



Creating an alternate sender address in Outlook 2003

When using Outlook in 'Exchange' mode, Outlook will synchronise with your server-side SoHosted email account. In doing this, your 'From' email address is automatically set by the server and although you can have multiple inbound addresses, you can't send mail out with an alternate 'From' address.

It is possible to enable this by fooling Outlook into believing that it is also downloading mail for one or more POP3 accounts, and thereby providing a means to alter the 'From' address for sending new message

This guide explains how to achieve this.

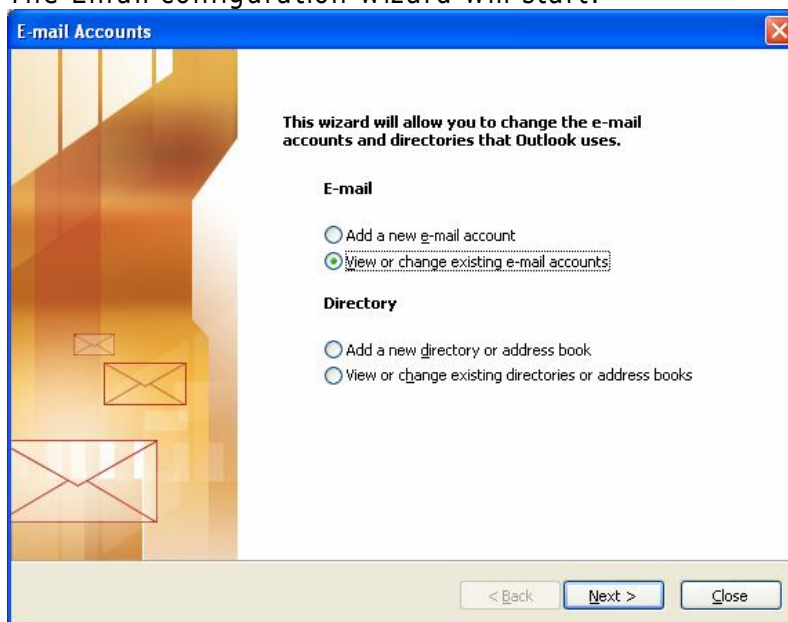
System Requirements

Outlook 2003

Procedure

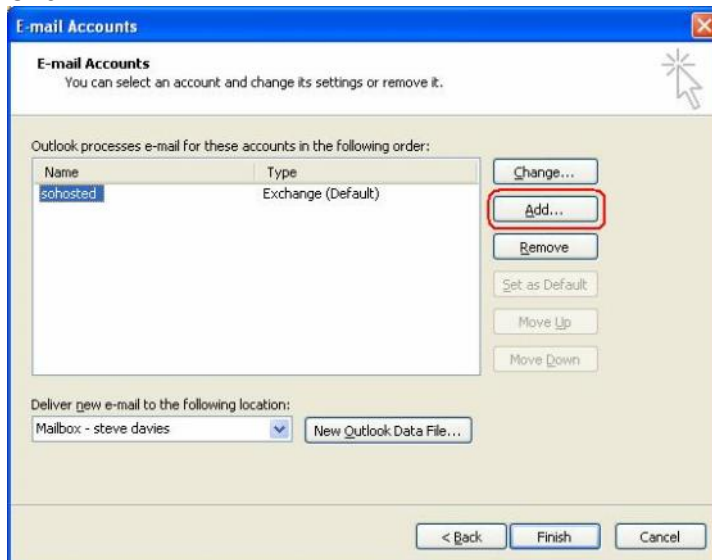
Configure new POP3 account

1. Open Outlook 2003
2. Click 'Tools' then 'Email Accounts..'
3. The Email configuration wizard will start:

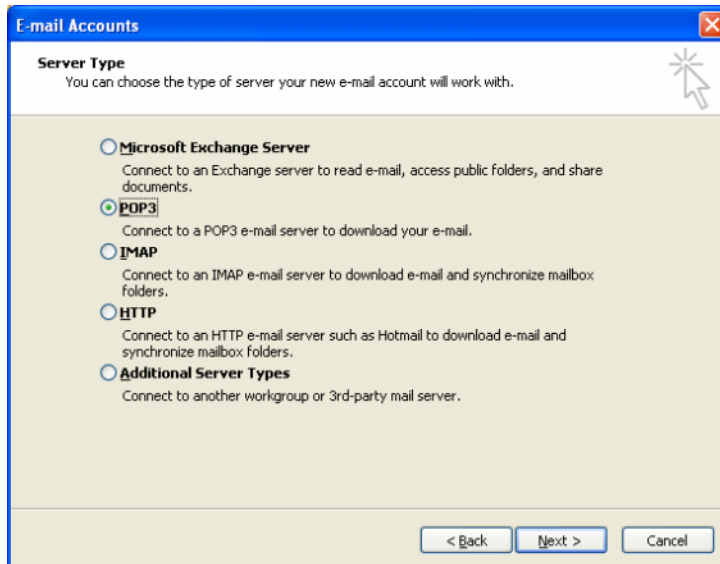




4. Click NEXT



5. You can now use the ADD button to add one or more POP3 accounts
6. Click ADD



7. Select the POP3 option and click NEXT



8. Complete all the relevant fields for your isp details and 'Test Account Settings...' to confirm details are correct.
9. Click 'Next' followed by 'Finish'

Alter Send/Receive Settings

1. From Outlook 2003, click 'Tools' then 'Send/Receive' then 'Send/Receive Settings' then 'Define Send/Receive Groups'

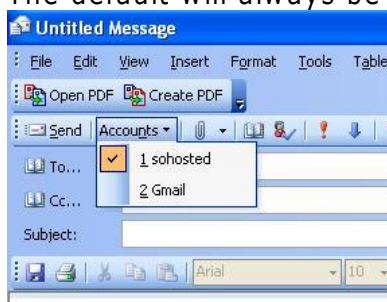
2. With 'All Accounts' selected as above, click EDIT



3. In the 'Accounts' bar on the left, click on the newly created POP3 account (shown as 'Gmail' above)
4. Remove the tick on 'Receive mail items'
5. This step is important to ensure that mail is now downloaded via the new POP3 account, even if false values were entered. This then ensures no errors occur on sending/receiving.
6. Finally, click 'OK' then 'Close'
7. Repeat all of these steps for each 'From' address you wish to use. Please note it is necessary to follow these steps on each PC that you use for email. So if you do this on your office PC and would like to enable the feature on your laptop, you must follow the steps above on the laptop as well.

Compose new message

1. After creating at least one POP3 account as described above, thereafter when composing a new message, a new toolbar icon will appear called 'Accounts'
2. This is a drop down list which can be used to specify which account should be used for sending mail
3. The default will always be your primary Exchange account



You are complete!