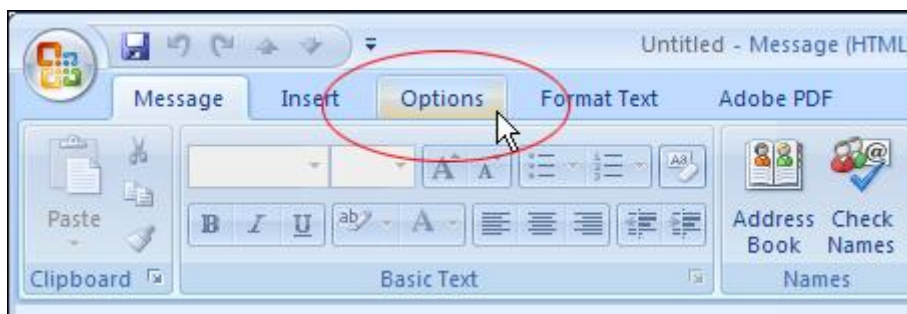


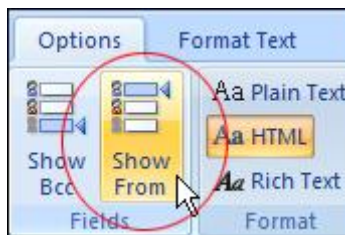
Sending a Message from an Office BGSU E-mail Account using Outlook 2007

When you send a message from Outlook 2007, your own e-mail address is supplied as the From address unless you change it. When you want to send e-mail from an Office BGSU E-mail Account, use this procedure:

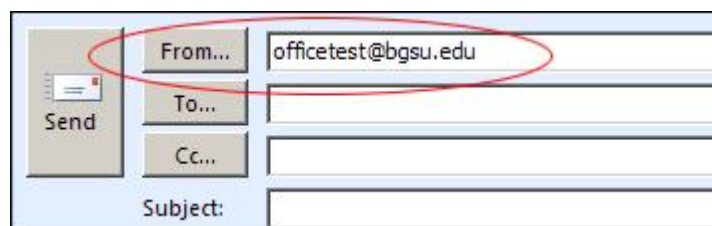
1. Select Mail on the left Navigation pane.
2. Click the New icon or type control + n to create a new e-mail message.
3. Click Options on the horizontal navigation pane to display the options ribbon.



4. Click 'Show From' on the options ribbon to add a From button to your new e-mail message.



5. Enter your office BGSU e-mail address in the From field.



The From button will display in all future new e-mail messages you send until you go back to the options ribbon and click the 'Show From' again to remove the From button from new e-mail messages.