Send an Email on Behalf of Someone (that gave you permission to do so)

The person must first give you permission to send emails on her/his behalf. The person can do this by giving you delegate access. See the “Allow Someone to Manage Your Mail or Send Emails on Your Behalf” tutorial for instructions.

Make sure that you are on the **Home Tab** of Microsoft Outlook 2010 (Arrow 1).

Click the **New E-mail** in the upper left hand corner (Arrow 2).
Once the New Message window opens, click the Options Tab (Arrow 3).

Click the From button in the Show Fields group (Arrow 4).

The “From” field should now appear above the “To” field (Arrow 5).

Click the From button (Arrow 5).
Select the **Other E-mail Address** option from the drop down menu (Arrow 6).

Click the **From** button in order to choose the person you wish to send the email on behalf of.

Once the **Choose Sender** dialog box has opened, type the name of the person you wish to give delegate access to in the search box (Arrow 8).

Locate and click the person from the list below (Arrow 9).

Once the person's name is highlighted, click the **OK** button at the bottom (Arrow 10).
The person’s name should now appear to the right of the from button (Arrow 11).
Click OK to confirm (Arrow 12).

The email of the person should now appear in the “To” field. You can now compose your email and send it on behalf of that person. Remember: Your email will not be sent if the person did not give you permission to do so.