

# How to “Send As” from a Generic Account

Instructions

Screenshots

# How to “Send As” from a Generic Account

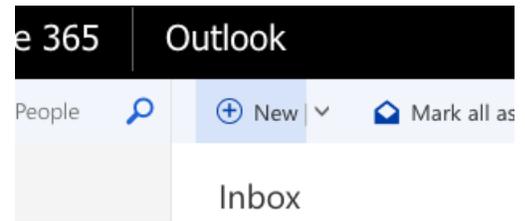
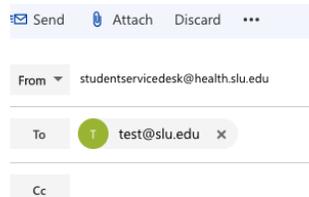
## Full Summary

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.

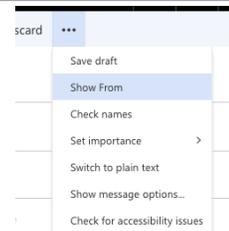
## First time setup Step - by - Steps

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

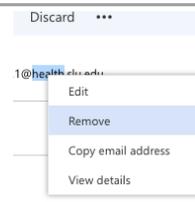
After successfully sending from an address, you will be able to select that address from the “From” drop-down anytime you wish to send from the address in the future without typing it in. Repeat Steps 1-2, then select the address from the From line dropdown, as shown below.



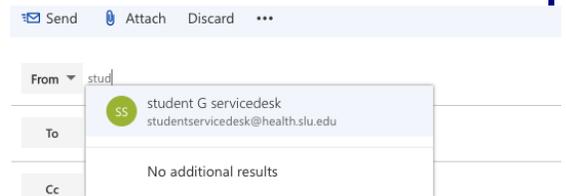
**F1: Compose a new message**



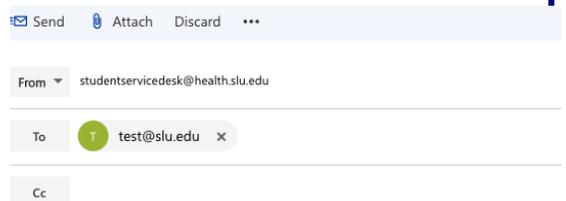
**F2: More actions > Show from**



**F3: Remove current ‘From’ address**



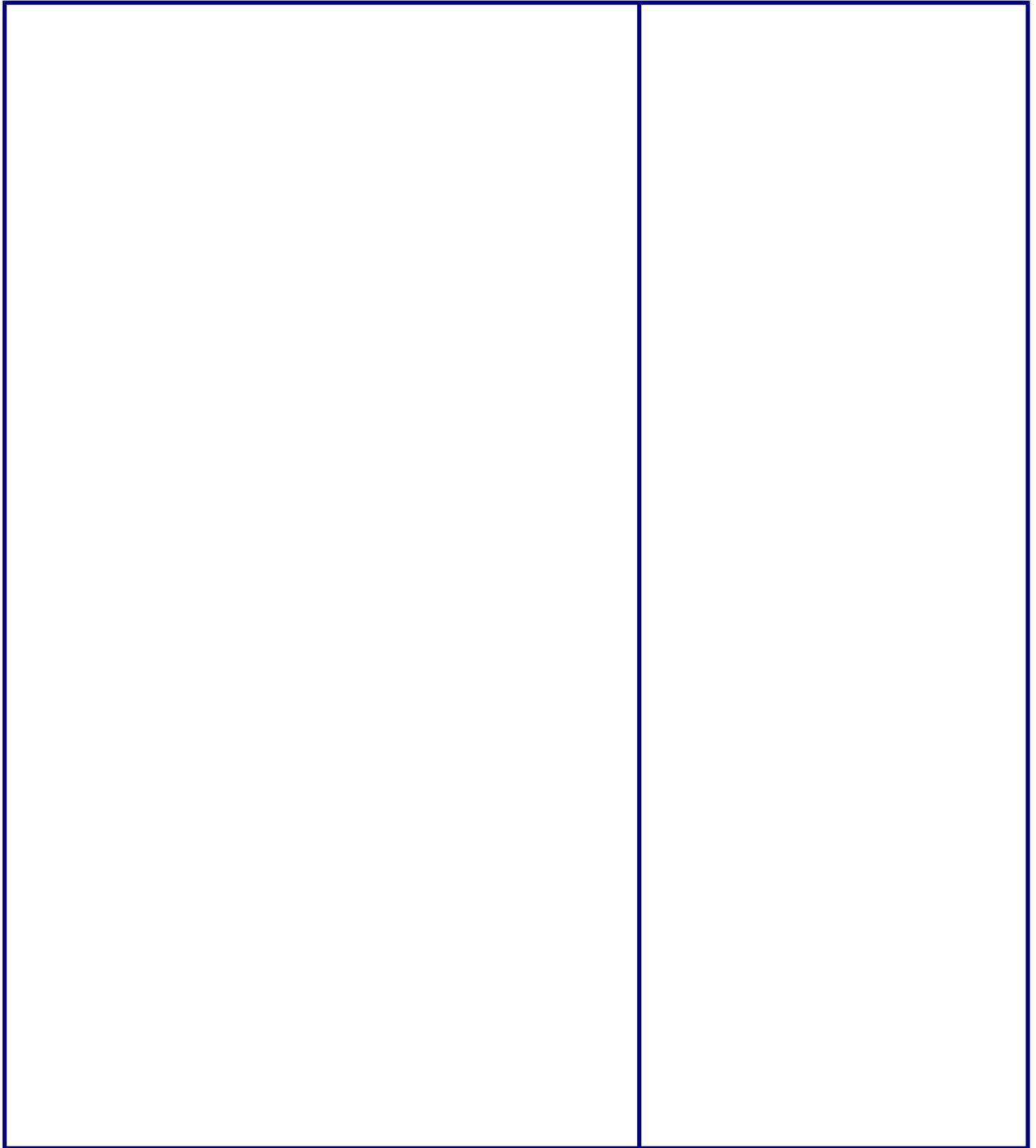
**F4: Enter generic ‘send as’ address**



**F5: Compose and Send**

**For additional help, please call 314-977-4000 to speak with the IT Helpdesk**

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