

# How To Enable And Use Send On Behalf Permissions In Outlook

This article describes how to enable Send On Behalf permissions via Delegate Access using Outlook 2007/2010/2013/2016.

When you enable Send On Behalf permissions for another user, it means that person can send mail on your behalf. Your delegate will be able to choose your email address in the From field when composing a message in Outlook. However, message recipients will see both your address and your delegate's address (as the actual author of the message):

*From: Mailbox <delegate's address> on behalf of Mailbox <your address>*

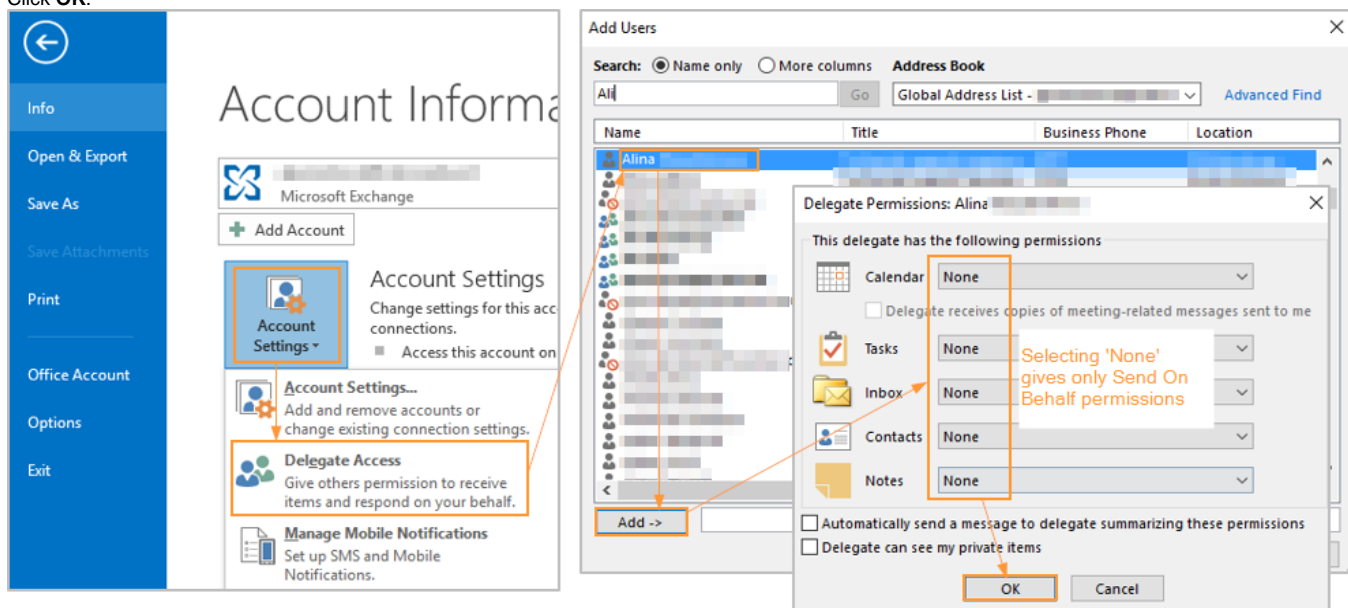
## Granting Send On Behalf permissions

To grant Send On Behalf permissions, you need to add the user as a delegate for your mailbox in Outlook, and assign the delegate any level of access.

### Outlook 2010/2013/2016:

1. Click *File > Info > Account Settings > Delegate Access*.
2. Click **Add**.
3. Choose the mailbox from the Address Book.
4. If you need the user to have partial access to your mailbox, you can specify the access level on the next screen. If you only need to give Send On Behalf permissions to the user, choose **None** for each folder.

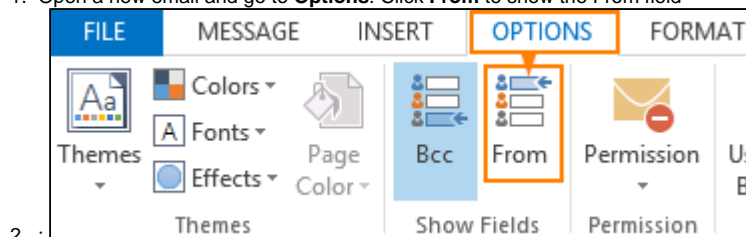
Click **OK**.



## Sending On Behalf of another user

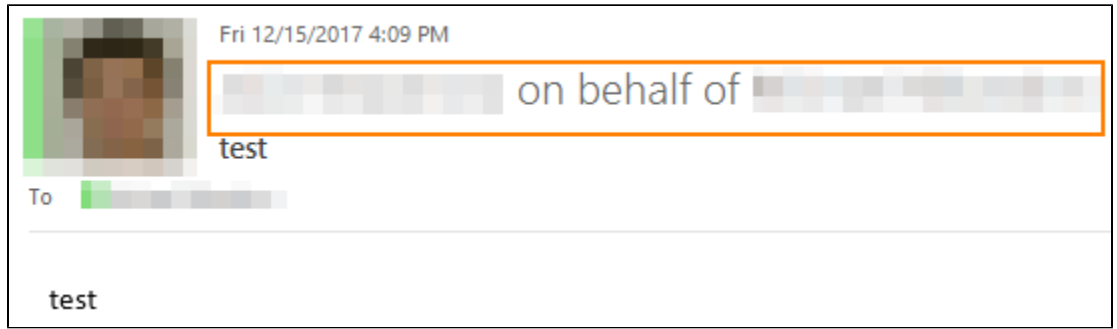
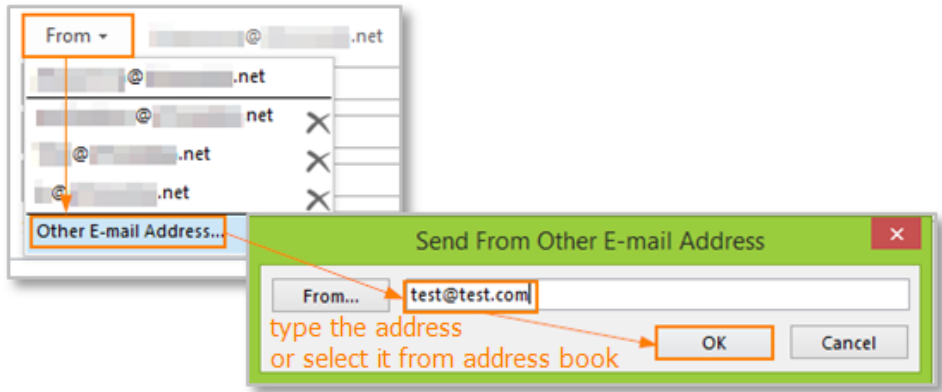
To send a message on behalf of a different user:

1. Open a new email and go to **Options**. Click **From** to show the From field



2. :

3. Click *From > Other E-mail address*. Type in the address of the user or select it from address book and click **OK**:



Send the message. It will show *Your Name on behalf of Other User Name*.