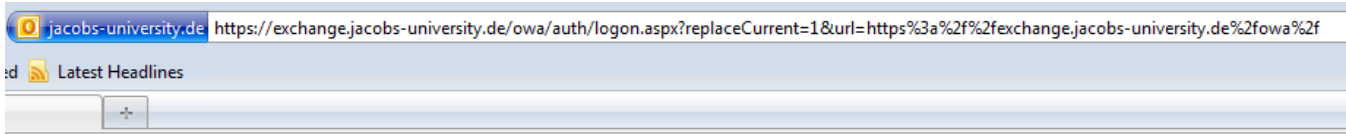


You can now send as a different sender if you have permission to do so.

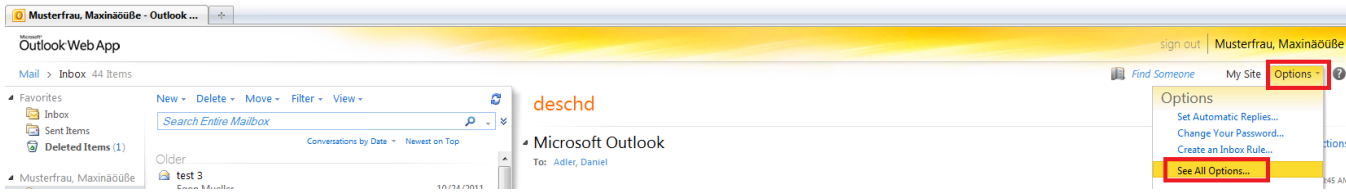


Outlook Web App (OWA)

Open a internet browser such as Firefox or Internet Explorer. Then go to <https://exchange.jacobs-university.de> and enter your campusnet username and password



After logging in to OWA click on *Options* and choose "See All Options..."



Now click on *Settings* to see the settings page

Mail - Outlook Web App

Microsoft
Outlook Web App

Mail > Options

Account

Organize E-Mail

Groups

Settings

Phone

Block or Allow

Mail

E-Mail

Tah

A=A

Under *Message Format* tick the box in front of *Always show From* to enable the From field and then click *Save* to save the settings

