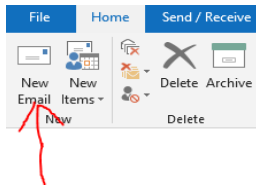
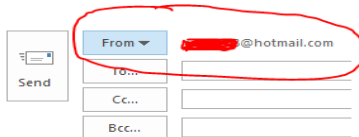


How to set destination of sent items from shared mailbox

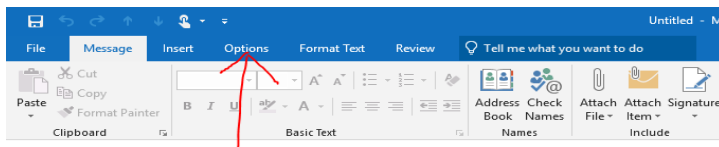
1. Open outlook
2. Open new mail



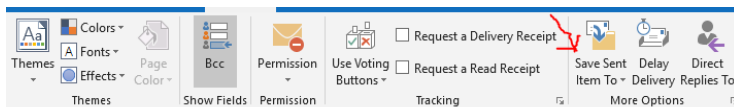
3. Choose the from button and select shared mailbox



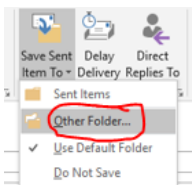
4. Click options on ribbon



Click save sent items to



5. Choose other



6. Choose sent items of shared mailbox or alternative destination as required – this will set it for that “from” mailbox from then on

