

Multiple Email Accounts – Which do I send from when using Outlook?

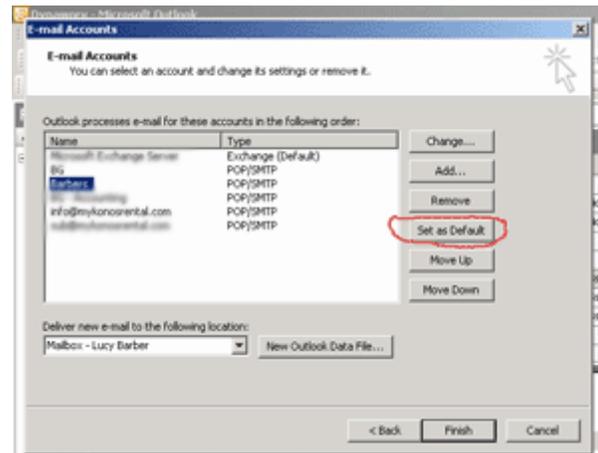
You need to choose which email address you want to have as your primary or “default” email address. This is the address that will be used when sending out an email. The system will automatically choose your “default” address.

When someone sends an email to you, the email address they send to is the address the system will automatically send the email back from.

For example I have 3 different email addresses. My “default” account is Dynaworx so every time I compose an email it will send from that account. I also, however, have 2 other address, one at bgconsulting.ca and one at mykonosrental.com. If someone sends me an email to my bgconsulting.ca email address, when I hit reply, it will automatically send the email from that address, not my “default” Dynaworx account. The same will hold true if someone were to send to my mykonosrental.com email account. However, if I decide to compose an email to someone who corresponds with me via my mykonosrental.com or my bgconsulting.ca account and I am not responding to a specific email, rather creating a new email, I will need to tell the system to “send using that account”. Otherwise it will send using my primary “default” email account

Here are the steps for both these solutions.

1. Set your default email account.
 - a. Open Outlook
 - b. Go to Tools
 - c. Email Account
 - d. View or Change Existing Email Accounts
 - e. Then you will see this:
 - f. Highlight (single click) the email address you want to set as your default
 - g. Click the button to the right that says “Set as Default”.



You have now set that email account as your primary “default” account so all new emails you write will be sent out using this account

2. Send an email using another account other than your “default” email account
 - a. Compose a new email. Write the email to completion. When you are ready to send the email out, you will need to “choose” a different “account”
 - b. Click on “accounts” as you see in this picture and from the dropdown list choose the account you want to send from