Mail Calendar General Regional Pa

E-Mail Signature

Tahoma 10 B I U

A=A ↶ ↷ 🌐 ⚙️ x² x₂ ▶️ ⏪ ⏩

Automatically include my signature on message

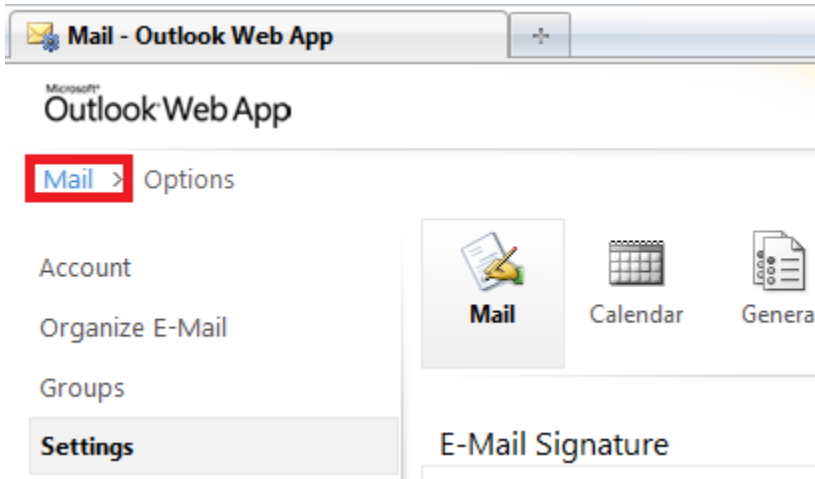
Message Format

Always show Bcc

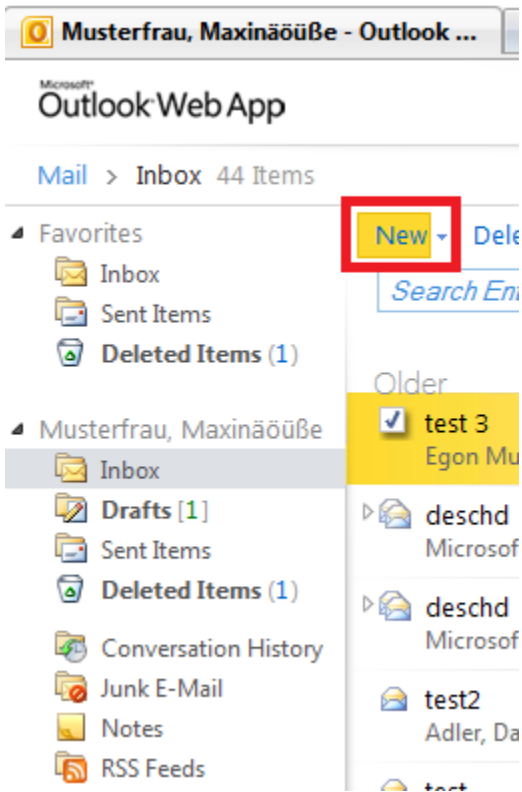
Always show From

Compose messages in this format: Plain text ▼

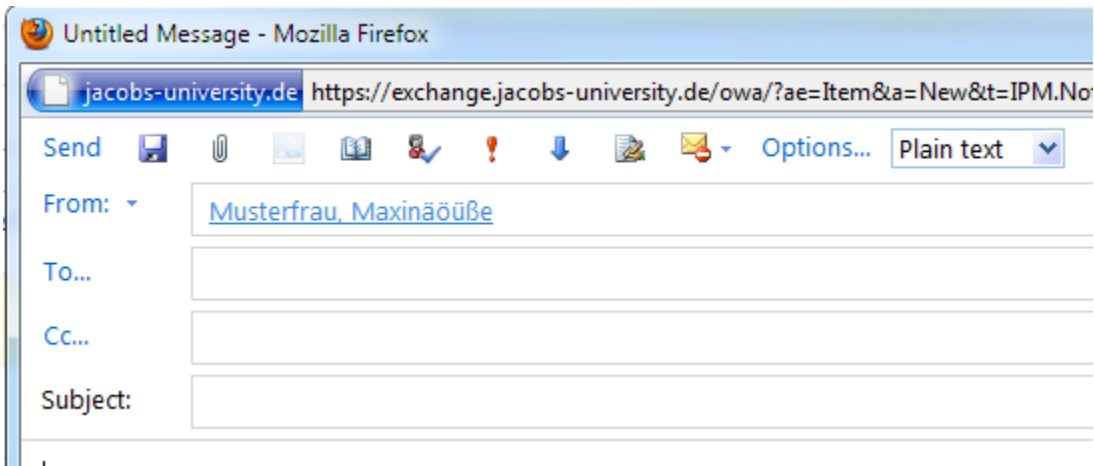
Go back to your inbox by clicking on *Mail*



