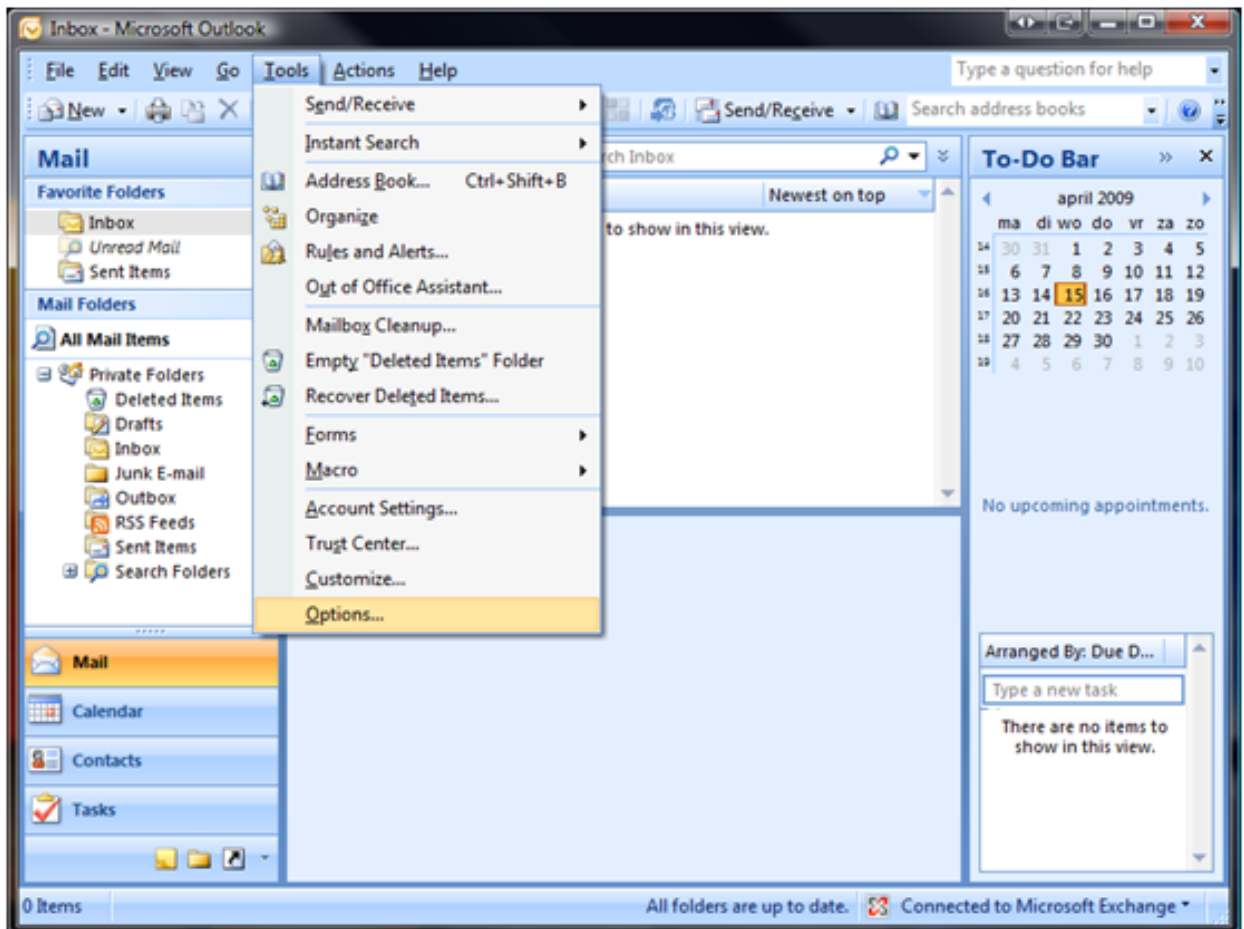


Configure Send-on-behalf-Of in Outlook 2007

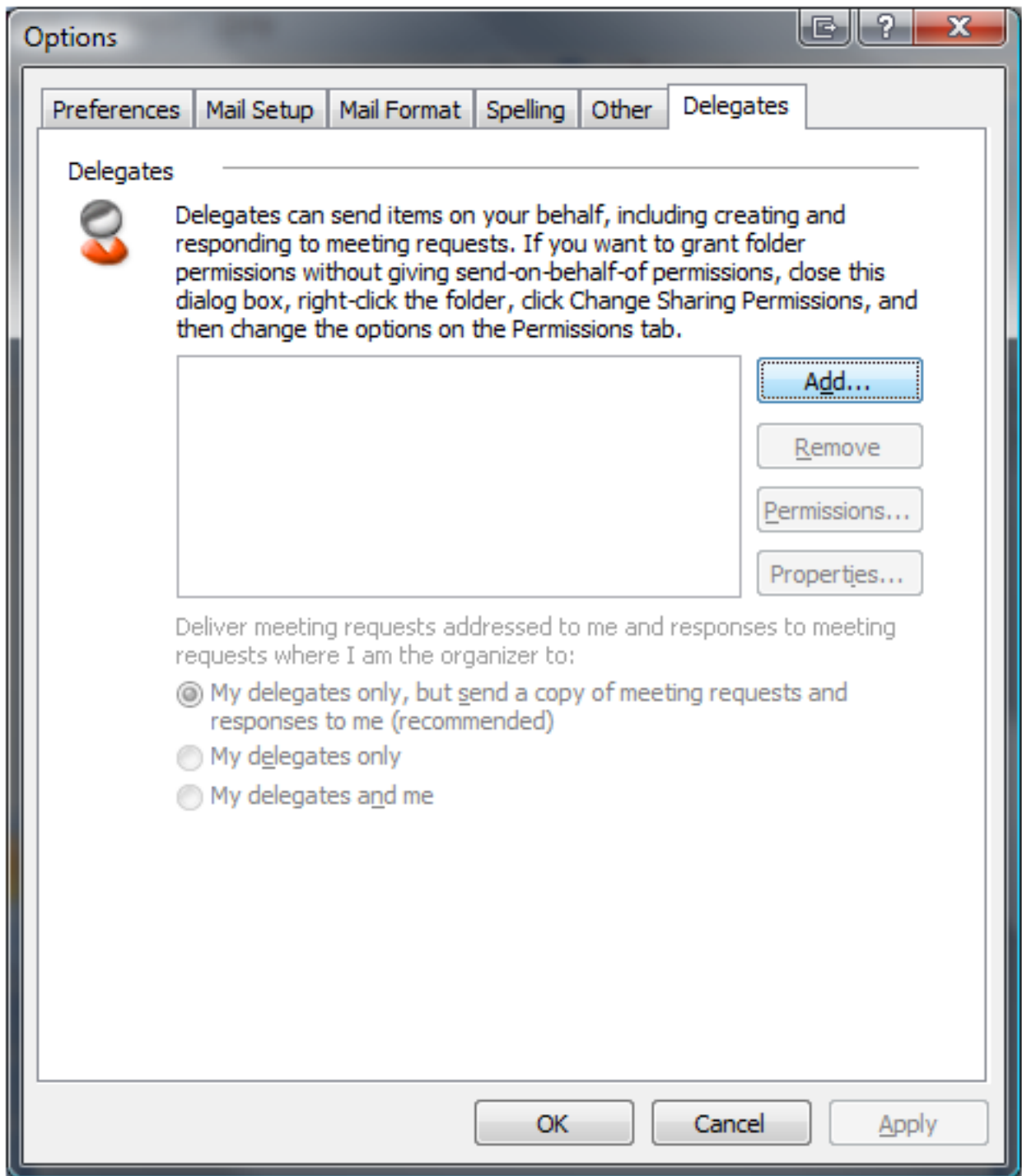
Artikelnummer: 950 | Waardering: 4.9/5 van 9 stem(men) | Laatst bijgewerkt: Tue, Aug 1, 2017 12:25 PM

