Saint Louis UniversityInformation Technology ServicesHow to "Send As" from a Generic Account

Instructions

Screenshots

How to "Send As" from a Generic Account

Full Summary

The following details the steps taken to edit the "From" field so as to send mail from a generic account. This process is longer the first time you send from a specific generic account, but subsequent occurrences will be shorter as the generic account will be added to the 'From' dropdown list.

First time setup Step - by - Steps

- 1. Compose a new message, F1
- 2. Click the three dots (more actions) in the top of the new message window
- 3. Select "Show from" from the dropdown menu, F2
- 4. Left click on the Email address in the "From field"
- 5. Select "remove" F3
- 6. Type in the address of the generic account that you wish to send as.
 - a. Type the full address of the account until it displays in the dropdown list, at which you can select the address when it appears, F4
- 7. Compose your message and click send, F5

After successfully sending from an address, you will be able to select that address from the "From" drop-down anytime you wish to send from the address in the future without typing it in. Repeat Steps 1-2, then select the address from the From line dropdown, as shown below.

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Cc			

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			-	
	scard			
		Save draft		
		Show From		
		Check names		
		Set importance >		
		Switch to plain text		
		Check for accessibility issues		
		,		
F2	: More	actions > Sh	ow from	
	_	Discord		
		Discard		
	.1@	health slu adu	_	
		Edit		
		Remove		
		Copy email address		
		view details	_	
F3: R	emove	current 'Fro	m' address	
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From T stud	student	G servicedesk		
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Cc	No add	itional results		
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or additional neip, please call 314-9/7-400				
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