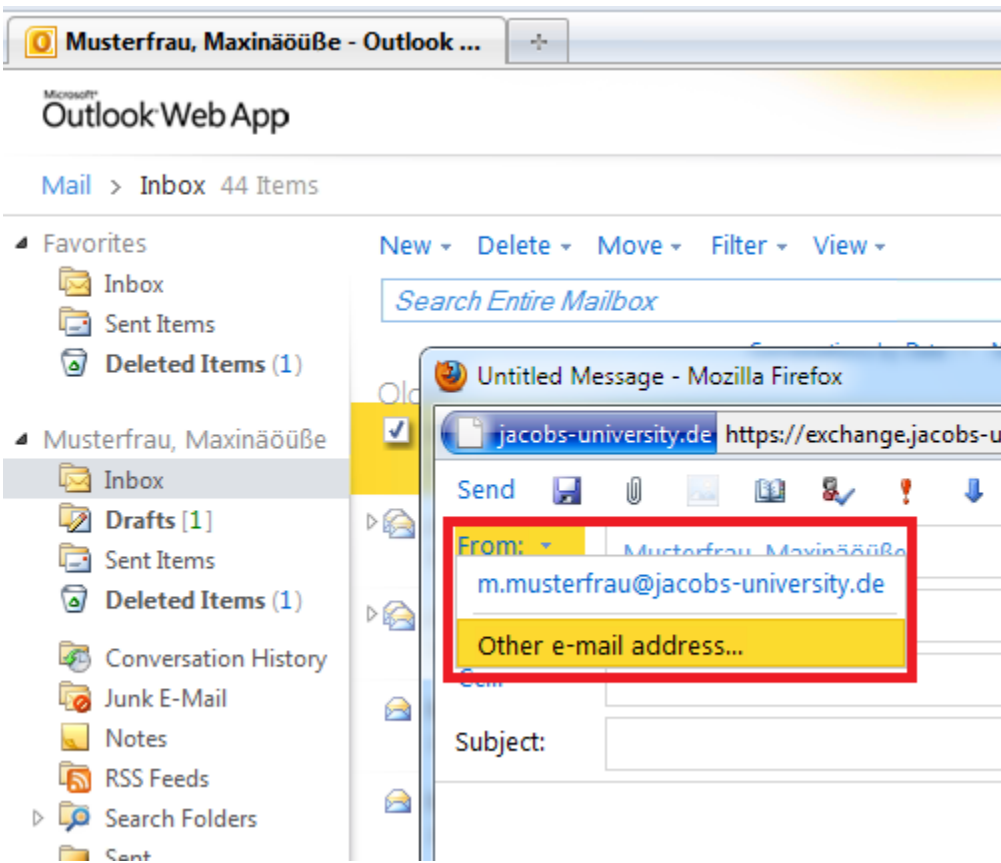
Open a new mail by clicking on *New*



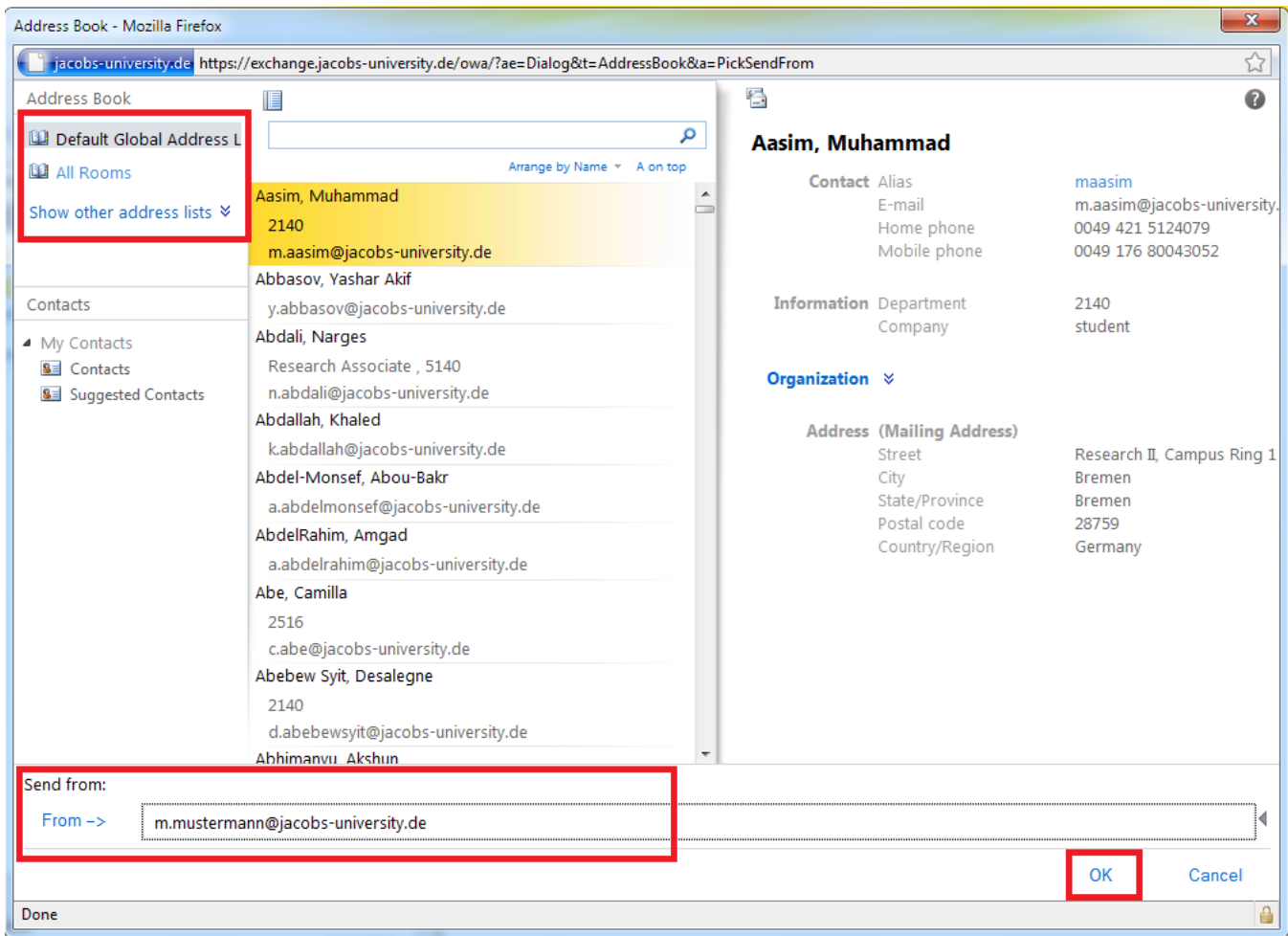
In the new mail message window you now see the *From Field*.



Now you can click on the *From Button* and choose "Other E-mail Address..."



The *Address Book* window pops up and you can either enter the e-mail address you want to send as or choose it from the address lists.



Now you can send as a different sender if you have permission to do so.