Configure Outlook

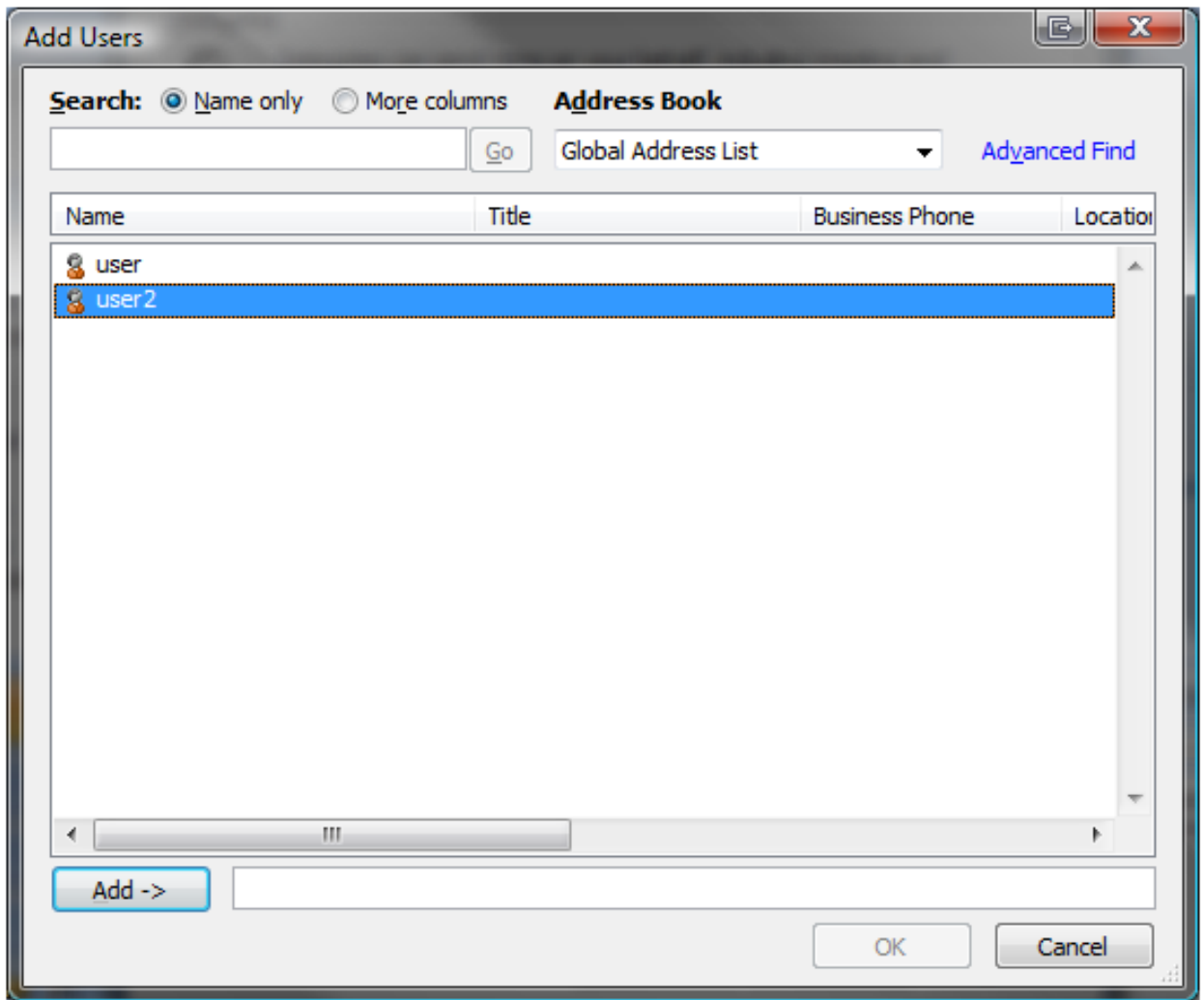
1. Start Outlook
2. Go to "Tools" -> "Options"



