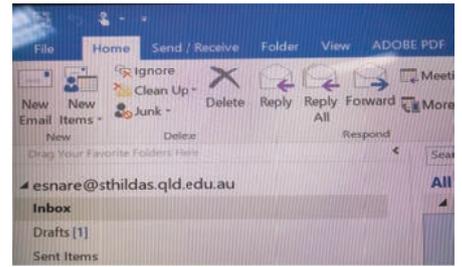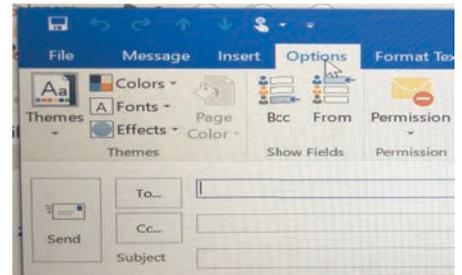# Add a From Account

1 Open Outlook > Create a new email
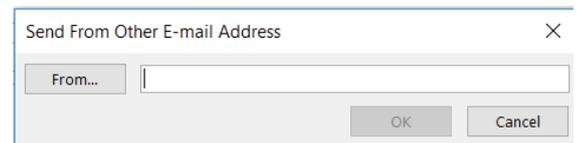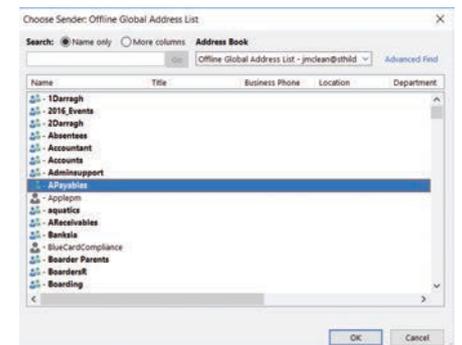

2 Click on Options > From

3 Click on From > Othe Email Address

4 Click on From in the pop-up box

5 Search for the email address
Click ok

6 Done! Now when you create a new email simply click the drop down from menu and select the account you want to send from