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. Your Organization Account should appear in Outlook automatically below your regular mail account and groups.

2. To view the contents of your Organization account, click the arrow.

3. The folder expands.

### Sending Email from your Organization Account

4. To send an email from your Organization account, click **New Email**

5. When the Untitled – Message opens, click the **From** button

6. From the pop-up menu, click **Other E-mail Address**…

7. On the Send From Other E-mail Address, click the **From** button
8. On the Search page,
   - In the Search box, type Org-
   - From the results, click your Organization, such as Org – House of Representatives
   - Click OK

9. On the Send From Other E-mail Address, click OK

10. Your email should show your friendly email address in the From location.
    Complete your email and click Send

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

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