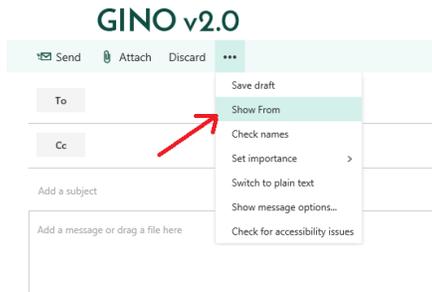
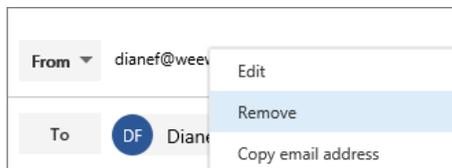


If you have permission to send email as another user. The first time you try from Outlook on the Web you will need to do the following steps.

1. When creating a new email, you will first need to show the "From:" email field. This can be accomplished by clicking on the ellipses and selecting "Show From"



2. After the From field is displayed you will need to then Right-click the FROM address and select "Remove".



3. With the field now blank you can type in the user you want your email to be sent as.



4. Fill in the remainder of the email as you usually would and send.