



Knowledgebase > Email and Collaboration > Email > "Sent by" settings for delegates and Shared Mailboxes

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## "Sent by" settings for delegates and Shared Mailboxes

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When delegates send an email on behalf of an account, settings can be set to display, or not display, their email address as well.

Within the delegated account, go to *Settings > Accounts > Grant access to your account* and change the setting to what's preferred\*:

- Show this address and the person who sent it ("sent by ...")
  - When a delegate sends an email, the recipient will see that the email came from the delegate account and which delegate sent the email. Ex:  
FROM: [some\\_email@brown.edu](mailto:some_email@brown.edu) (sent by [josiah\\_carberry@brown.edu](mailto:josiah_carberry@brown.edu))
- Show this address only (some\_email@brown.edu)
  - The email will appear as though it was sent directly from the account. Ex:  
FROM: [some\\_email@brown.edu](mailto:some_email@brown.edu)

\*These settings can only be changed by someone who has password access to the account. If this is for a shared mailbox, this can usually be done by the sponsor or the sponsor can request this change of CAP (CAP@brown.edu) if they don't have password access.

Additional info

- [Delegate and collaborate on email](#)
- [Access a Shared Mailbox](#)
- [How to Access a Shared Mailbox as a Delegate](#)