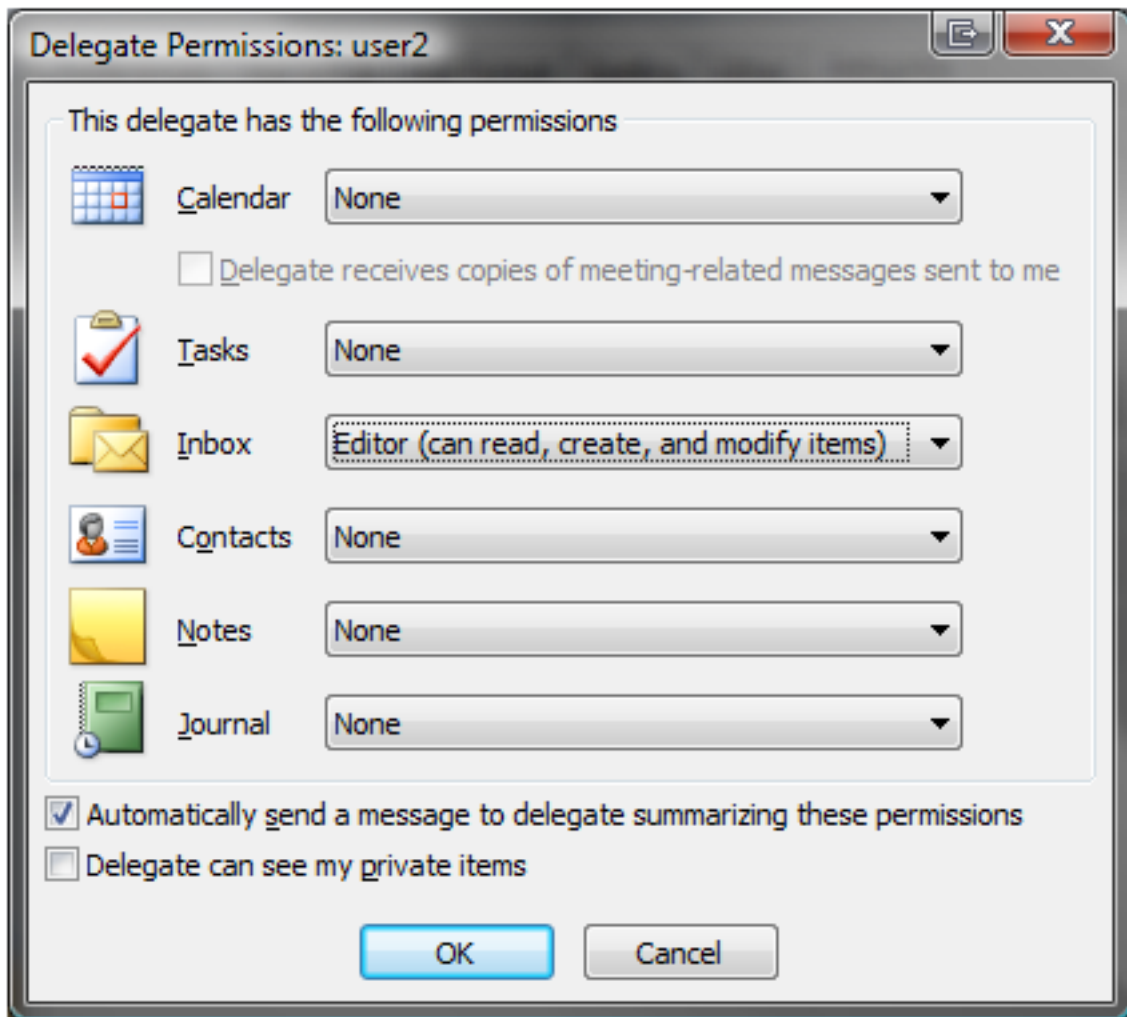
3. Go to the tab "Delegates", press "Add"



