Outlook – Set up and Change “From” in Outlook for the Web

The Outlook desktop client allows you to send emails/invitations from your primary email address as well as from any shared mailboxes you have edit access to. If you need to send emails/invitations from a different email address proxy, such as a different campus email address or on behalf of another individual who granted you delegation access to their mailbox, you will need to use Outlook for the Web.

1. Navigate to http://outlook.office.com in your browser. Log in with your CUNY Login credentials (Username: Firstname.Lastname##@login.cuny.edu)

2. Click on the Settings icon in the top right menu next to your profile image.

3. Click the View all Outlook settings link.

4. Click on the Mail tab.

5. Click on the Compose and reply tab.

6. Scroll down to the Addresses to send from section and check off the checkboxes next to each of the email addresses you would like to be able to send emails from.

7. Click the Save button.

This is a one-time set up. Once you select the email addresses to send from, they will be available to you from any email you send via Outlook for the Web (see next page).
Change your From field

1. Navigate to http://outlook.office.com in your browser. Log in with your CUNY Login credentials (Username: Firstname.Lastname##@login.cuny.edu)
2. Create a new email or begin reply to an existing email.
3. Click on the three-dots icon in the Email Options toolbar.
4. Select Show From in the dropdown menu.
5. Click the From button.
6. Select the email address you would like to send the email from.