



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

Kyle Oliveira - 2022-06-30 - Comments (0) - Email

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](#)