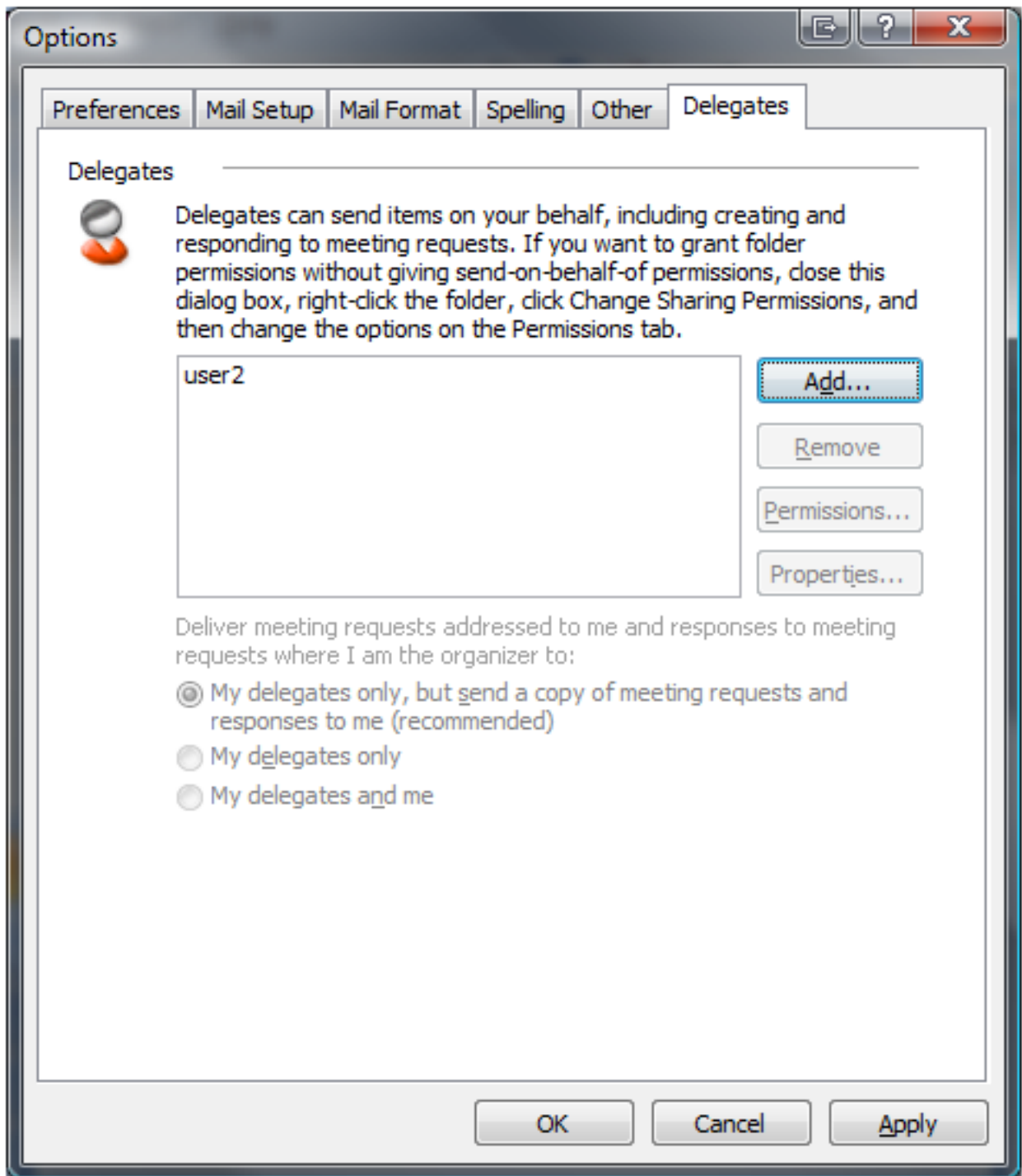
4. Select the user which should receive the Send-On-Behalf-Of rights, press "Add" -> followed by "OK"



