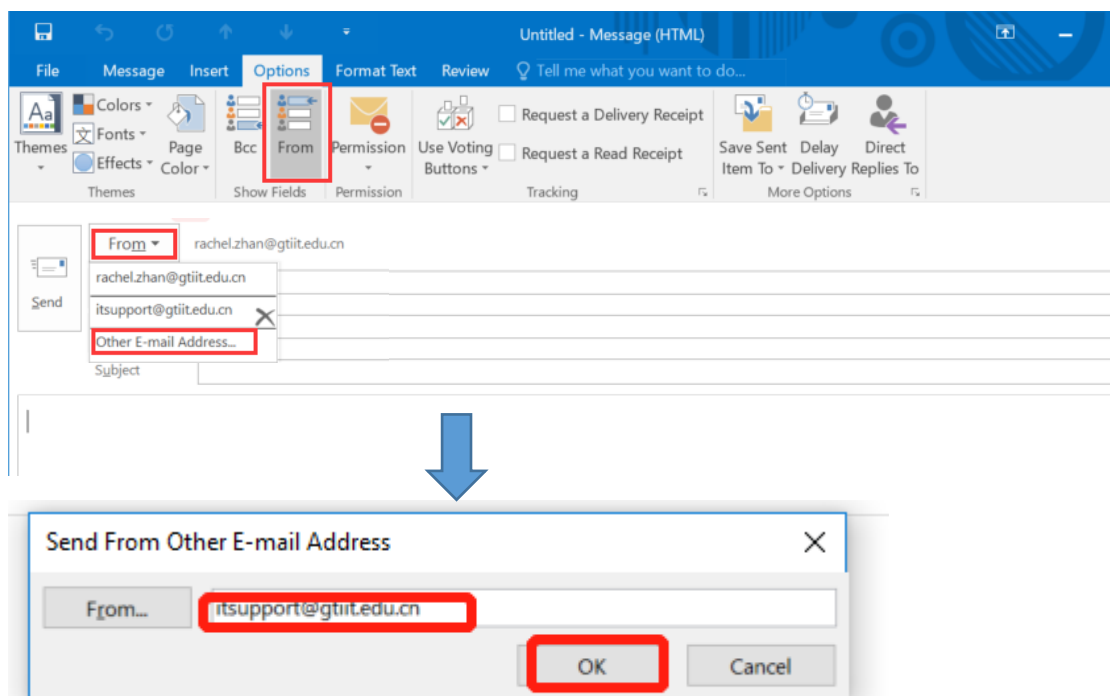




How to send email from another account in your Outlook

After configuring other accounts into your Outlook, if you want to send email from the other account:

Create a new email->click Options->select From-> click “From” near the senders->click other email address-> fill in the other email address->click OK.



The other account which you have added into your Outlook will be the sender to send out your email.

Thank you for your attention. Should you have any further questions, please contact the IT Service Desk (<https://helpdesk.gtiit.edu.cn>).