Email: Forward an email as an attachment
How to forward an email as an attachment

In certain situations, you might need to forward an email as an attachment. For example if you are reporting a suspected phishing email, these should be forwarded to phishing@listserv.manchester.ac.uk as an attachment. The reason for sending it as an attachment is that it keeps the header information attached to the email. The header information is what tells us where the email originated from and whether it is legitimate.

To forward an email as an attachment:

1. Create a **new email message**.

2. From your inbox, click on the **email message you want to forward** (you do not need to open it) and drag it over to the **body of the new email message**.

> If you are using the web-based version of Outlook (aka OWA), you will need to make sure that your new message is visible on your screen so that you can drag over the email you want to forward.

3. The email message should now appear as an attachment in your new message.