5. Select for all items the "None" permission. For Inbox, select "Author" or "Editor". Press "OK"



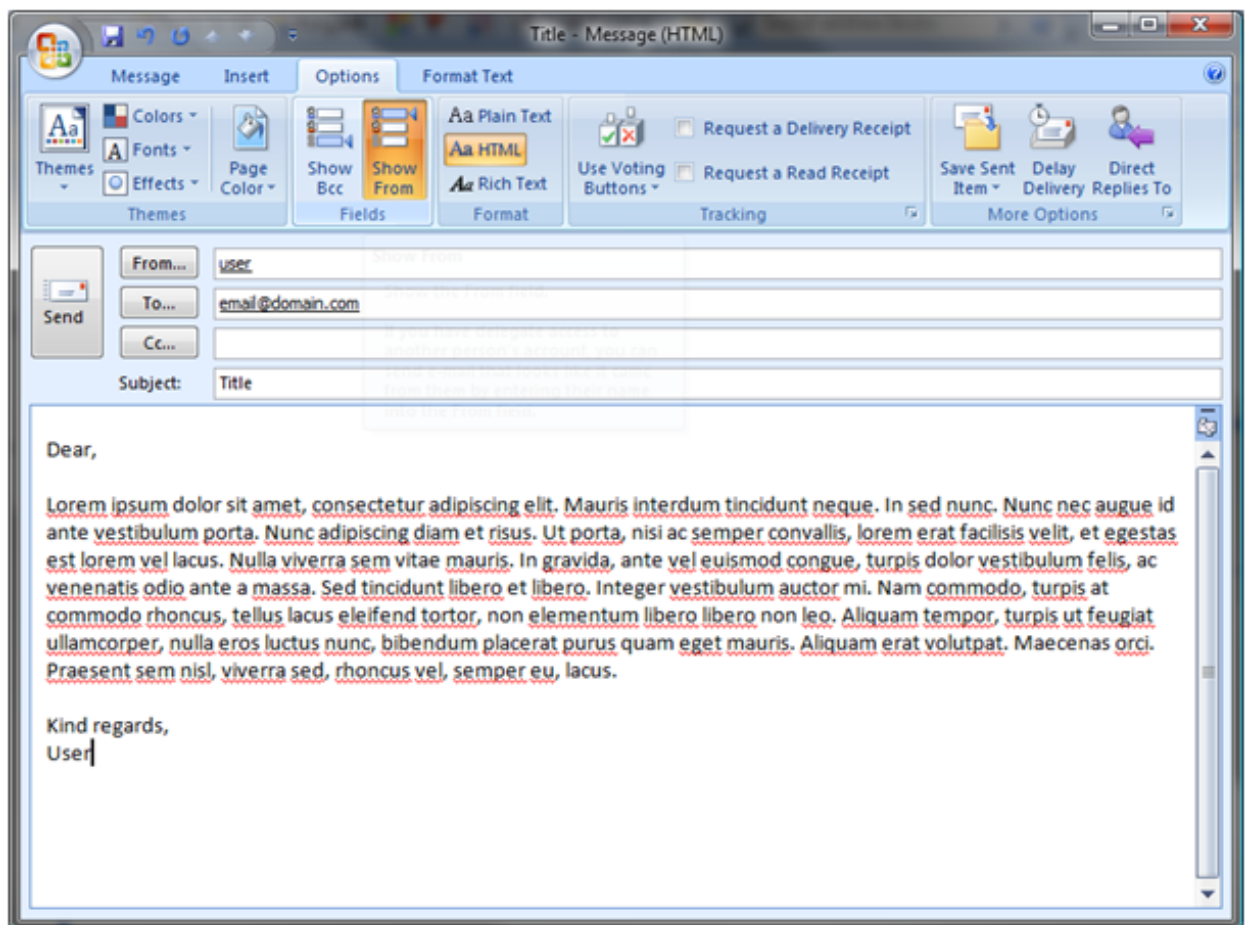
6. Press "OK"



Using Send-on-behalf-of

1. Start the Outlook profile of the user which received the Send-on-behalf-of rights.

2. Start writing a new e-mail
3. On the tab "Options", press "Show From" so it becomes Orange. The "From" field will appear. Enter in the "From" field the User from whom the e-mail should be sent.



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Online URL: <https://onlinehelp.cloud.telenet.be/article.php?id=950>