Accessing and Sending Email - Organization Account

Organization accounts are just like your regular CSUB email account. They come with all the tools your account has including mailbox, calendar, file storage, and collaboration.

These instruction will assist you with accessing and sending email from your Organization Account.

**Accessing your Organization Account**

1. Open Outlook 2016

2. Click **Tools**

3. On the Tools tab, click **Accounts**

4. On the Accounts page,
   - Select the account you want to add your Organization Account to
   - Click **Advanced**

5. At the top of the menu, click **Delegates**

6. Under People I am a delegate for, click the **Add** button
7. On the Search for People page,
   - Start typing your Organization Account name
   - Select the account from the search results
   - Click Add

8. Click OK

9. Close the Accounts pages

10. Your organization account should appear below your regular account.

Sending Email from your Organization Account

11. To send an email from your Organization Account, click the **Inbox** for your Organization Account
12. From the Home tab, click **New Email**

13. Notice that the From box shows your Organization Account. Complete your email and Click Send.

   If the your Organization account does not show, use the to select it.

14. Your email will appear to the recipient as being sent from the Organization Account.

15. When sending email from your Organization Account, the sent email will appear in the Sent Items folder for your regular email account.