





# How to set your alias as the default email address in Outlook

- Note; this method has been tested when using the [Google Workspace Sync](#) tool to sync Google with Outlook.
- Go to Options, then the ". . ." menu.
  -  or type unknown
- Select the "From" field. This allows you to see the "From" dropdown when you are composing an email.
  -  or type unknown
- When you compose an email, select the "From" dropdown.
  -  or type unknown
- Add your alias address.
  -  or type unknown
- Note that you may have to close and reopen Outlook for it to select your new alias email address as the default.

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Revision #3

Created 19 April 2023 20:44:29 by McKay Christensen

Updated 19 April 2023 21:10:16 by McKay Christensen