

## 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 separate 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](#) on a Windows computer or connecting via Remote Desktop from a [Mac](#) or [Linux](#) 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**.