**Obtaining Full Headers**

To obtain full headers of an e-mail message, select your e-mail client:

**Outlook 2011 (Mac)**

* Click on the e-mail message.
* Right-click the message and select **View Source**.
* A window will open with the full headers of the message.
* Click in that window.
* Click the **Edit** menu and choose **Select All**.
* Click the **Edit** menu and choose **Copy**.
* Create a new message in Outlook, click in the body of the message, go to the **Edit** menu and select **Paste**.
* Fill in the appropriate e-mail address in the **To:**, the subject, and then click **Send Now**.

**Entourage 2008 (Mac)**

* Click on the e-mail message.
* Click **Message** > **Source**.
* A window will open with the full headers of the message.
* Click in that window.
* Click the **Edit** menu and choose **Select All**.
* Click the **Edit** menu and choose **Copy**.
* Create a new message in Entourage, click in the body of the message, go to the **Edit** menu and select **Paste**.
* Fill in the appropriate e-mail address in the **To:**, the subject, and then click **Send Now**.

**Entourage (Office 2001/X/2004) (Mac)**

* Double-click on the e-mail message.
* Click **View** > **Internet Headers** or **View** > **Source**.
* A window will open with the full headers of the message.
* Click in that window.
* Click the **Edit** menu and choose **Select All**.
* Click the **Edit** menu and choose **Copy**.
* Create a new message in Entourage, click in the body of the message, go to the **Edit** menu and select **Paste**.
* Fill in the appropriate e-mail address in the **To:**, the subject, and then click **Send Now**.

**Mail (Mac OSX)**

* Select the e-mail message.
* Click **View** > **Message** > **Long Headers**.
* Click **Forward** and send the message to the appropriate e-mail address.

**Thunderbird**

* Select the e-mail message.
* Click **View** > **Headers**> **All**.
* Click **Forward** and send the message to the appropriate e-mail address.
* To hide the full headers again, click **View** > **Headers**> **Normal**.

**Outlook 2010 (Windows)**

* Double-click the e-mail message to open it in a seperate window
* Do either of one of the following:
  + Click the **Expand** button in the lower right corner of the Tags section

or

* + Click **File** > **Info** > **Properties**

* Highlight the entire contents of the **Internet headers** box
* Right-click inside the box and select **Copy**, then click **Close**
* Click **Forward**.
* Click in the message pane, (top of the message), then click **Edit** > **Paste** to insert the full headers.
* Forward the message to the appropriate e-mail address.

**Outlook 2003/2007 (Windows)**

* Right-click the e-mail message by pressing the right mouse button.
* Click **Options**
* Highlight the entire contents of the **Internet headers** box
* Right-click inside the box and select **Copy**, then click **Close**
* Click **Forward**.
* Click in the message pane, (top of the message), then click **Edit** > **Paste** to insert the full headers.
* Forward the message to the appropriate e-mail address.

**Outlook Express (Windows)**

* Right-click the e-mail message by pressing the right mouse button.
* Click **Properties**.
* Click the **Details** tab.
* Highlight the entire contents of the **Internet headers for this message** box
* Right-click inside the box and select **Copy**, then click **OK**.
* Click **Forward**.
* Click in the message pane, (top of the message), then click **Edit** > **Paste** to insert the full headers.
* Forward the message to the appropriate e-mail address.

**Webmail (Outlook Web Access - OWA)**

**Note:** This is only available in using the full version of OWA. [Internet Explorer 6 or greater](http://it.rockefeller.edu/pdf/documentation/exchange/Access_Guide_For_Email_Filters_Vacation_OWA.pdf?#page=4) on a Windows computer or connecting via Remote Desktop from a [Mac](http://it.rockefeller.edu/pdf/documentation/exchange/Access_Guide_For_Email_Filters_Vacation_OWA.pdf?#page=5) or [Linux](http://it.rockefeller.edu/pdf/documentation/exchange/Access_Guide_For_Email_Filters_Vacation_OWA.pdf?#page=8) computer.

* Open the e-mail message by double-clicking so it opens in a new window.
* Click **Message Details** - it's the icon with an envelope and paper.
* Highlight the entire contents of the **Internet Mail Headers** box
* Right-click inside the box and select Copy, then click Close
* Click **Forward** to forward the message in question.
* Click in the message pane, (top of the message), right-click and select **Paste** to insert the full headers.
* Forward the message to the appropriate e-mail address.
* Click **Close**.