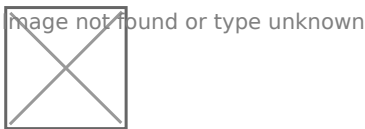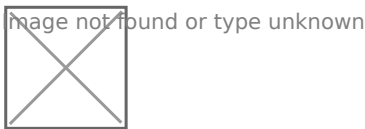# Send as a Group in Outlook

To send a message as a group or shared mailbox from your own account, first the admin has to grant **Send-As** permissions for your account on the target group.

In Outlook, start a new message. By default, the **From** address is not shown. First, you need to **Show From**.
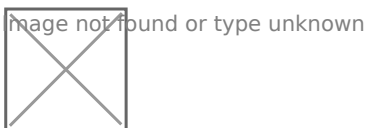
On the **Options** tab, select the **three dots** on the right side. Under **Show Fields**, choose **From**.

Your account email address will show in the from box. Drop-down the From menu and select **Other Email Address**.

Type the group or shared mailbox email address to send from. Then click **OK**. If you don't know the email address, you can click the **From button** and find the address in the directory.

Once you have sent from a group or shared mailbox, when you drop-down the from list, the recently used email addresses will be in the list.